



Grantee Portal — LEA Quick Reference Card

Student Teacher Stipend Program (STSP) | grantees.ctc.ca.gov
For Local Education Agency (LEA) Representatives

11 STEPS FOR LEA REPRESENTATIVES

1

Access the Grantee Portal

Navigate to grantees.ctc.ca.gov in any modern browser (Chrome, Edge, Firefox, Safari). Log in with your registered account. Use the left sidebar to move between Dashboard, Applications, Candidate Review, Submissions, Grants, Funded Candidates, and Reports.

2

Complete the Yearly Application First

Before reviewing candidates or building monthly submissions, complete a Yearly Application for the current fiscal year. Go to Applications > Start Application. Enter the LEA Point of Contact, Superintendent, Fiscal Agent, and GAA Authorized Signer details (Fiscal Year and Grant Cycle are pre-populated). Until this is saved, the Submissions page will be locked with an Application Required warning.

3

Review Your Dashboard

The Dashboard surfaces Action Items (Application Required, Candidates Awaiting Review with a monthly due date, Reports Required), a Candidate Status summary across all queue statuses, a Submissions to Commission table (month, IHE partner, candidate count, submission date, status), and Post-Payment Reporting counts (Funded Candidates, In Progress, Submitted).

4

Review Candidates Submitted by IHEs

Go to Candidate Review to see candidates submitted to your LEA. Filter by Status, IHE Partner, Submission, or search by name or SEID. Click a candidate's name to open Candidate Details (read-only: Candidate Information, Funding, Status History). The separate Review Action screen has a school placement selector plus three eligibility confirmations: not in a California grant-funded teacher residency program; not a full-time teacher of record on an intern credential/permit; and has begun clinical practice coursework at the LEA.

5

Approve or Return a Candidate

Candidate Details is read-only. From the separate Review Action screen, click Approve to add the candidate to the current monthly submission. If information is incorrect or incomplete, select a Return Reason from the dropdown, add an optional Comment (or, if Other is chosen, complete the Please specify box), and click the yellow Return to IHE button. Their status changes to Returned to IHE and they appear in the IHE's Action Items.

6

Take Bulk Action on Candidates

From the Candidate Review list, use the checkboxes to select multiple candidates, then choose Return to IHE or Approve (approving adds them to the draft submission). Bulk action confirms the same three checkboxes as single-candidate review: not in a California grant-funded teacher residency program; not a full-time teacher of record on an intern credential/permit; and has begun clinical practice coursework at the LEA.

7

Create a Monthly Submission

Go to Submissions and open the current month's Draft or create a new one. Review the Application Information (LEA Point of Contact, Authorized Signer, Fiscal Agent, Superintendent) and click Edit Application if anything has changed. Check the boxes for eligible candidates (those previously approved) and click Submit to send the package to the Commission or save as Draft. Note: 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 — the current submission reopens as a Draft and must be resubmitted.

8

Track Submission Progress

Monthly submissions move through five stages: Created → Submitted → Under Review → Approved → Fiscal. A submission the Commission sends back moves to Returned status. Draft submissions remain editable; Under Review means Commission staff are reviewing candidate eligibility; Approved triggers disbursement. View any submission's pipeline, candidate list, and totals on its Submission Details page.

9

View Application & Grant History

Go to Grants to see the LEA's full grant history. The Application History summary shows Active Grant, Total Candidates, Funds Awarded, Funds Received, and Pending Payment. Click a cycle to view submissions by month, IHE partners, candidate counts, and submission stage. Each grant cycle's detail lists submission month, IHEs, candidates, status breakdown, award, paid, and stage.

10

View Funded Candidates

Go to Funded Candidates to see all student teachers who received STSP payment. Each row shows candidate name, IHE partner, credential area, award amount, payment status, and a Report button.

11

Complete Post-Payment Reports

Reports are required for every funded candidate. They confirm the LEA paid the student teacher, how they were paid (payroll, accounts payable, etc.), and the gross payment amount and disbursement date. Submit individually — Funded Candidates > Report > complete form > submit — or via Bulk Upload — download the template (pre-populated with funded candidates), populate remaining columns, upload, and Submit Report or save as draft.

KEY CONTACTS

LEA Portal

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STSP Program

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Technical Support

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Questions? STSP@ctc.ca.gov | Technical issues: STSP@ctc.ca.gov |
See the GMS Grantee Portal User Guide for full instructions.