

# FLORIDA DEPARTMENT OF EDUCATION



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Commissioner of Education



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**K12:** 2005-83

## MEMORANDUM

**To:** District School Superintendents

**From:** Jim Warford

**Date:** June 24, 2005

**Subject: STATUS REPORT FOR SUBMISSION OF HIGH SCHOOL TRANSCRIPTS**

Pursuant to section 1009.531(4), Florida Statutes, each school district must annually provide to each high school student a complete and accurate Florida Bright Futures Scholarship Evaluation Report and Key. In order to facilitate this process, all public high schools are asked to submit transcripts for all students in ninth through twelfth grade to the Florida Department of Education (DOE) High School Transcript Database (HTD) three times a year. The Bright Futures evaluations are available to students, parents, and educators through the High School Academic Evaluations on FACTS.org. In addition, these same submissions are used by FACTS.org to compare students' academic records with state university system (SUS) course requirements for admission and to provide state high school diploma evaluations. They are also used to evaluate student eligibility for the Talented 20 program.

JIM WARFORD  
*K - 12 Chancellor*

Please find attached the Instructions for Submitting High School Transcripts from School Districts to the DOE High School Transcript Database and a report that provides a state summary of transcript submissions for the most recent transmission period, which should be the second transmission, submitted in January or February 2005. The report identifies the number of students enrolled in each grade based on October 2004 membership and the number of transcripts submitted by grade level. Instructions for submitting transcripts to the transcript database are also included. After each of the three transmission periods, department staff will follow up with those districts whose data appear questionable. This sample report will provide an opportunity for your staff to analyze school and district data. This will enable your district to ensure accurate submission of transcripts for the third transmission in May/June 2005 and transmission submissions for the next academic year. If transmissions are complete and accurate, each individual classification (Freshmen, Sophomores, Juniors, Seniors) should show 100% transmission rates. \*

A district-specific report by school will be available at Northwest Regional Data Center for district staff to download and review for accuracy. The data set name for this report is OBF.IE.H30040.Ann where 'nn' is your district number. This report will reflect the number of students enrolled at each grade level at each school and the number of transcripts that were submitted to HTD (sample report attached). We strongly encourage your staff to review the district-specific report and analyze each school's data to ensure accurate transmissions of your students' transcripts.

If you have technical questions concerning transmissions to the DOE High School Transcript Database, please contact Pete Tanzy at [Pete.Tanzy@fldoe.org](mailto:Pete.Tanzy@fldoe.org); (850) 245-9775; (SC) 205-9775. For program specific questions please call: Bright Futures, JoAnn McGonagill (1-888-827-2004); Talented 20, Mary Jo Butler (850) 245-0479; state university admissions, Lynda Page, (850) 245-9693; and FACTS, Andrea Latham, (850) 245-0518.

JW:mjbo

#### Attachments

cc: District Bright Futures Contacts  
Guidance Supervisors  
MIS Contacts  
Student Database Contacts  
Student Services Directors

\*Complete transmissions may not result in exactly 100% on the summary report due to fluctuations in enrollment.

## Instructions for Submitting High School Transcripts from School Districts to the DOE High School Transcript Database

Transcript submission to 'district 0000095' supports evaluations for:

- FACTS.org
- Bright Futures evaluations
- State university system (SUS) evaluations
- Talented 20 evaluations

To submit transcripts to the DOE High School Transcript Database, the following procedures are re-printed below (no changes from last year). **NOTE: It is not necessary to delete transcripts in practice before sending a new submission to practice.**

The goal of the FACTS High School Academic Evaluation Tool is to provide students with real-time evaluations of their progress towards high school graduation, Bright Futures Scholarship qualification, and university system course admission requirements. To achieve this goal, FACTS must have access to your students' latest transcript information. Thus, you are asked to submit transcripts for all of your students at least three times per academic year:

1. **First submission must be submitted at the beginning of the school year as soon as student schedules are finalized in conjunction with Survey 2.** Transcripts must include the new classes on the students' schedules as courses-in-progress.
2. **Second submission must be submitted at the beginning of the second semester after first semester grades have been posted and second semester schedules are finalized.** This submission is in conjunction with the Bright Futures Early Evaluation Submission and the Talented 20 deadlines. Submit second semester courses as courses-in-progress. Specific information regarding Talented 20 and the Jose Marti and Byrd Scholarships will be provided at the appropriate time.
3. **Third submission must be submitted at the end of the school year as soon as second semester grades have been posted.** This submission is in conjunction with the Summer Evaluation sent for Bright Futures. If scheduling information for the next school year is available at this time, you may send them as courses-in-progress.

