CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

Grants Management System

Grantee Portal — IHE & LEA User Guide

Student Teacher Stipend Program (STSP)

A user guide for IHE and LEA Program Representatives

grantees.ctc.ca.gov

For questions, contact STSP@ctc.ca.gov

Developed by Linean, Inc. | linean.com

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1. Introduction

The Commission on Teacher Credentialing Grants Management System (GMS) Grantee Portal is a secure, web-based platform that provides the online applications for institutions of higher education (IHEs) and local education agencies (LEAs) to participate in the Student Teacher Stipend Program (STSP). Through this portal, organizations can manage student teacher candidates, submit monthly applications for funding, and track the status of each stipend from submission through payment.

Who This Guide Is For

This guide is intended for the following roles:

- IHE Representatives — Staff at universities and teacher preparation programs who submit candidates for student teachers for stipends and submit candidates to LEA partners.
- LEA Representatives — Staff at school districts, county offices of education (COEs), and charter schools who review uploaded candidates, approve them, and submit monthly applications to the California Commission on Teacher Credentialing (Commission).

About the Student Teacher Stipend Program

The Student Teacher Stipend Program (STSP) is a California Proposition 98 state-funded initiative providing $10,000 stipends to multiple subject, single subject, education specialist, and PK-3 ECE Specialist credential student teachers enrolled in coursework at an IHE where they will complete 500 of the 600 required hours of clinical practice at partnering eligible local education agencies. The program is designed to increase the supply of credentialed teachers, especially in high-need credential areas and schools. For 2026–2027, $100 million of the total $300 million program budget is available for disbursement to LEAs.

KEY URL	Access the Grantee Portal at: grantees.ctc.ca.gov | Program questions: STSP@ctc.ca.gov | Technical support: STSP@ctc.ca.gov

2. Getting Started

Accessing the Portal

Navigate to grantees.ctc.ca.gov in your web browser. The portal supports all modern browsers (Chrome, Edge, Firefox, Safari). Sign in with your organization-approved Microsoft or Google account. Access is provisioned by your organization’s access administrator or the Commission. A registered account is one that has been granted portal access.

Portal Navigation

The left-hand sidebar is the primary navigation tool. The menu items you see depend on whether you are logged in as an IHE or LEA representative. Both portals share a common layout, with sections specific to each role.

IHE Portal Navigation

Feature / Page	Description
Dashboard	Your home page — shows pending Action Items, Candidate Status totals, recent Submissions, and Post-Program/Post Payment Reporting due.
Submit Candidates	Submit candidates individually or using the bulk upload feature.

Candidates	View the history of your candidate submissions to LEAs.
Programs	View active and historical grant cycle information, funding totals, and submission breakdowns per fiscal year.
Funded Candidates	View all candidates who have reached Payment Complete status and submit Post-Program/Post Payment reports for each.
Submitted Reports	Shows a history of all submitted reports.

LEA Portal Navigation

Feature / Page	Description
Dashboard	Your home page — shows pending Action Items, Candidate Status totals, recent Submissions, and Post-Payment Reporting due.
Applications	View past applications and edit current application.
Candidate Review	Review candidates and return for correction or add to monthly submission.
Submissions	Create and manage monthly submissions to the Commission.
Grants	View application history, grant cycle information, and funding totals per fiscal year.
Funded Candidates	View candidates who have reached Payment Complete status and submit Post-Payment reports for each.
Reports	Shows a history of all submitted reports.

3. IHE Portal — Dashboard

The IHE Dashboard provides an at-a-glance view of your program activity. It is organized into four key areas:

Feature / Page	Description
Action Items	Highlights candidates requiring your attention — including Draft Candidates ready to submit, Candidates Returned by LEA partners, and Reports Required for candidates.
Candidate Status	A summary count of all candidates across five dynamic summary cards: Total (all candidates), Pending (drafts, submitted, and returned candidates still with the LEA), Under Review (with the Commission), Approved (cleared for payment), and Waitlist (always visible).
Submissions Table	A list of recent candidate submissions showing candidate name, LEA partner, credential area, school, and status.
Program Completion Reporting	The number of funded candidates for whom post-program reports are due or completed. Click through to the Funded Candidates page.

TIP	Check your Action Items first each time you log in. Items listed there require action to keep your candidates moving through the workflow.

