

DPS: 2015-185

Date: February 8, 2019

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 12 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 current seniors 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 on February 8, 2019, through March 25, 2019.

We encourage districts to develop a strategy to notify seniors of their Talented Twenty program eligibility status. We recommend you use the sample letter for eligible seniors to be disseminated by schools or the district shown in Attachment A. The final eligibility report for the graduating class will be available each year on the first Monday in April.

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Kim.Ward@fldoe.org

FASTER Office
fstr@fldoe.org

Status: **X (Updated)** Technical Specifications for the Submission of Talented Twenty Data and Sample Student Eligibility Notification Letter

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

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

Technical Specifications for the Submission of Talented Twenty Data

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

- The top 20 percent of students in the senior class, including those students who have selected a three-year, 18-credit graduation program, should be identified as eligible for the Talented Twenty program. Only students from schools that offer a standard curriculum such as traditional 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 will be included. SUS admission requirements, including course distribution requirements for SUS admission, can be viewed at the following link below:
<https://dlss.flvc.org/documents/210036/217302/Florida+Counseling+for+Future+Education+Handbook.pdf/8e147e5f-857c-490e-be68-f145b084fc12>.
Students must meet SUS requirements in order to be eligible for the Talented Twenty program. It should be noted that before the state universities officially recognize the student as a Talented Twenty student, the student must meet the college-ready requirements in English, Reading and Mathematics per Board of Governors Regulation 6.008.
- Students graduating and expected to receive a standard diploma should be ranked using the cumulative grade point average (GPA) calculation methodology used to determine the valedictorian. Placement in the top 20 percent of each school's students who are scheduled to graduate the current school year is based upon the ranking by cumulative GPA after the seventh semester of their final high school year. Therefore, if a student is not eligible after the seventh semester grades are posted, then he or she cannot qualify or be considered. You must include all students in the ranking who are scheduled to graduate in the current graduating class, including those students who have selected a three-year graduation program.
- Early graduates must be included in the graduating class for the year in which the student is completing high school, and these early graduates should be included in class ranks.

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 current graduating class must be addressed in the same way as transcripts submitted to the Bright Futures system. For example, in 2019 the **Addressed School Code** is **951971**. This code is subject to change annually to reflect the year of each current graduating class.
- The Addressed School Codes for **early graduates** should reflect the **school year** of graduation. For example, in 2019 the Addressed School Code for an early graduate should reflect code **951971**.
- The **Message Type** (field #5 on the FASTER Header Record, at character positions 36-38) should be set to the value "**Q20**."

- Only transcripts for the top 20 percent of each graduating class should be uploaded into the system. Transcripts for all students graduating should NOT be uploaded into the system. **The district has the responsibility of identifying the top 20 percent from each eligible high school’s graduating class and must only submit those students identified.** Districts that submit in excess of the top 20 percent or under submit will be flagged, contacted by the department and required to correct their submission.
- Re-submission of transcripts will replace what was previously sent whether the data was in error or data needs updating. Resubmission of data must be completed by the submission deadline, which is on Monday, March 25, 2019, by 5:00 p.m. EST.
- Student transcripts submitted in error to the Talented Twenty program can be deleted permanently from the list by contacting Kim Ward at Kim.Ward@fldoe.org or 850-245-0677.
- This data will be processed nightly beginning on February 1, 2019. Districts may submit as many transcript evaluations as needed up to the deadline, which is on Monday, March 25, 2019 at 5:00 p.m. EST.
- The Talented Twenty and Bright Futures systems have separate locking mechanisms to keep the systems from interfering with each other.
- All courses must be on the transcript, including courses in progress, courses students will take during the second half of their last high school year, courses for students on block schedule, courses completed outside the school district’s virtual course offerings and dual enrollment courses.
- Virtual courses currently being taken by students must be submitted 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.
- Florida Student ID numbers should be verified for accuracy.
- The **weighted GPA** should be put in the **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 the **Grade Point Average State, Cumulative**, field #44 on the FASTER Demographic (T1) Record, at character positions 902-906.