For schools operating under the trimester or quarter systems, send transcripts at the beginning of the school year and at the end of each term.

For seniors, the second and third submissions are the normal transmissions required at the end of the seventh (Early Evaluation) and eighth semesters (Summer Evaluation). **You will not need to send one transmission for Bright Futures purposes and a separate transmission for FACTS. Transmission to 'district 0000095' will satisfy both needs.** As with last year, transcripts must be submitted to the Practice System until the student completes their Florida Financial Aid Application with the State Student Financial Aid Database. None of these procedures have changed.

Submit your transcripts according to the existing FASTER addressing scheme for Bright Futures Transcripts. The **Addressed District** field on the FASTER Header Record will continue to be **'district 0000095.'** The values for **Addressed School** will be as follows:

**Freshmen: 0870**  
**Sophomores: 0770**  
**Juniors: 0670**  
**Seniors: 0570 (Juniors who choose a 3 year graduation option and will graduate in 2005 should be included in this transmission)**

**Please note that these addresses have not changed for individual students.** For example, last year when you sent your juniors to the DOE High School Transcript Database, you used 0570 for the addressed school. Now that these students are seniors, you will still send them to school 0570.

Send your transcripts to 'district 0000095' in exactly the same way you have submitted other Bright Futures transcripts. The HTD will respond to these transcript submissions in the normal way. Every time you make a new submission, the system will evaluate the new or updated transcripts and create Cumulative and Most Recent Evaluation Reports for you to download under the existing dataset naming convention:

Cumulative Reports: OBF.IE.P30047.Yyyyy.S7.Ann  
Most Recent Evaluations: OBF.IE.P30048.Yyyyy.S7.Ann

Where 'nn' is your district number, and 'yyyy' is **2008** for freshmen, **2007** for sophomores, **2006** for juniors, and **2005** for seniors. Your guidance counselors will be able to use the Bright Futures web system to review these transcript submissions as they have in past years.

If you have any technical questions concerning transmissions to the DOE High School Transcript Database, please contact Pete Tanzy at [Pete.Tanzy@fldoe.org](mailto:Pete.Tanzy@fldoe.org); (850) 245-9775; (SC) 205-9775.

Florida Department of Education  
 School District Progress Towards FACTS Implementation  
 SPRING 2005 Transcript Submissions as of 04/07/05

