

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

To: District School Superintendents

From: Jim Warford

Date: January 9, 2004

Subject: IDENTIFICATION OF THE TOP 20% OF THE GRADUATING CLASS OF 2004 FOR THE TALENTED 20 PROGRAM

The Department of Education needs your help to identify students in the class of 2004 who rank in the top 20% of their graduating class and who may be eligible for the Talented 20 Program. The attached document, *Technical Specifications for the Submission of Talented 20 Transcript Evaluation Data*, provides details related to data submission.

JIM WARFORD
K-12 Chancellor

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

- Identify the top 20% 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 college preparatory credits as specified in section 1007.261, Florida Statutes.
- 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% 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 2004, 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% of the senior class in the magnet program and the top 20% of the senior class in the traditional programs. The sum of both lists cannot exceed 20% of the total senior class. Schools are responsible for determining if any program at their school qualifies as a magnet program.

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. Early admit students are eligible for the Talented 20 Program and must be included in class rank.

It is imperative that you review students’ mailing addresses and student identification numbers for accuracy. It is preferable that you send **social security numbers** to facilitate matching transcripts with SAT and ACT scores.

All data, including corrections to the eligibility reports, must be received no later than **Friday, March 5, 2004**. If you have questions regarding the Talented 20 Program, please contact Helen Lancashire at hlancash@tempest.coedu.usf.edu or (850) 488-1842. If you have questions regarding transmission of data or other technical matters, please contact Dianne Cox at Dianne.cox@fldoe.org or (850) 245-9754. Thank you for your prompt attention to our request.

JW: mjbfb

Attachment

cc: MIS contacts
District Student Services Directors
District Guidance Supervisors

FLORIDA DEPARTMENT OF EDUCATION

Technical Specifications for the Submission of Talented 20 Transcript Evaluation Data via FASTER

- **Social Security Number (preferred)** or Florida Student ID number should be verified for accuracy.
- The **weighted GPA** should be put in the **Grade Point Average District, Cumulative** field.
- The **unweighted GPA** should be put in the **Grade Point Average State, Cumulative** field.
- 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 Talented 20.
- **Student mailing address** should be verified for accuracy.
- Data submitted for the Talented 20 Program transcript evaluation can be sent to **FASTER addressed institution 82**, just like last year. However, to reduce the total number of transcripts you must send to the DOE, you may use the alternative transmission method (described below) to submit your transcripts. **You do not have to use the alternative method; it is simply another way you may choose to submit students to the Talented 20 Program.** The choice is entirely yours, and you can use either or both methods.
- Remember to include courses in progress and courses that will be taken in the 8th semester.
- These data will be processed nightly beginning **Monday, February 9, 2004**. Districts may submit as many transcript evaluations as needed up to the March 5th deadline.
- An eligibility report will be produced for Talented 20 transcript evaluation data that are submitted. This will be available at the Northwest Regional Data Center for districts to download the day after the data are submitted and will be recreated each time the district submits data. The data set name for this report is DPSxx.GQ.F70170.Y0304 where 'xx' is your district number. This report will contain information on each student that has been submitted for transcript evaluation and the student's eligibility status, and will be in the same format used last year (copy attached).
- Remember to carefully review student eligibility status. For those students deemed ineligible, verify their data to determine if corrections are necessary and resubmit the transcript(s) to make these corrections. Note that if a guidance counselor is having trouble understanding the results of a student's Talented 20 evaluation, the counselor can use the Bright Futures On-line Transcript Entry and Evaluation System to access the FACTS system and see how the student's courses were used in the FACTS SUS Admissions evaluation. Just bring up a school's list of students and click on the F button in the Action/Select Box column. Guidance counselors no longer need a student's help to get into FACTS. For seniors, this is the same as the evaluation for the Talented 20 Program, and details on how individual courses were used can be accessed using the "Course Summary Evaluation" tab. Where a course has been used to satisfy a requirement, the subject area in which it was used will appear under the "SUS" column (the rightmost column). This column will be blank where a course was not used.
- The final submission of this data will be on **Friday, March 5, 2004**. At that point, the data will be locked and no further processing will occur. Questions related to locked data should be directed to Mary Jo Butler.