4. IHE Dashboard — Common Action Items

Draft Candidates to Submit

If you have started the process to submit candidates and have not finalized by clicking, “Submit”, the system will save your progress as a draft. Click the “Submit Candidates” button on the far right of this action to view, edit, or delete the drafted candidate.

Candidates Returned by LEA

Candidates returned by LEA require corrections before moving forward in the system. From this action item, click “Review Candidates” to see LEA’s return reason, make the needed changes, and resubmit.

5. IHE Portal — Submit Candidates

Submitting Candidates

Submit candidates by navigating to the left Submit Candidates tab and proceed in one of two ways — Option A: manual entry for single submissions, or Option B: via bulk upload when adding multiple candidates at once.

Option A: Submit Individually

Click Submit Candidates in the left sidebar (or the Submit Candidates button on the Candidates page) to open the Add Candidate page, then make sure the Manual Entry tab is selected (Bulk Upload is the alternative tab). Complete the following:

1	**IHE Point of Contact** — Enter first name, last name, email address, and phone number for the IHE Point of Contact responsible for the uploaded candidates. This information appears on submissions sent to the LEA and will follow the candidate through the process. An IHE can have more than one Point of Contact.
2	**Candidates** — Enter the student teacher's document number and click Look Up. The system will retrieve their name and stored information from the Commission credential database. If no record is returned, double-check the document number; if the issue persists, contact your CTC liaison. ***NOTE:*** if the student teacher does not have a document number, they may not move forward in the online application. When they have their document number, the IHE may start the application process on their behalf.
3	**Eligibility Confirmation** — Confirm the candidate's eligibility by checking both statements: a.) the candidate is not enrolled in a California grant-funded teacher residency program, and b.) the student teacher has begun clinical practice coursework. Both statements, together with the Full-Time Paid Student Teaching confirmation below, must be checked before the candidate can be submitted to the LEA. Until then, the candidate can be saved as a draft. ***NOTE:*** To be eligible for this grant, a candidate must not be enrolled in a California grant-funded teacher residency program and must have begun clinical practice coursework.
4	**Credential Information** — Select the candidate’s Credential Area from the dropdown. If the candidate is pursuing more than one credential at the same time, toggle More than one credential and select the additional Credential Area from the second dropdown that appears.
5	**Full-Time Paid Student Teaching –** Answer whether this candidate is a student teacher working in a school as a full-time student teacher of record earning a salary on an intern credential, short-term staff permit, provisional intern permit, or any other credential or permit or any other Commission document that allows a student teacher to be a full-time teacher of record during their student teaching. If the answer is “yes,” the student teacher will not move forward in the online application.
6	**Clinical Placement** — Select the County, School District or County Office, and specific School site where

	the student teacher will be placed.
7	**Add Another Candidate, Submit, or Save** — To add another candidate to your submission, click the yellow button, + Add Candidate, at the top of the page and repeat the process above. Once completed, click the blue button Submit to LEA to send the candidate to your LEA partner for review, or Save as Draft to complete the submission later.

NOTE	Each candidate must be looked up by their Commission document number. A document number, credential area(s), and placement details are required before the candidate can be submitted to the LEA.

Option B: Bulk Upload

To submit multiple candidates at once, use the Bulk Upload feature. Navigate to Submit Candidates in the left sidebar and select the Bulk Upload tab. Follow these steps:

1	**Download the Template** — Click Download Excel Template to get the pre-formatted spreadsheet. Do not change the column structure.
2	**Populate IHE Point of Contact** — Enter first name, last name, email address, and phone number for the IHE Point of Contact responsible for the candidate. This information appears on submissions sent to the LEA and will follow the candidate through the process.
3	**Populate the Template** — Complete the template with each candidate's document number, credential area, placement county, district, and school. Verify document numbers against Commission records before uploading. ***NOTE:*** In bulk upload, entering a candidate’s document number auto-populates their first and last name; the remaining fields on the template must be completed manually before upload. The template includes a second Credential Area column for dual-credential candidates.
4	**Save and Upload the Template** — Save the template to your desktop. Drag and drop the completed file into the Upload area, or click Browse Files to locate it on your computer.
5	**Submit to LEA** — Click Submit to LEA to send all valid candidates. Any rows with errors will be flagged for correction before submission.

