FLORIDA DEPARTMENT OF EDUCATION

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GERARD ROBINSON
Commissioner of Education

Just Read, Florida!

Technical Assistance Paper

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 2012 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 Monday, February 6, 2012, through Monday, March 12, 2012.

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 2012 will be available Monday, March 26, 2012.

Contact:
Dr. Kimberly Davis, Bureau of Family and Community Outreach, (850) 245-0551
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FASTER office
fstr@fldoe.org

Status:

> **X** New Technical Specifications for the Submission of Talented 20 data and Sample Class of 2012 Student Eligibility Notification letter
> ☐ Revises and replaces existing document

cc: Talented 20 Program Contacts
     MIS Contacts
     District Student Services Directors
     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 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. SUS admission requirements, including course distribution requirements for SUS admission, are specified in the 2011-2012 Florida Counseling for Future Education Handbook.

- Students must meet SUS requirements in order to be eligible for the Talented 20 program. There is **not an ACT/SAT minimum score** required to be eligible for the Talented 20 program.

- 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 2012, including those students who have selected a three-year graduation program.

- Talented 20 eligibility is based on grades posted after the 7th semester. Therefore, if a student is not eligible after the 7th semester grades are posted, then he or she cannot qualify or be considered for eligibility beyond this time.

- 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 2012 graduating class must be addressed in the same way as transcripts being submitted to the Bright Futures System: Addressed School 951270 (if the student is currently in Bright Futures "practice") or Addressed School 951271 (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.

- Students previously submitted to Talented 20 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 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.

- Moving eligible Bright Future applicants from practice to production will not interfere with the Talented 20 transcripts.

- 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.

- If student is in the process of completing a virtual course, you must submit the virtual course as "In Progress." Please view the bullet above for specific information regarding virtual courses.

- Virtual Schools can submit to Talented 20 if the virtual school issues the diploma. Virtual Schools **cannot** submit to Talented 20 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 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 **Monday, February 6, 2012**. Districts may submit as many transcript evaluations as needed up to the March 12, 2012, 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/). The final eligibility report, for the purpose of identifying class of 2012 students for the Talented 20 Program, will be available **Monday, March 26, 2012**.

  - 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 first provided in 2006 to the Talented 20 program contact in each district.

- If you have questions regarding the Logon ID, please contact Tameka Thomas, Bureau of Family and Community Outreach, by e-mail at Tameka.Thomas@fldoe.org or by phone at (850) 245-0845.

  o Clicking "Submit" 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 2012) 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) 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 12, 2012**. 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 12, 2012**.

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 Dr. Kimberly Davis, Bureau of Family & Community Outreach, by phone at (850) 245-0551 or by e-mail at Kimberly.Davis@fldoe.org.

Example 1

Talented 20 Login Page

Florida's Talented 20 Program
Florida Department of Education

Login Menu

Login ID: [   ]   **Other Options:**

- Change Password
Password: [   ]   - Forgot Password

Submit

. Return to the Education in Florida Home Page . Bright Futures Homepage . Bright Futures Facts . First Time Applicants . Renewal Students . High School Guidance Counselors . . Financial Aid Officers . Eligible Colleges and Schools . Bright Futures Laws .

Example 2

Talented 20 Main Menu

Florida's Talented 20 Program

Florida Department of Education

Main Menu

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

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 2012
- 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,