Alternative Transcript Submission Method

This year, school districts have been requested to submit all their high school students' transcripts to the Bright Futures System (**FASTER addressed institution 95**). This is being done to support the FACTS High School Audit, which lets your students view their Bright Futures eligibility reports over the worldwide web.

One of this year's FACTS transcript submissions is to be made after fall term grades have been posted and students have registered for their spring term courses. This coincides with the Talented 20 Program submission. If you make your Bright Futures/FACTS transmission and then turn around and submit the transcripts of the top 20 percent of your students to the Talented 20 Program, you will have submitted these students' transcripts twice. This was the old procedure and, if you find this method is still the most effective for your school district, you can follow the same procedure this year.

However, for those districts that would like to submit the transcripts of the top 20 percent of their students one time only and have them automatically sent to the Bright Futures, FACTS, and Talented 20 Programs, an **alternative transmission method** has been developed. Basically, when you submit your transcripts to Bright Futures/FACTS, you will flag the transcripts of the top 20 percent of your seniors with an indicator that requests these students' transcripts be forwarded to the Talented 20 Program. Thereafter, these students' transcripts will be marked as being in the top 20 percent of their graduating class. This will be true even if a subsequent transcript is received without the flag being set. To remove a student from being in the top 20 percent of their graduating class, a school district will have to apply to Mary Jo Butler.)

To submit a transcript to the Talented 20 program using this **alternative transmission method**:

- Follow the method above in preparing the student's transcript for transmission with the exception that you will address the transcript to **FASTER addressed institution 95, and FASTER addressed school 0470**, just like you would address this senior's transcript to the Bright Futures Early Evaluation Test System and FACTS. (If this student is already in the Bright Futures Early Evaluation Production System, use **FASTER addressed school 0471**.)
- **Additionally**, set Message Type (field #5 on the FASTER Header Record, at character positions 36-38) to the value '**Q20**' instead of the Message Type value you would normally have used in a Bright Futures transmission.
- Then submit this student's transcript along with all the other transcripts you are submitting for FACTS. This will result in the student's transcript being made available to the Talented 20 Program, in addition to supplying it to the Bright Futures Early Evaluation and FACTS. Thereafter, any replacement transcript you submit to the Bright Futures Early Evaluation will also replace the student's Talented 20 coursework (until the Talented 20 Program records are locked). This will be true whether or not you again use the 'Q20' Message Type.
- Once the Talented 20 Program is locked, you can continue to update this student's Early Evaluation transcript for purposes of the Bright Futures System. The only difference is that this student's Talented 20 evaluation results will no longer be affected

- by the new transcripts. The information on which the Talented 20 evaluations were based will be archived to maintain a record of the student's final Talented 20 evaluation.)

Again, you can use last year's transmission method or this year's transmission method. If need be, you can use both interchangeably. This is because the records are being stored in a single database and either transmission method will get a student's records loaded. Once the student's records are in the database you, again, can update them using either method (until Talented 20 records are locked). Each new transmission of the student's transcript will change the coursework on file in the database and result in a new evaluation being conducted. The only caveat is that once a student has been designated as being in the top 20 percent of their senior graduating class, that designation cannot be undone without applying to Mary Jo Butler.

A sample eligibility report appears on the next two pages.

FILE DPS19.GQ.F70170
DISTRICT: YOUR COUNTY
SCHOOL:

FLORIDA DEPARTMENT OF EDUCATION

2001-2002 TALENTED 20 EVALUATION REPORT

TOTAL STUDENTS EVALUATED:	4
ELIGIBLE FOR TALENTED 20:	3
TOTAL INELIGIBLE STUDENTS:	1

PAGE 2
DATE 03/07/2003
TIME 12.00.00