STATE SUMMARY

DISTRICT	SENIORS			JUNIORS			SOPHOMORES			FRESHMAN			OVERALL		
	TRANS	ENRLMT	PCT	TRANS	ENRLMT	PCT	TRANS	ENRLMT	PCT	TRANS	ENRLMT	PCT	TRANS	ENRLMT	PCT
01 ALACHUA	2,584	1,979	131%	2,131	2,240	95%	2,280	2,500	91%	1,954	2,593	75%	8,949	9,312	96%
02 BAKER	341	268	127%	272	327	83%	281	304	92%	403	434	93%	1,297	1,333	97%
03 BAY	2,088	1,521	137%	1	1,719	0%	4	1,986	0%	1,964	2,230	88%	4,057	7,456	54%
04 BRADFORD	249	225	111%	211	227	93%	242	288	84%	275	301	91%	977	1,041	94%
05 BREVARD	5,919	4,608	128%	5,040	5,071	99%	5,298	5,423	98%	5,826	6,368	91%	22,083	21,470	103%
06 BROWARD	14,918	16,192	92%	16,970	18,125	94%	19,265	20,677	93%	21,708	23,360	93%	72,861	78,354	93%
07 CALHOUN	168	132	127%	144	145	99%	149	142	105%	192	215	89%	653	634	103%
08 CHARLOTTE	1,154	1,193	97%	0	1,375	0%	0	1,437	0%	0	1,603	0%	1,154	5,608	21%
09 CITRUS	1,050	980	107%	1,083	1,101	98%	1,166	1,178	99%	1,359	1,519	89%	4,658	4,778	97%
10 CLAY	2,654	1,919	138%	2,376	2,600	91%	2,487	2,536	98%	2,746	2,855	96%	10,263	9,910	104%
11 COLLIER	2,446	2,180	112%	2,181	2,590	84%	2,952	3,053	97%	3,818	3,744	102%	11,397	11,567	99%
12 COLUMBIA	564	435	130%	542	587	92%	569	573	99%	846	928	91%	2,521	2,523	100%
13 DADE	27,258	20,935	130%	22,396	23,989	93%	28,838	28,401	102%	30,701	33,921	91%	109,193	107,246	102%
14 DESOTO	322	217	148%	279	314	89%	0	356	0%	0	371	0%	601	1,258	48%
15 DIXIE	152	116	131%	121	124	98%	165	177	93%	190	201	95%	628	618	102%
16 DUVAL	7,090	6,003	118%	6,985	7,545	93%	7,923	8,315	95%	11,019	11,948	92%	33,017	33,811	98%
17 ESCAMBIA	3,110	2,342	133%	420	2,864	15%	479	3,160	15%	3,593	4,063	88%	7,602	12,429	61%
18 FLAGLER	708	587	121%	0	586	0%	535	744	72%	0	949	0%	1,243	2,866	43%
19 FRANKLIN	88	63	140%	0	73	0%	0	107	0%	0	103	0%	88	346	25%
20 GADSDEN	299	267	112%	286	297	96%	342	334	102%	384	454	85%	1,311	1,352	97%
21 GILCHRIST	169	173	98%	158	160	99%	196	219	89%	204	234	87%	727	786	92%
22 GLADES	44	45	98%	46	49	94%	72	69	104%	83	87	95%	245	250	98%
23 GULF	183	139	132%	141	136	104%	178	161	111%	190	232	82%	692	668	104%
24 HAMILTON	109	107	102%	82	92	89%	105	120	88%	147	204	72%	443	523	85%
25 HAMILTON	246	242	102%	2	235	1%	11	359	3%	27	382	7%	286	1,218	23%
26 HENDRY	562	453	124%	463	469	99%	588	622	95%	595	641	93%	2,208	2,185	101%
27 HERNANDO	1,154	946	122%	1,331	1,354	98%	1,585	1,609	99%	1,805	2,253	80%	5,875	6,162	95%
28 HIGHLANDS	781	641	122%	764	778	98%	793	848	94%	1,161	1,259	92%	3,499	3,526	99%
29 HILLSBOROUGH	13,567	10,014	135%	13,235	12,277	108%	13,609	13,209	103%	15,324	15,112	101%	55,735	50,612	110%
30 HOLMES	276	230	120%	208	210	99%	239	250	96%	257	281	91%	980	971	101%
31 INDIAN RIVE	1,468	1,155	127%	1,251	1,255	100%	1,318	1,288	102%	1,654	1,657	100%	5,691	5,355	106%
32 JACKSON	439	387	113%	409	433	94%	479	495	97%	606	636	95%	1,933	1,951	99%
33 JEFFERSON	91	59	154%	86	75	115%	82	82	100%	101	167	60%	360	383	94%
34 LAFAYETTE	69	62	111%	72	74	97%	87	64	136%	0	89	0%	228	289	79%
35 LAKE	2,619	2,092	125%	2,306	2,352	98%	2,719	2,758	99%	3,000	3,244	92%	10,644	10,446	102%
36 LEE	5,117	4,017	127%	4,331	4,434	98%	4,858	4,947	98%	5,379	5,619	96%	19,685	19,017	104%
37 LEON	1,744	1,752	100%	1,826	2,006	91%	1,907	1,993	96%	2,346	2,924	80%	7,823	8,675	90%
38 LEVY	376	287	131%	295	339	87%	438	467	94%	499	544	92%	1,608	1,637	98%
39 LIBERTY	98	67	146%	73	76	96%	101	103	98%	100	117	85%	372	363	102%
40 MADISON	252	205	123%	0	183	0%	0	219	0%	0	244	0%	252	851	30%
41 MANATEE	2,843	2,240	127%	2,347	2,598	90%	2,892	3,018	96%	3,170	3,530	90%	11,252	11,386	99%
42 MARION	2,850	2,222	128%	2,679	2,526	106%	3,263	3,472	94%	3,515	4,142	85%	12,307	12,362	100%
43 MARTIN	1,410	1,091	129%	870	993	88%	1,090	1,047	104%	1,268	1,255	101%	4,638	4,386	106%