- The FASTER Aging Report and the FASTER X01 Error Report may be generated by school administrators and school counselors for the purpose of confirming, identifying and/or correcting submitted Talented Twenty information for the current Talented Twenty year. Contact your district Management Information Systems (MIS) office for additional information, if needed.
- School administrators and school counselors should carefully review individual student eligibility status. For those students deemed ineligible, data should be reviewed, and corrections should be resubmitted as necessary by the deadline, which is on Monday, March 25, 2019, by 5:00 p.m. EST. At that point, the system will be locked and no further processing will occur. Also, district administrators should ensure that reporting has occurred from all eligible schools in the district with seniors.
- The final eligibility report, for the purpose of identifying eligible students for the Talented Twenty program, will be available annually on the first Monday in April.
- After the final posting of the eligibility report, districts and schools have the responsibility of notifying students of their Talented Twenty award. The Florida Department of Education will notify the school districts via email when the Talented Twenty Program is closed and the address file for the eligible students is available.
- 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.

After logging in (see Attachment B), users will see the Talented Twenty main menu (see Attachment C). 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 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 20 percent of Students – A sample of this report can be found in Attachment D. This option contains summary totals for the school and identifies students designated as in the top 20 percent. It also provides the student's name, ID and eligibility status. For students not yet eligible, the number of credits that students are missing in each of the six subject area categories will be available. The report will be sorted alphabetically by the student's last name. By clicking on the student's eligibility status, the user can then bring up an individual Student Evaluation Report (see Attachment E). The report lists which courses were submitted with the student's transcript, identifies which were applied and how much each course's credits counted toward 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 report covers every student for the selected graduating class and will contain a column for the student’s GPA (an un-weighted 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. Similarly to the top 20 percent summary, users can click on a column for the student (in this case, the GPA column) to bring up an individual Student Evaluation Report.

If you have technical questions concerning the processing of FASTER transcripts, please contact the FASTER Office at fstr@fldoe.org. If you have questions regarding the Talented Twenty program, please contact Kim Ward, Office of Dropout Prevention, Bureau of Family and Community Outreach, at Kim.Ward@fldoe.org or 850-245-0677.

Additional information, including Frequently Asked Questions for Parents and Students and a Parent Resource List, and Frequently Asked Questions for School Counselors, can be found at <http://www.fldoe.org/schools/family-community/activities-programs/talented-twenty-program/index.stml>.

Attachment A

Sample Letter for Seniors Meeting Talented Twenty Program Criteria (School district or school letterhead should be used.)

Date

Dear (Student's Name):

Congratulations on your significant academic accomplishments! Given that you have been ranked in the top 20 percent of your graduating class, you may be eligible to secure guaranteed admission to one of the 12 state universities, within space and fiscal limitations, through Florida's Talented Twenty program. You must meet the following Talented Twenty eligibility criteria below:

- Enrolled in a Florida public high school and graduate with a standard diploma;
- Ranked in the top 20 percent of your class after the posting of the seventh semester grades of your final high school year;
- Submitted test scores from the Scholastic Aptitude Test (SAT) Reasoning Test or redesigned SAT scores from the College Board or the ACT from ACT.org prior to enrollment in a university in the State University System (SUS).
- Met college-level preparatory testing score minimums per Board of Governors Regulation 6.008. Students may use any combination of SAT, ACT, Accuplacer or Florida Postsecondary Education Readiness Test (PERT) scores to meet this requirement.
- Completed all eighteen high school units as listed in the Board of Governors Regulation 6.002.

Talented Twenty students are also given priority in the awarding of funds from the Florida Student Assistance Grant, a needs-based grant. This is only possible if students apply prior to financial awards being distributed. Please visit <http://www.FloridaStudentFinancialAid.org> for eligibility requirements and additional information on state financial aid and scholarship opportunities.

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 university of their choice. Students are required to apply to at least three state universities prior to seeking a special review. Students are strongly encouraged to apply as early as possible in order to have the most options available to them. Additional information, including responses to frequently asked questions regarding the Talented Twenty program, is available online at <http://www.fl DOE.org/Talented20>.

Sincerely,

School Designee or Representative

Attachment B



Florida's Talented Twenty Program

Login Menu

[LOGIN](#) [Forgot password?](#) [Change password](#)

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Attachment C

District Menu:



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Florida's Talented Twenty Program

Main Menu

SET THESE OPTIONS...

