

November 18, 2002

**M E M O R A N D U M**

**TO:** Florida School District Superintendents

**FROM:** R.E. LeMon, Vice Chancellor  
Academic and Student Affairs  
Division of Colleges and Universities

**SUBJECT:** Identifying Top High School Juniors for State University Admissions

In order to meet Florida's education goals and future manpower needs, we seek your assistance in our effort to enroll more of Florida's top high school students in the State University System. We would like to provide these students with information about our state universities and about the financial assistance that may be available to them because of their academic achievements in high school.

This request is not to be confused with any actions related to the Talented Twenty program. We are only seeking to identify and contact potential applicants at this time.

Please list all currently enrolled juniors whose most recent weighted grade point average is 3.0 or better and who will receive a standard diploma. Early identification of these students will allow the recruiters more time to work with them.

Enclosed are instructions for providing the information in machine-readable form. In order for the admissions officers to make early contact with these students, it will be necessary for the data to be submitted to the Northwest Regional Data Center (NWRDC) by Thursday, December 12, 2002.

If you have any questions related to the data or the transmission, please contact the staff at FIRN: Ms. Elsa Leslie at 850/922-8206 (Suncom 292-8206), [eleslie@firn.edu](mailto:eleslie@firn.edu) or Ms. Susan Brennan at 850/487-8661 (Suncom 277-8661), [brennans@firn.edu](mailto:brennans@firn.edu). If you have any other questions, please call Ms. Nell Kelly at 850/201-7210 (Suncom 213-7210).

Florida School District Superintendents  
November 18, 2002  
Page Two

In event that you need to produce a hard-copy list of names, please mail them to Ms. Nell Kelly, Florida Division of Colleges and Universities, Room 1601, Florida Education Center, 325 W. Gaines Street, Tallahassee, Florida 32399-1950.

Thank you for your cooperation in this important endeavor.

REM/nk

enclosure

c: Interim Chancellor Blackwell  
Chancellor Designate Papp  
John Winn  
Charlene Coles  
Esa Leslie  
District MIS Offices  
University Directors of Admission  
University Registrars

## INSTRUCTIONS FOR SUBMITTING RECORDS

The school districts are asked to submit information electronically on their top high school juniors who are seeking a **standard diploma**. Districts should use **FASTER** to send records to the Division of Colleges and Universities (DCU) address (Institution ID 0000700, Campus 0000.) For instructions on sending records see Chapter 2, pages 11-12 of the FASTER Manual. Only record types "S00" and "S01" are to be included (see appendix I.) The message type codes that should be used are in appendix D.