TIP	Be mindful of copying and pasting between Excel files and ensure that numbers are formatted appropriately. The bulk upload template is saved locally on your computer, not in the portal. Save the spreadsheet as a draft on your device and upload it only when the candidates are ready to submit.

Viewing All Candidates

Go to Candidates in the left sidebar to see all student teachers you have submitted across all grant cycles. Use the filter controls at the top to narrow results by Status, LEA Partner, or search by name or Document Number. The table shows each candidate's name, LEA partner, credential area, placement school, and current status.

Viewing Candidate Details

Click any candidate's name in the Candidates table to open their Candidate Details page. This shows:

- **Progress bar** — five-stage pipeline showing where the candidate currently sits.
- **Candidate Information** — credential area, placement school, LEA partner.
- **Funding** — grant cycle, award amount, current status, and date of last status change.
- **Credential Areas** — the credential(s) the student is working toward.

Candidate Progress Pipeline (IHE View)

1	2	3	4	5
Submitted to Local Education Agency (LEA)	LEA Approved	Submitted to Commission	Commission Approved	Payment Complete

Submitted to Local Education Agency (LEA)	IHE has submitted the candidate(s); awaiting LEA review.
LEA Approved	LEA has reviewed candidate(s) and approves.
Submitted to Commission	LEA has submitted candidate(s) to Commission staff.
Commission Approved	Commission has approved the candidate(s); payment processing begins.
Payment Complete	The $10,000 stipend has been disbursed by the Commission to the LEA. Post-program report required.

6. IHE Portal — Programs

Program History

Navigate to Programs in the left sidebar to see your institution's complete program history. The Grant History page shows summary statistics for your organization:

- **Number of LEA Partners** — organizations where student teachers have been placed.
- **Total Candidates** — all candidates across all grant cycles and fiscal years.
- **Reports Due** — number of post-program reports that need to be submitted.
- **Report Rate** — percentage of required reports that have been completed.

Below the summary, the page lists the program activity for your institution. Expand Program → Fiscal Year → LEA Partner to drill into candidate counts, funded totals, Grant Cycle information, LEA Participation, and submitted candidate detail.

Program Details

Expand the Program → Fiscal Year → LEA Partner rows to expand the grant program information. This shows:

- **Grant Cycle** — fiscal year, total candidates, and total funded candidates.
- **LEA Participation** — LEA partner(s) for this cycle, counts for total submitted candidates, and counts for total funded candidates.
- **Candidates Submitted** — candidate name, credential area, date submitted, status, report, and credential.

7. IHE Funded Candidates & Post-Program Reporting

Navigate to Funded Candidates in the left sidebar to see all candidates for whom the $10,000 stipend has been paid. This page is your Reporting Queue. Use the filter controls to narrow results by Cohort Year, LEA Partner, Credential Area, or Reporting Status.

For each funded candidate, the table shows their name, LEA partner, submission month, credential area, award amount, payment status, and reporting status. Reports can be submitted individually or via bulk upload.

What Is Reported

Post- program reports include the following information for each funded student teacher:

- Program completion
- 500-hour grant question
- 600-hour credential question
- Additional clinical placement (if there were more than one)

Option A: Manual Entry Submit Individually

1	Navigate to Funded Candidates in the left sidebar.
2	Locate the candidate requiring a report. Use filters to narrow as needed.
3	Click the Report button in the Actions column for that candidate.
4	Complete the reporting form with all required information and submit.
5	The Reporting Status for that candidate will update to reflect submission.

Option B: Bulk Upload

To submit reports for multiple funded candidates at once, use the Bulk Upload option on the Funded Candidates page. Follow these steps:

1	**Download the Template** — Click the yellow Download Excel Template button to get the pre-formatted spreadsheet. Do not change the column structure.
2	**Populate the Template** — The template will download with all funded candidates included. Complete the template by populating all remaining columns.
3	**Save and Upload the Template** — Save the template to your desktop. Drag and drop the completed file into the Upload area, or click Browse Files to locate it on your computer.
5	**Submit Report** — Click Submit Report to complete the candidate's process or Save draft for later.

IMPORTANT	Post-program reports are required for all funded candidates. Reporting status is tracked and visible to Commission staff.

8. LEA Portal — Dashboard

START HERE	Your first task in the LEA Portal is to create your **yearly application**. Until the current fiscal year's application exists, you cannot review candidates, build submissions, or take any other action — the dashboard will show an "Application Required" action item. Complete it under *LEA Portal — Applications: Yearly Application*, then work through the remaining pages in the order shown.

