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**The California  
State University**

# Cal State Apply and CaliforniaColleges.edu *Outreach Toolkit*

**February 2023**

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# Toolkit Instructions

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This toolkit contains template emails intended to support campus-Level Directors of Admission (DARs), Directors of Outreach (DOR), and admissions module staff in informing their feeder districts about the final transcript update to the Cal State Apply integration with CaliforniaColleges.edu and its benefits. The following instructions clarify the purpose of the toolkit's content.

The email templates in the toolkit are intended for Superintendents, Data Teams, College & Career Leads at your various feeder districts.

1. Copy and paste the suggested email subject and text for the email.
2. Customize the email text where indicated by yellow highlights.
3. Attach the [Final Transcripts for CSU Fact Sheet](#) (PDF) on Page 7.
4. Download the [CSU Feeder Districts and School Report](#) and send materials to Superintendents, Data Teams, College & Career Leads (listed as POC) in school districts within your CSU campus' service area identified as [CCGI Partner Districts](#).
5. Once the email has been sent to feeder districts, inform the CSUCO that the email has been sent.

# Winter Final Transcript Email

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## Suggested Send Date

Week of February 27 – March 3, 2023

## Email Subject

Upload Your End-of-Year File to CaliforniaColleges.edu

## Email Text

Dear [Name],

We're excited to announce an update to the Cal State Apply integration with CaliforniaColleges.edu! The update allows the California State University Chancellor's Office (CSUCO) to seamlessly pull final transcript data for your students who applied to a CSU campus with linked accounts.

As you may know, [Name of School District] has a data-sharing agreement with the California College Guidance Initiative (CCGI). As a CCGI Partner District, your students can:

- Track their Cal State Apply application through CaliforniaColleges.edu
- Import their coursework into their Cal State Apply application
- Allow CSU campuses to pull their final course and transcript records from CaliforniaColleges.edu

The updated integration ensures that students both complete their application accurately and that CSU campuses receive timely final transcript data for students in a format that helps speed final eligibility and admissions status determinations.

For your convenience, we have attached a fact sheet explaining the new final transcript process for Cal State Apply applications sent through CaliforniaColleges.edu.

## Next Steps

- **Submit your End-of-Year File to CCGI before the June 23 final deadline.**  
This ensures that your students' final transcript data will be available for the CSUCO to pull from CaliforniaColleges.edu during the first week of July 2023.
- **Encourage students who are still working to complete applications at CSU campuses with extended deadlines to submit their Cal State Apply application through CaliforniaColleges.edu.**  
This ensures your students take advantage of the ability to import coursework directly into their Cal State Apply application and avoid any errors caused by manual input.

For questions regarding the Cal State Apply integration or final transcripts, please [contact the California College Guidance Initiative](#) directly.

# Spring Final Transcript Email

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## Suggested Send Date

Between April 3 – April 7, 2023

## Email Subject

Reminder: Upload Your End-of-Year File to CaliforniaColleges.edu

## Email Text

Dear [Name],

This is a friendly reminder to upload your End-of-Year File to CaliforniaColleges.edu in order to ensure that the California State University Chancellor's Office (CSUCO) has final transcript data for your students. The CSUCO pulls the final grades from CaliforniaColleges.edu for students and makes them available to CSU campuses.

***Important Note: If your district fails to submit your End-of-Year File prior to the deadline, the CSUCO will not be able to pull final transcript data for your students from CaliforniaColleges.edu for the purpose of CSU campus admission.***

[Name of School District] has a data-sharing agreement with the California College Guidance Initiative (CCGI). As a CCGI Partner District, your students can:

- Track their Cal State Apply application through CaliforniaColleges.edu
- Import their coursework into their Cal State Apply application
- Allow CSU campuses to pull final transcript data from CaliforniaColleges.edu

For your convenience, we have attached a fact sheet explaining the new final transcript process for Cal State Apply applications sent through CaliforniaColleges.edu.

## Next Steps

- **Submit your End-of-Year File to CCGI before the June 23 final deadline.** This ensures that your students' final transcript data will be available for CSU to pull from CaliforniaColleges.edu during the first week of July 2023.

