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MEMORANDUM

To: District School Superintendents
From: Cheri Pierson Yecke, Ph.D.
Date: October 10, 2005
Subject: **STATUS REPORT FOR SUBMISSION OF HIGH SCHOOL TRANSCRIPTS**

Florida law requires each school district to annually provide each high school student a complete and accurate Florida Bright Futures Scholarship Evaluation Report and Key. In order to facilitate this process, all public high schools are asked to submit transcripts for all students in ninth through twelfth grade to the Florida Department of Education (FDOE) High School Transcript Database (HTD) three times a year. The Evaluations use transcript information to track a student's progress toward meeting course requirements for state university system admission, Bright Futures scholarships, high school graduation, and the Talented 20 program. Students, parents, and educators can access Bright Futures Evaluations through the High School Academic Evaluations on FACTS.org.

The first submission must be submitted at the beginning of the school year as soon as student schedules are finalized.

CHERI PIERSON YECKE, PH.D.
CHANCELLOR, K-12 PUBLIC SCHOOLS

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Recently, FACTS.org released a new student advising tool called the ePEP or ePersonal Education Planner that will also retrieve data from transcripts in the High School Transcript Database. The ePEP helps students map out coursework for every year of high school with courses specific to a student's school and graduation option.

Please find attached the *Instructions for Submitting High School Transcripts from School Districts to the FDOE High School Transcript Database and for Using the Transcript Status Reports*.

If you have technical questions concerning transmissions to the FDOE High School Transcript Database, please contact Pete Tanzy at Pete.Tanzy@fldoe.org; (850) 245-9775; (SC) 205-9775. For program specific questions please call: Bright Futures, JoAnn McGonagill (1-888-827-2004); Talented 20, Helen Lancashire (850) 922-3727; state university admissions, Lynda Page, (850) 245-9693; and FACTS, Andrea Latham, (850) 245-0518.

CY:mjbo

Attachments

cc: District Bright Futures Contacts
Guidance Supervisors
MIS Contacts
Student Database Contacts
Student Services Directors

Instructions for Submitting High School Transcripts from School Districts to the FDOE High School Transcript Database and for Using the Transcript Status Reports

Transcript submission to 'district 0000095' supports evaluations for:

- FACTS.org
- Bright Futures evaluations
- State university system (SUS) evaluations
- Talented 20 evaluations

To submit transcripts to the FDOE High School Transcript Database, the following procedures are re-printed below (no changes from last year). **NOTE: It is not necessary to delete transcripts in practice before sending a new submission to practice.**

The goal of the FACTS High School Academic Evaluation Tool is to provide students with real-time evaluations of their progress towards high school graduation, Bright Futures Scholarship qualification, and state 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 of your students at least three times per academic year:

1. **First submission must be submitted at the beginning of the school year as soon as student schedules are finalized.** Transcripts must include the new classes on the students' schedules as courses-in-progress.
2. **Second submission must be submitted at the beginning of the second semester after first semester grades have been posted and second semester schedules are finalized.** This submission is in conjunction with the Bright Futures Early Evaluation Submission and the Talented 20 deadlines. Submit second semester courses as courses-in-progress. Specific information regarding Talented 20 and the Jose Marti and Byrd Scholarships will be provided at the appropriate time.
3. **Third submission must be submitted at the end of the school year as soon as second semester grades have been posted.** This submission is in conjunction with the Bright Futures Summer Evaluation Submission. 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 seniors, the second and third submissions are the normal transmissions required at the end of the seventh (Early Evaluation) and eighth semesters (Summer Evaluation). **You will not need to send one transmission for Bright Futures purposes and a separate transmission for FACTS. Transmission to 'district 0000095' will satisfy both needs.** 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 (SSFAD). None of these procedures have changed.

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:	0970
Sophomores:	0870
Juniors:	0770
Seniors:	0670 (Juniors who choose a 3 year graduation option and will graduate in 2006 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 the FDOE High School Transcript Database, you used 0670 for the addressed school. Now that these students are seniors, you will still send them to school 0670.

Send your transcripts to 'district 0000095' in exactly the same way you have submitted other Bright Futures transcripts. The HTD 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 create 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 **2009** for freshmen, **2008** for sophomores, **2007** for juniors, and **2006** 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.

FDOE will send each district a status report after each of the three required transcript submissions that identifies the number of students enrolled in each grade and the number of transcripts submitted by grade level. After each of the three transmission periods, department staff will follow up with those districts whose data appear questionable. These reports will provide an opportunity for your staff to analyze school and district data. This will enable your district to ensure accurate submission of transcripts for the transmission now under way and the transmission submissions for the rest of this academic year. If transmissions are complete and accurate, each individual classification (Freshmen, Sophomores, Juniors, Seniors) should show 100% transmission rates. Complete transmissions may result in slightly over 100% on the summary report due to fluctuations in enrollment.

A district-specific report by school will be available at Northwest Regional Data Center for district staff to download and review for accuracy. The data set name for this report is OBF.IE.H30040.Ann where 'nn' is your district number. This report will reflect the number of students enrolled at each grade level at each school and the number of transcripts that were submitted to HTD. We strongly encourage your staff to review the district-specific report and analyze each school's data to ensure accurate transmissions of your students' transcripts.

If you have any technical questions concerning transmissions to the FDOE High School Transcript Database, please contact Pete Tanzy at Pete.Tanzy@fldoe.org; (850) 245-9775; (SC) 205-9775.