

# FLORIDA DEPARTMENT OF EDUCATION



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**Pam Stewart**  
Commissioner of Education

## Technical Assistance Paper Talented Twenty Program: Technical Specifications for the Submission of Talented Twenty Data

**Summary:** The Talented Twenty program is part of the Governor's Equity in Education Plan. The purpose is to guarantee admission to one of the 11 state universities for students who succeed in their respective K-12 public schools and to encourage students to strive for better grades and pursue rigorous academic courses. Attached is information regarding submission of data to identify students of the Class of 2014 who rank in the top 20 percent of their graduating class and who may be eligible for the Talented Twenty Program. Data may be transmitted beginning Monday, February 3, 2014, through Monday, March 10, 2014.

We encourage districts to develop a strategy to notify seniors of their Talented Twenty program eligibility status. A sample letter for eligible seniors that may be disseminated by schools or the district is included. The final eligibility report for the class of 2014 will be available Monday, March 24, 2014.

**Contact:** Tameka Thomas, Bureau of Family and Community Outreach, 850-245-0847  
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FASTER office  
[fstr@fldoe.org](mailto:fstr@fldoe.org)

**Status:** X New Technical Specifications for the Submission of Talented Twenty Data and Sample Student Eligibility Notification Letter for the Class of 2014

cc: Talented Twenty Program Contacts  
MIS Contacts  
School District Student Services Directors  
School District Guidance Supervisors

Issued by the  
Florida Department of Education  
Division of Public Schools  
Bureau of Family and Community Outreach  
<http://www.fldoe.org/family/>

## Technical Assistance Paper

### Technical Specifications for the Submission of Talented Twenty 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 the 18 units of core courses required for State University System (SUS) admission. SUS admission requirements, including course distribution requirements for SUS admission, can be viewed at the following link: <http://files.flvc.org/pdfDocuments/manuals/Florida%20Counseling%20for%20Future%20Education%20Handbook%202013-14%20Final.pdf>. Students must meet SUS requirements in order to be eligible for the Talented Twenty program. No **minimum score** on ACT/SAT is required to be eligible for the Talented Twenty program.
- Rank the students in your senior class who are receiving a standard diploma using the cumulative grade point average (GPA) calculation methodology used 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 2014, including those students who have selected a three-year graduation program.
- Talented Twenty program eligibility is based on grades posted after the seventh semester. Therefore, if a student is not eligible after the seventh-semester grades are posted, then he or she cannot qualify or be considered.
- High schools that include both a traditional and magnet program must report separate lists, the top 20 percent of the senior class in the magnet program and the top 20 percent of the senior class in the traditional program. The sum of both lists cannot exceed 20 percent of the total senior class. School administrators are responsible for determining if any program at their school qualifies as a magnet program. Additional information regarding magnet schools is located at <http://www.floridaschoolchoice.org/Information/magnetschools/default.asp>.

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

- Transcripts for all members of the 2014 graduating class must be addressed in the same way as transcripts submitted to the Bright Futures System: Addressed School 951470 (if the student is currently in Bright Futures “practice”) or Addressed School 951471 (if the student is currently in Bright Futures “production.”)

- 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 one would normally have used in a Bright Futures transmission. This is required to submit the top 20 percent of student transcripts.
- Students previously submitted to the Talented Twenty program can be deleted from the list by making the appropriate corrections in the system and then re-submitting the data. Re-submission will overwrite what was previously sent in error.
- The Talented Twenty and Bright Futures Systems have separate locking mechanisms to keep the systems from interfering with each other. Thus, a transcript sent to the Talented Twenty program will go through, even if the student’s Early Evaluation transcript in Bright Futures is locked.
- Moving eligible Bright Futures applicants from “practice” to “production” will not interfere with the Talented Twenty transcripts.
- All courses must be on the transcript—including courses in progress (courses now in progress and courses students will take during the second half of their senior years), courses for students on block schedule, Florida Virtual School online high school courses and dual enrollment courses.
- If a student is in the process of completing a virtual course, you must submit the virtual course as “In Progress.”
- Virtual schools can submit to the Talented Twenty program if the virtual school issues the diploma. Virtual schools **cannot** submit to the program if a regular high school issues the diploma.
- **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 the submission of the top 20 percent of student transcripts.
- Only students who will receive a **standard diploma** should be submitted to the Talented Twenty program.