The LEA Dashboard provides a summary of all candidate activity for your school district. It is organized into four key areas:

Feature / Page	Description
Action Items	Highlights tasks requiring your attention — including Application Required (when no yearly application exists for the current fiscal year), Candidates Awaiting Review, and Reports Required.
Candidate Status	A summary count of all candidates across all statuses currently in your queue.
Submissions to Commission	A table of your monthly submission history showing submission month, IHE partner(s), candidate count, submission date, and status.
Post-Payment Reporting	The number of funded candidates for whom post-payment reports are Funded Candidates, In Progress, and Submitted.

TIP

- Check Action Items first each time you log in. If you see Application Required, complete your Yearly Application before attempting to create submissions.
- Only one submission per month may be made to the Commission. Coordinate with other users about when to submit for the month (LEAs have full control over the timing). Candidates added after the monthly submission has been sent do not carry over to next month. Instead, the current submission reopens as a Draft and must be resubmitted to the Commission — otherwise the newly added candidates will not be reviewed.

LEA Candidate Dashboard Status Summary

The Candidate Status panel on the Dashboard shows counts across all stages. Common statuses for LEA users include:

Total Candidates	All candidates across every status.
Not Yet Submitted	Candidates have been added by the LEA but have not yet been included in a monthly submission. They appear on the Dashboard but will not move to Awaiting Review until they are submitted to the Commission.
Awaiting Review	Submitted by IHE partners — candidates are waiting for LEA formal review and approval or return.
Under Review	Awaiting Commission approval — candidates have been included in an LEA submission and are under Commission review.
Approved	Eligible for payment — candidates have been approved by the Commission and are cleared for stipend disbursement.
Funds Disbursed	The State Controller has issued the warrant to the LEA. The LEA is then responsible for disbursing the $10,000 stipend to the candidate.
Paid	Candidates paid by LEA — the $10,000 stipend has been received. Post-payment reporting is required.
Waitlist	Pending available funding — appears once a candidate has been approved but state grant funds have been exhausted for the year. When this status is set, an automated email notification is sent to the LEA and IHE contacts on file.

9. LEA Dashboard — Common Action Items

Create a Yearly Application

If no application exists for the current fiscal year, the system will ensure you create one before doing anything else. This will show up on your Action Items. Click the Start Application button, fill in the information below, and click Save.

Feature / Page	Description
Fiscal Year & Grant Cycle	Application will be pre-populated with Fiscal Year and Grant Cycle.
LEA Point of Contact	Enter the First Name, Last Name, Email Address, and Phone Number for the LEAs primary program contact
Superintendent	Enter the Name and Email of the LEA superintendent.
Fiscal Agent	Enter the Name, Email Address, and Phone Number of the fiscal agent responsible for managing grant funds in the LEA. If there is a partner LEA that will be responsible for paying student teachers, enter the name of the county of the Alternate Fiscal Agent LEA, the LEA name, and Name, Email Address and Phone Number of the fiscal agent responsible for managing the grant funds.
GAA Authorized Signer	Enter the Name, Title, and Email of the authorized signatory for the LEA (school district, county office of education, or charter school) or in the partner LEA that will be responsible for paying student teachers. (typically a superintendent or superintendent designee).

Candidate Review

Option A: Individual Candidate Review

Once you complete an application, review candidates submitted by IHE partners and add to your monthly submission.

1	**Review Candidates** — Click the Review Candidates button on the Action Items ribbon at the top of your dashboard.
2	**Confirm Candidate Details** — Click the individual candidate to see detailed information. Confirm their eligibility for the program.
3	**If Information is Correct** — Click Approve to add candidates to the monthly submission.
4	**If Information Needs Updating** — Enter the information that needs to be updated and click the yellow Return to IHE button.

NOTE	Teacher Residency candidates in state funded grant programs are not eligible for this grant. The confirmation dialog will flag any candidates in a Teacher Residency placement.

Option B: Multiple Candidate Review

From the Candidate Review list, you can act on one or more candidates at a time. Use the checkboxes on the left of each row to select multiple candidates, then choose an action to either Return to IHE or Approve (which adds the selected candidates to the current draft submission). Alternatively, click a candidate's name to open their details and act individually (as explained above).