44 MONROE 721 502 144% 603 564 107% 736 707 104% 823 835 99% 2,883 2,608 111%

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45 NASSAU	657	730	90%	652	673	97%	799	854	94%	839	973	86%	2,947	3,230	91%
46 OKALOOSA	2,865	2,073	138%	2,178	2,320	94%	2,230	2,266	98%	2,579	2,790	92%	9,852	9,449	104%
47 OKEECHOBEE	351	357	98%	432	446	97%	515	535	96%	45	65	69%	1,343	1,403	96%
48 ORANGE	11,009	9,932	111%	10,012	11,778	85%	11,881	13,425	88%	13,216	15,312	86%	46,118	50,447	91%
49 OSCEOLA	3,380	2,490	136%	3,357	3,451	97%	3,690	3,894	95%	4,442	4,523	98%	14,869	14,358	104%
50 PALM BEACH	11,300	8,982	126%	11,997	12,584	95%	9,952	10,754	93%	13,995	18,105	77%	47,244	50,425	94%
51 PASCO	3,225	2,987	108%	3,457	3,716	93%	4,121	4,413	93%	5,554	6,027	92%	16,357	17,143	95%
52 PINELLAS	6,816	5,945	115%	6,934	7,820	89%	8,621	9,727	89%	9,652	11,451	84%	32,023	34,943	92%
53 POLK	5,186	4,590	113%	4,956	5,284	94%	5,763	6,073	95%	6,577	7,286	90%	22,482	23,233	97%
54 PUTNAM	746	606	123%	643	728	88%	792	874	91%	970	1,055	92%	3,151	3,263	97%
55 SAINT JOHNS	1,689	1,580	107%	397	1,702	23%	1	1,926	0%	0	2,141	0%	2,087	7,349	28%
56 SAINT LUCIE	1,982	1,675	118%	2,173	2,256	96%	1,728	2,511	69%	0	3,310	0%	5,883	9,752	60%
57 SANTA ROSA	1,868	1,720	109%	1,844	1,899	97%	1,802	1,874	96%	0	2,219	0%	5,514	7,712	71%
58 SARASOTA	2,683	2,468	109%	2,664	2,682	99%	2,964	3,306	90%	3,205	3,905	82%	11,516	12,361	93%
59 SEMINOLE	4,521	4,011	113%	4,534	4,739	96%	5,117	5,313	96%	5,801	6,139	94%	19,973	20,202	99%
60 SUMTER	410	346	118%	316	318	99%	387	423	91%	449	463	97%	1,562	1,550	101%
61 SUWANNEE	296	317	93%	350	351	100%	383	436	88%	525	540	97%	1,554	1,644	95%
62 TAYLOR	234	195	120%	193	175	110%	224	225	100%	191	269	71%	842	864	97%
63 UNION	145	118	123%	113	129	88%	137	151	91%	153	183	84%	548	581	94%
64 VOLUSIA	4,338	3,665	118%	4,251	4,435	96%	5,029	5,222	96%	5,446	6,085	89%	19,064	19,407	98%
65 WAKULLA	243	237	103%	262	259	101%	352	362	97%	333	459	73%	1,190	1,317	90%
66 WALTON	372	358	104%	405	414	98%	470	447	105%	507	558	91%	1,754	1,777	99%
67 WASHINGTON	282	232	122%	221	232	95%	225	235	96%	296	300	99%	1,024	999	103%
68 FSDB	91	112	81%	80	84	95%	87	98	89%	90	104	87%	348	398	87%
73 FSU LAB	139	131	106%	139	150	93%	140	146	96%	149	177	84%	567	604	94%
74 FAMU LAB	29	24	121%	37	40	93%	40	42	95%	37	45	82%	143	151	95%
75 UF LAB	110	102	108%	104	108	96%	117	124	94%	130	133	98%	461	467	99%
STATE TOTAL:	175,317	147,273	119%	157,717	174,340	90%	177,888	195,473	91%	204,413	238,465	86%	715,335	755,551	95%