For questions regarding the Cal State Apply integration or final transcripts, please [contact the California College Guidance Initiative](#) directly.

# End-of-Year Final Transcript Email

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## Suggested Send Date

Week of May 29 – June 2, 2023

## Email Subject

Final Reminder: CSU Chancellor's Office Needs Your End-of-Year File

## Email Text

Dear [Name],

Have you uploaded your End-of-Year File to CaliforniaColleges.edu?

The California State University Chancellor's Office (CSUCO) needs your End-of-Year File in order to pull final grades for your students from CaliforniaColleges.edu and provide them to CSU campuses.

***Important Note: If your district fails to submit your End-of-Year File prior to the deadline, the CSUCO will not be able to pull final transcript data for your students from CaliforniaColleges.edu for the purpose of CSU campus admission.***

[Name of School District] has a data-sharing agreement with the California College Guidance Initiative (CCGI). As a CCGI Partner District, your students can:

- Track their Cal State Apply application through CaliforniaColleges.edu
- Import their coursework into their Cal State Apply application
- Allow CSU campuses to pull final transcript data from CaliforniaColleges.edu

For your convenience, we have attached a fact sheet explaining the new final transcript process for Cal State Apply applications sent through CaliforniaColleges.edu.

## Important Next Steps

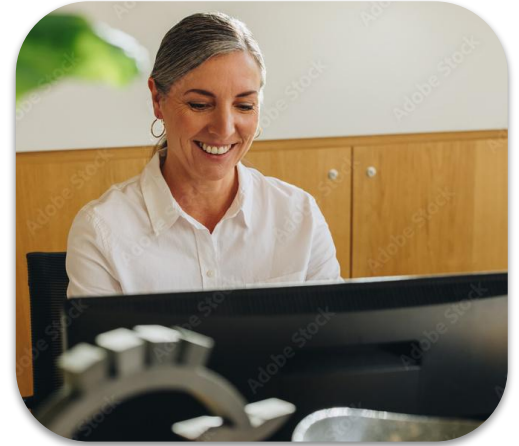
- **Submit your End-of-Year File to CCGI before the June 23 final deadline.**  
This ensures that your students' final transcript data will be available for CSU to pull from CaliforniaColleges.edu during the first week of July 2023.

For questions regarding the Cal State Apply integration or final transcripts, please [contact the California College Guidance Initiative](#) directly.

### Background

California State University (CSU) campuses require newly admitted students to submit their final transcripts as the last step in the CSU admissions process. Historically, students submit their final transcript by mailing a physical copy of their final transcript, obtained through their high school, or paying a third-party vendor to send it electronically.

The current process for submitting final transcripts presents many burdens for students, school districts, and CSU campuses. To ease these burdens presented by the admissions process, CaliforniaColleges.edu implemented a new final transcript delivery system with CSU. Using this system, the CSU Chancellor's Office (CSUCO) can pull final transcript data for students with Partner Accounts who submitted their Cal State Apply application through CaliforniaColleges.edu.



### How the Final Transcript Delivery System Works



**Partner Districts** provide their **End-of-Year File** to CCGI, as early as possible and before the **June 23, 2023** final deadline. Districts use the same process as previous transcript data files, but also indicate all Spring semester grades **and submit the HS Grad File** (for the purpose of CSU admission). If a district does not submit their End-of-Year File prior to the final deadline, the CSUCO will not be able to pull final transcript data for your students from CaliforniaColleges.edu for the purpose of admission.



**CSUCO** pulls the final grades from CaliforniaColleges.edu and makes them available to CSU campuses.



**Students** should follow any additional instructions they receive from CSU campuses regarding their final transcripts.

### Benefits of the Final Transcript Delivery System

- ▶ CSU Campuses are able to directly pull the final, electronic course and grade records that have been provided by CCGI Partner Districts through CaliforniaColleges.edu
- ▶ This will speed final CSU eligibility determinations for students as courses that have been successfully verified against the CMP require no further review by CSU admissions staff to determine "a-g" unit value.
- ▶ For each student, admissions offers will move out of provisional status once the CSU campus has verified through final coursework that all admissions requirements have been met.

For questions regarding the new CSU Final Transcript Delivery System, please [Contact Us](#).