



Focus University Training Document

FOCUS Training: Refresher for Secondary Academic History/Transcripts

Training Agenda

2016

- **Graduation Panel**
 - Year Entered 9th grade, Graduation Plan Year and Graduation Options
 - Diploma/Certificate Options and dates
 - Community Service Hours
 - Fee Waiver
 - FSA Accommodations
 - FSA ELA Reading/Writing and Mathematics Testing Grades (MS only)
- **Test History**
 - View Test Scores
 - Include/Exclude Scores from Test History on Transcript
- **Individual Student Course History**
 - Adding records to Course History
 - Waivers, Credit by Assessment/Certification, Course Flags
 - Printing Transcript from Course History (Unofficial Academic History)
- **Transcripts**
 - Print from Grades menu (District Template)
 - Send transcripts in FASTER
 - Review Errors and resend
 - Send Requests for Transcripts in FASTER
 - Handling Incoming Requests in FASTER
 - Import a transcript from FASTER

Objectives:

- View and/or edit a student's final grades and Course History, including waivers
- Enter transfer grades
- Understand the process for sending and importing FASTER transcripts

Training URL:
train.focus.collierschools.com

Training survey link:
surveymonkey.com/r/5P75HBN

Refresher for Secondary Academic History/Transcripts

Some graduation fields have to be manually updated from time to time. Most of these fields will roll over from year to year.

- Locate a student by name or ID number from one of the search modules
- Click on the **Graduation** tab located on the left
- ***The Graduation Option can be changed during the Senior Year with parent consent.***
- Click on the applicable field to make a selection from the drop down or use the calendar

Graduation

Year Entered Ninth Grade		▼
Graduation Plan Year		▼
Graduation Option		▼

Graduation

Diploma Designation		▼
Diploma Type		▼
Diploma Date		
Certificate of Completion		▼
Certificate of Completion Date		
Graduation Date		

Community Service Hours

- Type in to the fields or use the drop downs to update data
- Click the Save button. A new row of blank fields will display.

Community Service Hours

Export:   Filters: OFF

Date ▼	School ▼	Amount ▼	End Date ▼	NOTES ▼
04/11/2016	Barron Collier High (... ▼)	8.0		

Fee Waiver

- Enter the date and type of fee waiver, school of attendance.
- Click Save. A new row of blank logging fields will display.

Fee Waiver

Export:   Filters: OFF

Waiver Date ▼	Fee Waiver ▼	School ▼	Amount ▼	Position ▼	End Date ▼	Notes ▼
02/08/2016	FWA - Test Fee ... ▼	Barron C... ▼				

FSA Test Accommodations

Refresher for Secondary Academic History/Transcripts

- Enter fields for ESE students who receive Unique Accommodations for state standardized testing. These get reported for the Pre ID File.
- Each FSA Test will have it's own row for accommodations.

The screenshot shows the 'FSA Test Accommodations' form. It has a header with 'Export' and 'Filters: OFF' buttons. Below the header is a table with columns: 'Test Part', 'Paper-Based Accommodations', 'Masking - Online Accommodation', 'Text-to-Speech - Online Accommodation', 'Passage Booklet - Online Accommodation', and 'ASL Online & Paper Accommodations'. Each column has a dropdown menu and a checkbox.

FSA ELA Reading/Writing and Mathematics Testing Grades (Middle School)

- These fields are used to log those middle school students taking a test at a higher grade level than their enrolled grade level.

The screenshot shows the 'FSA ELA Reading/Writing and Mathematics Testing Grades' form. It has a header with 'Export' and 'Filters: OFF' buttons. Below the header is a table with columns: 'School Year', 'Test Part', and 'Testing Grade'. Each column has a dropdown menu.

Middle School PE Waiver on Fed/State Tab

- Make selection from the dropdown and click Save.

The screenshot shows the 'Fed State' tab of the Middle School PE Waiver form. It has a header with 'Fed State' text. Below the header is a table with columns: 'Immigrant Student', 'Date Entered United...', and 'PE Waiver'. Each column has a dropdown menu.

Activity: Update Student records for the following situations:

1. A parent has requested a change to their child's graduation option.
2. An 11th grader has submitted 20 Community Service hours and has received a waiver for the ACT.
3. An ESE student's IEP requires Unique Accommodations for Masking and Text-to-Speech.
4. Enter a Diploma Code and Date for a senior graduating with a diploma other than W06.

Test History

Viewing Test History (S734)

Refresher for Secondary Academic History/Transcripts

- Double-click on the Yes to **EXCLUDE** the test and its scores from transcripts at the parent's request.
- Click on the **Save** button. (This does not remove the test from the student's history).

