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MEMORANDUM

TO: District MIS Directors

FROM: Debra Dukes, Ed.D; Director of Outreach & Academic Support

DATE: February 10, 2004

SUBJECT: Transmission of Transcripts in Support of High School Academic Evaluations on FACTS.org

It's now time for the second transcript transmission of the 2003-2004 academic year in support of the **High School Academic Evaluations on FACTS.org**. The submissions are made to the Bright Futures Scholarship System 3 times a year (5 /year for block scheduling) which is the repository for all the data needed to support the evaluations. To those who have already completed this transmission, we appreciate your attentiveness. We will continue to send reminders to assist you in this project.

The evaluations continue to be very popular with students and parents with approximately 8,000 new users logging on during the last quarter (10/03-12/03) to view their evaluations. The evaluations have also become a valuable tool for guidance counselors as they access the evaluations as well.

Please see the following information for specifics concerning how and when to make transmissions. If you have questions concerning FACTS.org and the High School Academic Evaluations, please contact Dr. Debra Dukes, debra.dukes@fldoe.org, (850) 245-0518; (SC) 205-0518. Technical questions regarding the submission of transcripts should be addressed to Dianne Cox, Dianne.Cox@fldoe.org, (850) 245-9754; (SC) 205-9754.

Attachment

DLD

C: High School Principals
District Guidance Supervisors
District Bright Futures Representatives
Dianne Cox

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A collaborative project from the Florida Department of Education

Instructions for Submitting Transcripts in Support of the FACTS High School Academic Evaluations

The Bright Futures Scholarship System is the repository for the data that supports the FACTS High School Academic Evaluation Tool. **In submitting data for the FACTS High School Academic Evaluations, school districts will follow the same procedures from last year with which you are already familiar.**

1.0 This Year's Bright Futures Processing

This year, conduct your Bright Futures processing in the same way as last year. All FASTER transmissions will still be sent to 'district' 95 (Addressed Institution **000095**) on the FASTER Header Record). You will still submit seniors' transcripts to Early Evaluation processing in the middle of the students' senior year, and to Summer Evaluation after these students have graduated. As with last year, transcripts must be submitted to the Practice System until the student completes their Florida Financial Aid Application with the State Student Financial Aid Database. None of these procedures change.

2.0 Additional Transmissions In Support of FACTS

The goal of the FACTS High School Academic Evaluation Tool is to provide students with real-time evaluations of their progress towards scholarship qualification and university system course admission requirements. To achieve this goal, FACTS must have access to your students' latest transcript information. Thus, you are asked to submit transcripts for all your students at least 3 times per academic year:

1. **At the beginning of the school year as soon as student schedules are finalized in conjunction with the Schedule II Survey** (so the transcripts will include the new classes on the students' schedules as courses-in-progress),
2. **At the beginning of the second semester, once semester 1 grades have been posted and semester 2 schedules are finalized** in conjunction with the Bright Futures Early Qualification Submission (submit semester 2 courses as courses-in-progress), and
3. **At the end of the school year once semester 2 grades have been posted in conjunction with the Graduation Evaluation sent for Bright Futures** (if scheduling information for the next school year is available at this time, you may send them as courses-in-progress).

For schools operating under the trimester or quarter systems, send transcripts at the beginning of the school year and at the end of each term.

For your seniors, transmissions 2 and 3 above are the normal transmissions you would send at the end of their seventh (Early Evaluation) and eighth semesters (Graduation Evaluation). The above transmissions are supplemental to your ordinary Bright Futures submissions of transcripts for your seniors, so **you would not need to send one transmission for Bright Futures purposes and a separate transmission for FACTS: a single transmission will satisfy both needs.**

Submit your transcripts according to the existing FASTER addressing scheme for Bright Futures Transcripts. The **Addressed District** field on the FASTER Header Record will continue to be 'district' **0000095**. The values for **Addressed School** will be as follows:

Freshmen:	0770
Sophomores:	0670
Juniors:	0570
Seniors:	0470 (Juniors who choose a 3 year graduation option and will graduate in 2004 should be included in this transmission)

Please note that these addresses have not changed for individual students. For example, last year when you sent your juniors to FACTS you used 0470 for the addressed school. Now that these students are seniors you will still send them to school 0470.

Send your transcripts in exactly the same way you would submit any other Bright Futures transcript. The Bright Futures System will respond to these transcript submissions in the normal way. Every time you make a new submission, the system will evaluate the new or updated transcripts and put out Cumulative and Most Recent Evaluation Reports for you to download under the existing dataset naming convention:

Cumulative Reports:	OBF.IE.P30047.Yyyyy.S7.Ann
Most Recent Evaluations:	OBF.IE.P30048.Yyyyy.S7.Ann

Where 'nn' is your district number, and 'yyyy' is **2007** for freshmen, **2006** for sophomores, **2005** for juniors, and **2004** for seniors. Your guidance counselors will be able to use the Bright Futures web system to review these transcript submissions as they have in past years.

Again, the transmissions you will make in support of the FACTS High School Academic Evaluation Tool are supplemental to the Bright Futures transmissions you would normally make.

If you have any technical questions concerning FACTS transmissions to Bright Futures, please contact Dianne Cox at Dianne.Cox@fldoe.org; (850) 245-9754; (SC) 205-9754.