

Technical Specifications for the Submission of Talented 20 Data

General guidelines for determining the top 20 percent of the graduating class are as follows:

- Identify the top 20 percent of students in the senior class, including those students who have selected a three-year, 18-credit graduation program. Include only students from schools that offer a standard curriculum, such as regular district high schools, combination schools, magnet schools, charter schools, alternative schools, and other schools identified by the district that offer a standard curriculum and the 18 units of core courses required for state university system (SUS) admission. Course distribution requirements for SUS admission are specified in the Florida Counseling for Future Education Handbook, pages 135-147, available online at <http://www.facts.org> by selecting Advising Manuals under *Choose A Link*.
- Rank the students in your senior class who are receiving a standard diploma. Use the cumulative grade point average (GPA) calculation methodology that you use to determine the valedictorian. Placement in the top 20 percent of the senior class must be based upon the ranking by cumulative GPA after the posting of seventh semester grades. You must include all students in the ranking who are scheduled to graduate in 2008, including those students who have selected a three-year graduation program.
- High schools that include both a traditional and a magnet program must report separate lists. These are the top 20 percent of the senior class in the magnet program and the top 20 percent of the senior class in the traditional programs. The sum of both lists cannot exceed 20 percent of the total senior class. Schools are responsible for determining if any program at their school qualifies as a magnet program.

Specific guidelines for submitting student transcripts to the Talented 20 program via the FASTER (Florida Automated System for Transferring Educational Records) electronic transcript system are as follows:

- Transcripts for regular members of the 2008 graduating class (that is, all students except Early Admit students, who will be discussed in the next paragraph) must be addressed in the same way as transcripts being submitted to the Bright Futures System: Addressed School 950870 (if the student is currently in Bright Futures “practice”) or Addressed School 950871 (if the student is currently in Bright Futures “production”).
- Early admit students are eligible for the Talented 20 program and must be included in the class rank. These students should be identified by sending them to Addressed School 950800. This will allow these students to be loaded to Term 0 so they can be included in Talented 20 processing with all other students in the 2008 graduating class.
- The **Message Type** (field #5 on the FASTER Header Record, at character positions 36-38) should be set to the value “**Q20**” instead of the Message Type value you would normally have used in a Bright Futures transmission. This is required for the submission of top 20 transcripts.
- The Talented 20 and Bright Futures systems will have separate locking mechanisms to keep the systems from interfering with each other. Thus, a transcript sent to Talented 20

will go through, even if the student's Early Evaluation transcript in Bright Futures is locked.

- All courses must be on the transcript – including courses in progress (both courses now in progress and those students will be taking during the second half of their senior years), courses for students on block schedule, Florida Virtual High School online courses, and dual enrollment courses for students classified as “early admit” students.
- **Social Security Number (preferred)** or Florida Student ID number should be verified for accuracy. It is preferable that you send **social security numbers** to facilitate matching transcripts with SAT and ACT scores.
- The **weighted GPA** should be put in **Grade Point Average District, Cumulative**, field #43 on the FASTER Demographic (T1) Record, at character positions 897-901.
- The **unweighted GPA** should be put in **Grade Point Average State, Cumulative**, field #44 on the FASTER Demographic (T1) Record, at character positions 902-906.
- Both **Grade Point Average District, Cumulative** and **Grade Point Average State, Cumulative** are required fields for submission of Top 20 transcripts.
- Only students who will receive a **standard diploma** should be submitted to the Talented 20 program.
- **Student mailing address** should be verified for accuracy.
- These data will be processed nightly beginning **Thursday, February 7, 2008**. Districts may submit as many transcript evaluations as needed up to the March 6th deadline.
- An eligibility report will be produced for Talented 20 transcript evaluation data that are submitted. This report will be available via the “Educators Login” link on the Talented 20 Web page (www.fldoe.org/Talented20/).
 - School administrators and guidance counselors will click on this link, bringing up the login page (see Example 1) where they will enter the Logon ID and Password provided in 2006 to the Talented 20 program contact in each district.

If you have questions regarding the Logon ID, please contact Marsha Studdard, Student Support Services Project, via e-mail at studdard@tempest.coedu.usf.edu or telephone (850) 922-3727.

- Clicking “Submit Logon Request” will bring up the Talented 20 Main Menu (see Example 2). The system will already have entered the user’s school district. For school-level users, the system will also have entered the user’s school (district-level users will be able to select a school from the drop-down list). All users can then select graduation year from the third drop-down list. If the current graduation year (the graduating class of 2008) is selected, the user will have the following three choices (if a later year is chosen, only the third option will be operational):

