# FLORIDA DEPARTMENT OF EDUCATION

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DR. ERIC J. SMITH
*Commissioner of Education*

Just Read, Florida!

# Talented 20 Program:
# Technical Specifications for the Submission of
# Talented 20 Data

**Summary:** Attached is the information regarding the submission of data to identify the students of the class of 2010 who rank in the top 20 percent of their graduating class and who may be eligible for the Talented 20 Program.

Data may be transmitted beginning Thursday, February 4, 2010, through Monday, March 8, 2010.

In the past, the Department has sent letters notifying students of their potential eligibility for the Talented 20 Program in the spring of their graduation year. Due to fiscal constraints, the Department will no longer send these letters.

We encourage districts to develop a strategy to notify seniors of their Talented 20 eligibility status. A sample letter for seniors that may be disseminated via school or district level is included. The final eligibility report for the class of 2010 will be available Monday, March 22, 2010.

**Contact**: Helen Lancashire, Student Support Services, (850) 245-7851
hlancash@tempest.coedu.usf.edu
FASTER office
fstr@fldoe.org

**Status**:

   **X** New Technical Specifications for the Submission of Talented 20 data and Sample Class of 2010
      Student Eligibility Notification letter
   - Revises and replaces existing document

FH:hl

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

# 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 admission (SUS).  SUS admission requirements, including course distribution requirements for SUS admission, are specified in the 2009-2010 Florida Counseling for Future Education Handbook, available online at http://www.FACTS.org.

    - 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 2010, 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 all members of the 2010 graduating class must be addressed in the same way as transcripts being submitted to the Bright Futures System:  Addressed School 951070 (if the student is currently in Bright Futures 'practice') or Addressed School 951071 (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 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 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.

- **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.

- This data will be processed nightly beginning **Thursday, February 4, 2010**. Districts may submit as many transcript evaluations as needed up to the March 8, 2010, 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/](www.fldoe.org/Talented20/)).  The final eligibility report for the purpose of identifying class of 2010 students for the Talented 20 Program will be available **Monday, March 22, 2010**.

  - 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](mailto:studdard@tempest.coedu.usf.edu) or telephone (850) 245-7846.

    o 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 2010) is selected, the user will have the following three choices (if a later year is chosen, only the third option will be operational):
      ‣ <u>Evaluation Summary for Top 20 Students</u>.  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) which lists the courses submitted with the student's transcript and identifies which were used and how much their credits counted towards 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 **Monday, March 8, 2010**. 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 student identification numbers for accuracy.  All data, including corrections to the Talented 20 Program Eligibility Reports, must be received no later than **Monday, March 8, 2010**.

If you have any technical questions concerning transmissions to the Florida Department of Education (FDOE) High School Transcript Database, please contact the FASTER office at fstr@fldoe.org.  If you have questions regarding the Talented 20 program, please contact Helen Lancashire, Student Support Services, at (850) 245-7851 or via e-mail hlancash@tempest.coedu.usf.edu.

**Example 1**

**Talented 20 Login Page**

# Florida's Talented 20 Program

Florida Department of Education

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**Please enter your Talented 20 Logon ID and Password:**

**Logon ID:** [        ]

**Password:** [          ]

**New Password:** [          ]

**Re-type New
Password:** [          ]

[ Submit Logon Request ]

**Example 2**

**Talented 20 Main Menu**

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## Main Menu

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**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).

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**Example 3**

**Talented 20 Evaluation Summary**

# Florida's Talented 20 Program

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

Florida Department of Education

## 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 |

Sample Senior Letter, district or school letterhead should be used.

Date

Dear Student:

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 20 Program. Eligible students are guaranteed admission to one of the eleven state universities within space and fiscal limitations.

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

- Graduate with a standard diploma in 2010
- Take the ACT or SAT prior to enrollment in university (no minimum score is required)
- Complete all 18-core course requirements for state university admission.

Talented 20 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 the state universities, within space and fiscal limitations, they may not necessarily be admitted to the campus of choice. You may wish to search http://www.FACTS.org for information concerning individual universities. Additional information and Frequently Asked Questions regarding the Talented 20 Program are available online at http://www.fldoe.org/Talented20.

Sincerely,