NOTE: If LEA chooses a bulk action, you are confirming the following is true:

1. None of the candidates are in a California Grant Funded Teacher Residency Program

2. None of the candidates are working as a full-time teacher of record earning a salary on an intern credential, short-term staff permit, provisional intern permit, or any other credential or permit or any other Commission document that allows a student teacher to be a full-time teacher of record during their student teaching.
3. All of the candidates have begun clinical practice coursework at the LEA.

10. LEA Portal — Applications

Before your LEA can submit candidates for any given fiscal year, you must first complete a Yearly Application for that grant cycle. This should appear in your Action Items on your dashboard (above) but can also be found in the Applications page on left sidebar under the LEA Portal. This one-time annual step unlocks monthly submissions for the entire fiscal year.

IMPORTANT	LEAs may not create a monthly submission until a Yearly Application is completed for the current fiscal year.

Applications Page Overview

Navigate to Applications in the left sidebar. The Applications page shows a table of all grant applications associated with your district — one row per fiscal year. Each row includes:

Feature / Page	Description
Fiscal Year	The academic year the application covers (e.g., 2026–27).
Grant Cycle	The name of the associated grant program (e.g., Student Teacher Stipend Program).
Submitted	The date the application was submitted for the current fiscal year.
Actions	Edit (if still editable) or View buttons to open the application.

Creating a New Yearly Application

If no application exists for the current fiscal year, click the Start Application button at the top right of the Applications page. The application form opens with the following sections:

Feature / Page	Description
Fiscal Year & Grant Cycle	Application will be pre-populated with Fiscal Year and Grant Cycle.
LEA Point of Contact	Enter the First Name, Last Name, Email Address, and Phone Number for the LEAs primary program contact
Superintendent	Enter the Name and Email of the LEA superintendent.
Fiscal Agent	Enter the Name, Email Address, and Phone Number of the fiscal agent responsible for managing grant funds in the LEA. If there is a partner LEA that will be responsible for paying student teachers, enter the name of the county of the Alternate Fiscal Agent LEA, the LEA name, and Name, Email Address and Phone Number of the fiscal agent responsible for managing the grant funds.
GAA Authorized Signer	Enter the Name, Title, and Email of the authorized signatory for the LEA (school district, county office of education, or charter school) or in the partner LEA that will be responsible for paying student teachers. (typically a

	superintendent or superintendent designee).

Editing an Existing Application

To update an existing yearly application, navigate to Applications and click Edit next to the appropriate fiscal year row. Make your changes and save. Note that Fiscal Year and Grant Cycle fields are read-only and cannot be changed after the application has been created.

Submission Lock Warning

If you attempt to create or edit a monthly submission without a completed Yearly Application for the current fiscal year, the Submissions page will display a warning banner:

WARNING — SUBMISSION LOCKED	"Application Required. The LEA does not have a grant application for the current fiscal year. This submission is locked until an application is completed — no candidates may be added, saved, or submitted for review."

To resolve this, navigate to Applications in the left sidebar, complete the Yearly Application for the current fiscal year, and then return to Submissions to continue your work.

11. LEA Portal — Candidate Review

When an IHE submits a student teacher candidate to your LEA, they appear in your Candidate Review queue. Navigate to Candidate Review in the left sidebar.

Reviewing the Candidate List

By default, the Candidates page opens in Candidates Awaiting Review mode, which lists only the candidates waiting for your review - those with the status Submitted to LEA, plus any the Commission has returned to the LEA. This is your action queue. Use the filter controls at the top to narrow results by Status, IHE Partner, or Submission Month, or to search by name or SEID.

TIP	After you approve a candidate, the candidate's status changes to Submitted to Commission and the candidate moves out of the Awaiting Review queue. The candidate is not removed from the system; to view approved candidates again, change the Status filter to the status you want (for example, Submitted to Commission), or clear the Status filter to see all candidates across every stage.

Each row in the table shows: Candidate Name, SEID, IHE Partner, Credential Area, Placement School, Award Amount ($10,000), Date Received, and current Status. Click any candidate's name to open their Candidate Details.

LEA Candidate Status Summary

Statuses on this page include:

Submitted to LEA	Submitted by IHE partners — candidates are waiting for LEA formal review and approval or return.
Returned to IHE	LEA has sent the candidate back to IHE for correction.
Submitted to Commission	LEA forwarded the candidate in monthly submission to be reviewed by the Commission.
Commission Approved	Eligible for payment — candidates have been approved by the Commission and are cleared for stipend disbursement.

