Oregon Promise: GPA Verification Instructions for High School Staff

What is GPA Verification?
With GPA Verification, high school registrars/other staff use the secure OSAC High School Portal to confirm whether senior applicants meet the 2.50 GPA requirement for the Oregon Promise Grant. With GPA Verification, no transcript is required for the student's application. When you use GPA Verification, you help students access free money for college – *faster and easier.*

Who should sign up to verify GPAs?
Registrars or other high school staff who have access to grades and transcripts for high school seniors.

How do I sign up?
Complete the online request form if:

- You do not have an OSAC High School Portal account; *or*
- You have an OSAC High School Portal account, but you do not see the "GPA Verification" tab.

When do I verify GPAs?

Winter/Spring Cohort Applicants (Fall/Winter Graduates):

- Start verifying once application opens in September
- Winter GPA Verification deadline: Nov. 8 (for students who graduate July 1 – Nov. 30)
- Spring GPA Verification Deadline: Feb. 8 (for students who graduate Oct 1 – Feb. 29)

Fall Cohort Applicants (Spring Graduates):

- Start verifying GPAs once your 1st semester grades are available (typically in Dec-Feb)
- GPA verification deadline: July 10 (for students who graduate March 1 – June 30)

Verification Tips

- Start verifying GPAs as soon as verification opens for each cohort. Set a calendar reminder for yourself to log in and verify Oregon Promise GPAs every 1-2 weeks. The sooner you verify, the sooner your students will know about their application and/or award status for Oregon Promise.
- Prior to each cohort's GPA verification deadline, log in again to be sure that you have verified all current applicants.
- Scroll down the *entire list* and double check that you have selected "Met" or "Not Met" for **all current seniors**.
- Regardless of application review status, verify ALL seniors on your list. If a student has not submitted their Oregon Promise application yet, you still need to verify them.

Special Situations

- If the student's Class Year is not the current year, please ignore these students. You do NOT need to verify them. They will appear in gray, with the following message: "Possibly Ineligible or Inaccurate Application."
- If there are students who do not currently attend your school (and they are not grayed out as possibly ineligible), please email info@oregonpromise.org with their name(s).
- If the student has more than one Oregon Promise application, please verify the GPA for *all* applications associated with the student. There is no need to contact OSAC about this.

What counts as a 2.50 GPA?

- You must verify based on the student's *cumulative, unweighted* GPA.
  - If the student is a traditional spring graduate, you can verify based on their cumulative GPA as of the end of their *1st semester of senior year*.
  - If student is an early (fall/winter) graduate, you can verify based on their cumulative GPA as of the *end of their junior year*.

- OSAC does not accept rounding of GPAs:
  - 2.50 or 2.51 = Eligible
  - 2.48 or 2.49 = Ineligible

What if the student is close to a 2.50, but their final grades are not yet available?
For Fall Cohort (Spring Graduates): If the student is close but below a 2.50 as of their 1st semester senior year grades, then mark them as "Not Met" on your list. Once your final grades are available, go back and check your list of "Not Met" students. If the student raises their grades to a 2.50 with their final grades, then you can switch them to "Met" before the verification deadline (July 10).

NOTE: If a student currently has a 2.50 GPA based on their 1st semester of senior grades, then you should verify them as "Met." At the end of the year, if the student's final grades show that they have dropped below a 2.50, then you do NOT have to change their GPA verification status. You should leave them as "Met," since they already qualified based on their 1st semester cumulative GPA.

At the end of the school year you are only required to *verify* new applicants, and then check your list of "Not Met" students to see if any of them have raised their GPA to a 2.50. Please leave students who are already verified as "Met" as such.

What happens when a student selects GPA Verification in their application?
The student will appear on your list to verify, along with their application review status. Whether or not their application is submitted, you can verify their GPA.

The student may choose to download an optional hard copy form and submit it to you. This is simply a reminder to you to verify their GPA. You can keep this form for your records, as a reminder. You do not need to submit this form to OSAC, or return it to the student. All verification occurs online.

Account Access

If your OSAC High School Portal account is inactive, email info@oregonpromise.org for assistance. Or you may submit a feedback form on the website. You can select "Forgot Login/Password" at any time.