- ▶ Evaluation Summary for top 20 students. A sample of this report can be found in Example 3. It contains summary totals for the school, and lists every student designated as a top 20 student, with their name, ID, eligibility status, and (for students not yet eligible) the number of credits the student is missing in each of the six subject area categories. The report will be sorted alphabetically. By clicking on the student's eligibility status, the user can then bring up an individual Student Evaluation Report (see Example 4) that lists the courses submitted with the student's transcript, and identifies which were used and how much their credits counted toward satisfying one of the Talented 20 subject area requirements.
 - ▶ District Progress Report. This report is in the same format as the school summary totals in the Evaluation Summary, but contains the totals for the entire school district (this option is only available to district-level users).
 - ▶ Evaluation Summary for All Students. This is the same report as the top 20 evaluation summary, except that it covers every student in the school, and will contain a column for the student's GPA (an unweighted calculation based on the credits used in satisfying the 24-credit state graduation requirement) instead of a column for eligibility status. The report will be sorted in descending order by GPA. It is anticipated that this report will be most useful in advising students nearing the end of their sophomore or junior years. Like the top 20 summary, users can click on a column for the student (in this case, the GPA column) to bring up an individual Student Evaluation Report.
- Remember to carefully review student eligibility status. For those students deemed ineligible, verify their data to determine if corrections are necessary, resubmitting the transcript(s) to make these corrections.
 - The final submission of this data will be on **Thursday, March 6, 2008**. At that point, the data will be locked and no further processing will occur.
 - The system will archive the information on which the Talented 20 evaluations were based to maintain a record of the students' final Talented 20 evaluations.

It is imperative that you review students' mailing addresses and student identification numbers for accuracy. All data, including corrections to the Talented 20 Program Eligibility Reports, must be received no later than **Thursday, March 6, 2008**.

If you have any technical questions concerning transmissions to the DOE High School Transcript Database, please contact Laverne McKenzie at laverne.mckenzie@fldoe.org or (850) 245-9763, SUNCOM/205-9763. If you have questions regarding the Talented 20 program, please contact Helen Lancashire, Student Support Services, at (850) 922-3727, Suncom 292-3727, or e-mail hlancash@tempest.coedu.usf.edu

FH:hl

cc: Talented 20 program contacts
 MIS contacts
 District Student Services Directors
 District Guidance Supervisors

Example 1

Talented 20 Login Page

Florida's Talented 20 Program

Florida Department of Education

Please enter your Talented 20 Logon ID and Password:

Logon ID:

Password:

New Password:

**Re-type New
Password:**

Example 2

Talented 20 Main Menu

Florida's Talented 20 Program

Florida Department of Education

LOGONID
17 Jan 2006 13:11:05

Main Menu

Set these options...

District/County

School

Graduation Year

...then click on one of the links below

- [Evaluation Summary for Top 20 Students \(for current school\),](#)
 - [District Progress Report \(on Top 20 students from all schools\),](#)
 - [Evaluation Summary for All Students \(for current school\).](#)
-

Example 3

Talented 20 Evaluation Summary

Florida's Talented 20 Program

Florida Department of Education

LOGONID
17 Jan 2006 13:11:06

Evaluation Summary - Top 20 Students

District (your district's name)

School (your school's name)

Total Students Evaluated 3

Eligible for Talented 20 2

Total Ineligible Students 1

Click on a student's Status to see a report of the courses used in their evaluation.

Last Name	First Name	Middle Name	Student ID	Status	English	Math	Nat Sci	Soc Sci	For Lang	Electives
DOE	JANE	QUINN	123456789	INELIGIBLE		0.50				
DOE	JOHN	QUINCY	223456789	ELIGIBLE						
ROE	RITA	JANE	323456789	ELIGIBLE						

Example 4

Talented 20 Student Evaluation Report

Florida's Talented 20 Program

Florida Department of Education

LOGONID
17 Jan 2006 13:11:06

Student Evaluation Report

Student Name (student's name)
Student ID (student's SSN or Fla. ID)
Evaluation Date 02/09/2006
Talented 20 Status 2
Credits Missing MA - 0.50

Year-Term	Course#	Course Title	Local Subj Area	Grade	Credit Attempted	Credit Earned	Used T20 Subj Area	T20 Credits Used
20052006-1	2106310	AMER GOVT	AG	B	0.50	0.50	SS	0.50
20052006-2	2102310	ECONOMICS	EC	IP	0.50	0.00	SS	0.50
20032004-1	1900310	DRIVER ED	EL	P	0.50	0.50		
20032004-2	0200310	COMPU APPLI I	EL	A	0.50	0.50	EL	0.50
20022003-1	1001320	ENG HON I	EN	B	0.50	0.50	EN	0.50
20022003-2	1001320	ENG HON I	EN	A	0.50	0.50	EN	0.50
20032004-1	1001350	ENG HON II	EN	A	0.50	0.50	EN	0.50
20032004-2	1001350	ENG HON II	EN	A	0.50	0.50	EN	0.50
20042005-1	1001380	ENG HON III	EN	B	0.50	0.50	EN	0.50
20042005-2	1001380	ENG HON III	EN	B	0.50	0.50	EN	0.50
20052006-1	1001410	ENG HON IV	EN	B	0.50	0.50	EN	0.50
20052006-2	1001410	ENG HON IV	EN	IP	0.50	0.00	EN	0.50
20052006-1	0800300	LF MGMT SKL	LM	A	0.50	0.50		
20042005-1	1200380	ALGEBRA IA	MA	B	0.50	0.50	MA	0.25
20042005-2	1200380	ALGEBRA IA	MA	C	0.50	0.50	MA	0.25