Awaiting GAA	Awaiting Grant Award Agreement signature from Commission or LEA.
GAA Signed	Grant Award Agreement fully executed.
Invoice Generated	Submission payment is being processed for disbursement to LEA.
Payment Complete	LEA has paid the candidate. Post-payment report required.

Candidate Details (LEA View)

See details for each Candidate by clicking their name. This Candidate Details page shows the student's information and funding details:

- **Candidate Information** — credential area, school, school CDS code, IHE partner, and LEA partner.
- **Funding** — grant cycle, award amount ($10,000), submission date, and last status change (the date the candidate's status was most recently updated).
- **Status History** — a chronological table of every stage change for this candidate. Each row shows the date, the previous status, the new status, and any comments entered at the time.

The Candidate Details page is read-only. To approve, return, or otherwise act on the candidate, open the separate Review Action screen from the Candidate Details page.

Review Action Screen

The Review Action screen is where the LEA acts on a candidate. It includes a school placement selector plus three eligibility confirmation checkboxes:

- The candidate is not enrolled in a California grant-funded Teacher Residency Program.
- The candidate is not working as a full-time teacher of record on an intern credential, short-term staff permit, provisional intern permit, or any other Commission document that allows a student teacher to earn a salary.
- The candidate has begun clinical practice coursework at the LEA.

From the Review Action screen, use the action buttons to Approve or Return to IHE. Returning a candidate sends them back to the IHE with the selected Return Reason (and optional Comments) explaining what correction is needed.

Returning Candidates to IHE

If a candidate's information is incorrect or incomplete, return them to the submitting IHE for correction. To return one or more candidates:

1	Navigate to the Candidate Details page by clicking the candidate name that requires review.
2	Review candidate information. Scroll down to Review Action section and confirm eligibility.
3	Select a Return Reason from the dropdown. Add an optional Comment. If Other is chosen, complete the Please specify box. This information will be visible to the IHE representative.
4	Click the yellow Return to IHE button. Their status changes to Returned to IHE and they appear in the IHE's Action Items.

Adding Candidates to a Submission

Once you have reviewed and approved candidates, approving them automatically adds them to your current monthly submission. Select candidates using the checkboxes and click Approve. A confirmation dialog will appear listing the candidates being added. Review the details carefully, as the dialog will flag any special program notes.

NOTE	Student teachers completing student teaching as a full-time teacher of record earning a salary are NOT eligible to participate in the Student Teacher Stipend Program. This applies to student teachers on Intern Credentials, Short-Term Staff Permit, Procisional Intern Permit, and any other Commission document that allows a student teacher to be full-time teacher of record during their student teaching.

12. LEA Portal — Submissions

Submissions are monthly groupings of approved candidates that the LEA formally sends to the California Commission on Teacher Credentialing for review and funding authorization. Navigate to Submissions in the left sidebar.

Viewing Your Submission History

The Submissions page shows all monthly submissions associated with your district, organized by grant cycle. Each row shows:

- **Submission Month** — the calendar month covered by this submission.
- **IHE Partner(s)** — the institution(s) whose candidates are included.
- **Total Candidates** — number of student teachers in this submission.
- **Status** — current processing stage (Draft, Under Review, Approved).
- **Last Modified** — date the submission was most recently updated.
- **Actions** — Edit (if still Draft) or View (for submitted records).

Creating a Monthly Submission

To submit candidates for a given month, create a new submission from the Submissions page. Include all approved candidates for that submission month. Once complete, submit the package to the Commission.

PREREQUISITE	A completed Yearly Application for the current fiscal year is required before you can create or edit any monthly submission. If you see a lock warning on this page, navigate to Applications to complete your yearly application first.

1	Go to Submissions in the left sidebar and locate the current month's Draft submission (if applicable) or create a new one for the appropriate month.
2	Confirm that nothing has changed in your application. If any changes are needed, simply click the Edit Application button on the top right of the Application Details to update your Yearly Application before continuing.
3	Check the boxes for eligible candidates (those previously approved by LEA) to add to submission.
4	Click Submit to send the package to the Commission or save to Draft.

Submission Progress Stages

1 Created	**2** Submitted	**3** Under Review	**4** Approved

Draft	Submission created but not yet submitted to the Commission. Still editable.