- This data will be processed nightly beginning **Monday, February 3, 2014**. Districts may submit as many transcript evaluations as needed up to the March 10, 2014, deadline.
- An eligibility report will be produced for Talented Twenty transcript evaluation data that is submitted. This report will be available via the “Educators Login” link on the Talented Twenty webpage ([www.fldoe.org/Talented20/](http://www.fldoe.org/Talented20/)). The final eligibility report, for the purpose of identifying class of 2014 students for the Talented Twenty program, will be available **Monday, March 24, 2014**.
- School administrators and guidance counselors will click on the “Educators Login” link, bringing up the login page (see Example 1) where they will enter the Login ID and Password first provided in 2006 to the Talented Twenty program contact in each district. If you have questions regarding the Login ID, please contact Tameka Thomas, by email at [Tameka.Thomas@fldoe.org](mailto:Tameka.Thomas@fldoe.org) or by phone at 850-245-0847.
  - Clicking “Submit” will bring up the Talented Twenty main menu (see Example 2). The user’s school district will already be entered by the system. For school-level users, the user’s school will also be entered by the system (district-level users will be able to select a school from the drop-down list). All users can then select the graduation year from the third drop-down list. If the current graduation year (the graduating class of 2014) is selected, the user will have the following three options (if a later year is chosen, only the third option will be operational):

**Option 1:**

Evaluation Summary for Top Twenty Program Students - A sample of this report can be found in Example 3. This option contains summary totals for the school and lists students designated as Top Twenty students with their names, IDs, eligibility statuses and (for students not yet eligible) the number of credits students are 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) which lists the courses submitted with the student’s transcript and identifies which were used and how much each course’s credits counted towards satisfying one of the Talented Twenty subject area requirements.

**Option 2:**

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).

**Option 3:**

Evaluation Summary for All Students - This is the same report as the Top Twenty 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 18- or 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 and junior years. Like the Top Twenty 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 **Monday, March 10, 2014, by 5:00 p.m.** At that point, data will be locked and no further processing will occur.
- The system will archive the information on which the Talented Twenty evaluations were based to maintain a record of students' final Talented Twenty program evaluations.

It is imperative that you review student identification numbers for accuracy. All data, including corrections to the Talented Twenty Program Eligibility Reports, must be received no later than **Monday, March 10, 2014.**

If you have any technical questions concerning transmissions to the Florida Department of Education High School Transcript Database, please contact the FASTER office at [fstr@fldoe.org](mailto:fstr@fldoe.org). If you have questions regarding the Talented Twenty program, please contact Tameka Thomas, Bureau of Family and Community Outreach, by email at [Tameka.Thomas@fldoe.org](mailto:Tameka.Thomas@fldoe.org) or by phone at 850-245-0847.

## Example 2

### Talented 20 Main Menu

# Florida's Talented 20 Program

Florida Department of Education

LOGONID

17 Jan 2006 13:11:05

## Main Menu

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Set these options...

District/County

School

Graduation Year

...then click on one of the links below.

- Download addresses for Eligible Top 20 Students (for current school),
  - 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**

LOGONID  
17 Jan 2006 13:11:06

Florida Department of Education

**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**

LOGONID  
 17 Jan 2006  
 13:11:06

Florida Department of Education  
**Student Evaluation Report**

**Student Name** (Student's name)  
**Student ID** (Student's SSN or Florida 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

Sample Letter for Seniors meeting Talented Twenty program Criteria:  
(School District or school letterhead should be used.)

Date

Dear (Student Name):

Let me commend you on your significant academic accomplishments. You have been identified as ranking in the top 20 percent of your graduating class and may qualify for the Talented Twenty program. Eligible students are guaranteed admission to one of the 11 state universities within space and fiscal limitations.

To maintain your eligibility, you must meet the following criteria:

- Graduate with a standard diploma in 2014
- Take the ACT or SAT prior to enrollment in a university (no minimum score is required)
- Complete all 18 core course requirements for state university admission

Talented Twenty students are in a position of priority for the awarding of funds from the Florida Student Assistance Grant, a needs-based grant.

Please visit <http://www.FloridaStudentFinancialAid.org> for eligibility requirements and additional information on state financial aid and scholarship opportunities, including the Bright Futures Scholarship program.

Please note that while eligible students are guaranteed admission to one of Florida's state universities, within space and fiscal limitations, they may not necessarily be admitted to the campus of their choice. Additional information and Frequently Asked Questions regarding the Talented Twenty program are available online at <http://www.fldoe.org/Talented20>.

Sincerely,

School Designee or Representative