DISTRICT/COUNTY	SCHOOL	GRADUATION YEAR
<input type="text" value="NON-FLORIDA"/>	<input type="text" value="OUT-OF-STATE MILITARY (990000N)"/>	<input type="text" value="Class of 2019"/>

...THEN CLICK ON ONE OF THE LINKS SHOWN

- Download addresses for Eligible Top 20% of Students (for current school)
(*Note: The final eligibility report will be annually available on the first Monday in April of each year.***)**
- Evaluation Summary for Top 20% of Students (for current school)
- District Progress Report (on Top 20% of Students from all schools)
- Evaluation Summary for All Students (for current school)

Attachment D



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Florida's Talented Twenty Program

Evaluation Summary - Top 20% of Students - Class of 2019

District:	School:	Total Students Submitted:
Eligibility for Top 20%:		Total Ineligible Students:
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	Natl Sci.	Soc Sci.	For. Language	Electives	Acad Electives
Doe	John		353535353	Eligible							
Doe	Jane		223422565	Eligible							
Row	Colly	Y.	345678234	Eligible							
Roe	Joe		789456432	Eligible							
Rey	Dye	S.	678945676	Eligible							
Saye	Ray		567987342	Eligible							

Attachment E



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Florida's Talented Twenty Program

Evaluation Summary - All Students - Class of 2019

District :	School :	Total Students Submitted :
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Click on a student's GPA to see a report of the courses used in their evaluation.

Last Name	First Name	Middle Name	Student ID	Unweighted GPA	English	Math	Natl Sci.	Soc Sci.	For. Language	Electives	Acad Electives
Doe	John		353535353	4.00							
Doe	Jane		223422565	4.00							
Row	Colly	Y.	345678234	3.89							
Roe	Joe		789456432	3.80							
Rey	Dye	S.	678945676	3.65							
Saye	Ray		567987342	3.64							

Attachment F



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Florida's Talented Twenty Program

Student Evaluation Report - Class of 2019

Student Name :	Student ID :	Evaluation Date :
Status :	Credits Missing :	
List of courses evaluated to determine Talented Twenty eligibility.		

Year-Term	Course#	Course Title	Local Subj Area	Grade	Credit Attempted	Credit Earned	Used T20 Subj Area	T20 Credits Used
20152016-2	2106420	AP US GOVT/POL	AG	IP	0.50	0.00		
20142015-1	2100330	ADV PL U.S. HIST	AH	D	0.50	0.50		
20142015-2	2100330	ADV PL U.S. HIST	AH	C	0.50	0.50	SS	0.50
20112012-2	1200310	ALG 1	A1	A	0.50	0.50	MA	0.50
20112012-2	1200310	ALG 1	A1	A	0.50	0.50	MA	0.50
20132014-1	1200340	ALG 2 HON	A2	A	0.50	0.50	MA	0.50
20132014-2	1200340	ALG 2 HON	A2	A	0.50	0.50	MA	0.50
20122013-2	2000320	BIO 1 HON	BI	B	0.50	0.50	SC	0.50
20122013-2	2000320	BIO 1 HON	BI	B	0.50	0.50	SC	0.50
20152016-1	2102370	ADV PL MACROECON	EC	B	0.50	0.50	SS	0.50
20142015-1	1900300	DRIVER ED CLASS	EL	A	0.50	0.50		
20132014-1	2109380	ADV PL EURO HIST	EL	B	0.50	0.50	SS	0.50
20132014-2	2109380	AP EURO HIST	EL	B	0.50	0.50	SS	0.50
20122013-1	1001320	ENG HON 1	EN	B	0.50	0.50	EN	0.50
20122013-2	1001320	ENG HON 1	EN	B	0.50	0.50	EN	0.50
20132014-1	1001350	ENG HON 2	EN	A	0.50	0.50	EN	0.50
20132014-2	1001350	ENG HON 2	EN	B	0.50	0.50	EN	0.50
20152016-1	1001405	ENG 4-FL COLLEG PREP	EN	A	0.50	0.50	EN	0.50
20152016-2	1001405	ENG 4: FL COLL PREP	EN	IP	0.50	0.00	EN	0.50
20152016-2	1001405	ENG 4: FL COLL PREP	EN	IP	0.50	0.00		