Under Review	Submission made by LEA and received by Commission; staff are reviewing candidate eligibility.
Approved	Commission has approved all candidates. Disbursement process will begin.
Fiscal	Fiscal processing is underway. Payment is being prepared for disbursement to the LEA.
Returned	The Commission has sent the submission back to the LEA (for correction or clarification). Returned is a status the submission enters when it is bounced back from the Commission —not a stage in the linear pipeline.

Viewing Submission Details

Click View on any submission row to open the Submission Details page. This shows:

- **Submission Information** — month, grant cycle, LEA name, number of candidates, total award amount, created date, last modified date, submitted date, and current status badge.
- **Submission Progress** — a visual pipeline showing which stage the submission is currently in.
- **Candidates in Submission** — a table listing each student teacher in the submission, with their name, credential area, and requested award amount.

13. LEA Portal — Grants

Application History

Navigate to Grants in the left sidebar to see your district's complete application history. The Application History page shows summary statistics:

- **Active Grant** — the number of currently active grant cycles in which the LEA is participating.
- **Total Candidates** — all student teachers nominated across all cycles.
- **Funds Awarded** — total dollar amount of approved stipends.
- **Funds Received** — total dollar amount disbursed.
- **Pending Payment** — outstanding approved amount not yet disbursed.

Below the summary, each grant cycle is listed with its fiscal year status (Active or Complete). Click on a cycle row to expand it and view submissions by month, IHE partners involved, candidate counts, and submission stage.

Grant Details

Under each grant (i.e. Student Teacher Stipend Program), click a specific grant cycle to see the Grant Details page for your district. This provides a list of submissions that show:

- Submission Month
- IHEs
- Candidates
- Status Breakdown
- Award
- Paid
- Stage of Submission

Funded Candidates & Post-Payment Reporting

Navigate to Funded Candidates to see all student teachers who received STSP payment. This is your Reporting Queue. For each funded candidate, the table shows their name, IHE partner, credential area, award amount, payment status, and a Report button.

IMPORTANT	Post-payment reports must be submitted for each funded candidate. Click Report next to a candidate's name to open the reporting form. Reports confirm that the student teacher was paid by the LEA, how they were paid (payroll, accounts payable, etc.), and the gross payment amount and disbursement date.

14. LEA Post-Payment Reporting

LEA representatives complete a post-payment report for each funded candidate, confirming any payment-confirmation details. Use the Funded Candidates page in the LEA Portal as your reporting queue.

What Is Reported

Post- payment reports typically include the following information for each funded student teacher:

- Confirm student teacher was paid by LEA
- Report on how the student teacher was paid, such as on payroll, via accounts payable, etc.
- Report on the gross payment amount and the date it was disbursed to the student teacher

How to Submit a Report

Reports can be submitted in one of two ways — individually for single candidates, or via bulk upload for multiple candidates at once.

Option A: Submit Individually

1	Navigate to Funded Candidates in the left sidebar.
2	Locate the candidate requiring a report. Use filters to narrow data as needed.
3	Click the Report button in the Actions column for that candidate.
4	Complete the reporting form with all required information and submit.
5	The Reporting Status for that candidate will update to reflect submission.

Option B: Bulk Upload

To submit reports for multiple funded candidates at once, use the Bulk Upload option on the Funded Candidates page. Follow these steps:

1	**Download the Template** — Click the yellow Download Excel Template button to get the pre-formatted spreadsheet. Do not change the column structure.
2	**Populate the Template** — The template will download with all funded candidates included. Complete the template by populating all remaining columns.
3	**Save and Upload the Template** — Save the template to your desktop. Drag and drop the completed file into the Upload area or click Browse Files to locate it on your computer.
5	**Submit Report** — Click Submit Report to complete the candidate’s process or Save draft for later.

NOTE	Reporting status is visible to Commission staff. Organizations with outstanding reports may be flagged in the system. Complete reporting in a timely manner to maintain good standing.

15. Quick Reference

Contact Information

Feature / Page	Description
Grantee Portal URL	grantees.ctc.ca.gov
STSP Program Questions	STSP@ctc.ca.gov
Technical Support	STSP@ctc.ca.gov
Commission Website	ctc.ca.gov
Program Guidelines	Available on [ctc.ca.gov under Educator Preparation > STSP]