TEST HISTORY													
Student Information Focus Support Gulf Coast High School 2015-2016 Quarter 3													
Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities Referrals Fees & Payments Test History													
6 Test Administrations													
Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year		
FC2 - FCAT 2.0 (FC2)	04/28/2014	2013-2014	08				C	Yes	011	0401			

- Click on the grey triangle next to the test name to view test scores (\$735).

11 Test Administrations													
Click to view detailed data													
Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year		
Stanford Achievement Test (STA)	03/25/2005	2004-2005	KG					No	01				
2 Test Parts													
Title	Lexile Score (LX)	Normal Curve Equivalent (NC)	Pass/Fail (PF)	Raw Score (RS)	National Percentile (NP)	Scale Score (Expanded Standard Score) (SS)	Not Applicable (ZZ)	Developmental Score (DS)	Achievement Level (AL)	Points Possible (PP)	Local Stanine (LS)	Table Test Level (TTL)	
COMPREHE				9		422						0000	
MATH(T)				12		429						0000	
N/A												N/A	
Stanford Achievement Test (STA)	03/23/2006	2005-2006	KG					No	01				
Stanford Achievement Test (STA)	02/28/2008	2007-2008	02					No	01				

Entering Test History

Standardized test results are typically imported into student records. However, based on profile permissions, users have the ability to manually enter or update student test data, such as district assessments.

- Click on the student's **Test History** sub-menu. Locate the row of blank Test fields.

Test History													
Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities Referrals Fees & Payments Test History													
No Test Administrations were found.													
Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year		
N/A	1	2	3	4				5					

1. Select the **Test** from the drop down
2. Enter the **Date** the test was administered
3. Enter the **School Year** the test was administered
4. Enter the student's **Grade Level** at the time the test was administered
5. Check this box if the test score should be Included in the Transcript; otherwise, leave blank
6. Click the Save button after all applicable fields have been completed

- Click the **grey arrow** after the **Test Name** to enter the scores for the applicable test parts and save.

1 Test Administration													
Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year		
Florida Comprehensive Assessment Test (FC2)	02/28/2014	2014-2015	10				10	No	01				
11 Test Parts													
Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	National Percentile (NP)	Normal Curve Equivalent (NC)	Lexile Score (LX)	Achievement Level (AL)	Pass/Fail (PF)	Developmental Score (DS)	Not Applicable (ZZ)				
SSS Reading	42	418				5	Y	334					
Vocabulary	6												

Updating Academic History

Refresher for Secondary Academic History/Transcripts

- Click on the student's **Grades** sub menu

NOTE: this can also be accessed from Grades > Final Grades, GPA & Class Rank, then entering the student's name on the search screen

Key features:

The screenshot shows the 'Final Grades, GPA, & Class Rank' interface. It includes a top navigation bar with tabs like Demographic, Enrollment, Schedule, Requests, **Grades**, Gradebook, Absences, Activities, Referrals, Fees & Payments, and Test History. Below this is a 'Course History' section with a search bar and a list of tabs: Quarter 1, Semester 1, Semester 1 Exam, 2016 Year, Full 2016 Year Exams, Interim 1, All Quarters, All Semesters, All Semester Exams, All Years, All Year Exams, and All Progress Periods. A 'Total Credits Earned' section shows 4.00. A '47 Grades' section has a 'Print Transcript' button and a 'Transcript' dropdown menu. A table of grades is displayed with columns for Year, Marking Period, Course, Course Number, Grade, Cred. Attempted, Cred. Earned, GPA PTS, Weighted GPA, Affects GPA, and Grad Subject. The table shows data for 2016-2017, 2015-2016, and 2014-2015.

- Course History Module** – The student's GPA, Class rank and credit progression will populate in this box
- Marking Period tabs (517 panel)** – View grades by marking periods, semesters, years or full course history (what displays is determined by the marking period showing in the dropdown)
 - Use the **All Quarters**, **All Semesters** and/or **All Years** tab to enter posted grades for transfer students depending upon when during the marking period the transfer occurs and what final grades are on the transcript

The screenshot shows the 'Marking Period tabs' section with the following tabs: Quarter 2, Semester 1, Full 2015 Year, Full 2015 Year Exams, All Quarters, All Semesters, All Years, and All Year Exams.

3. Print Transcript –

The screenshot shows the 'Print Transcript' button and the 'Transcript' dropdown menu.

- Select a letterhead template from the pull-down menu
- Click **Print Transcript**. A preview will display which can be printed or saved.
- Click "Return to Focus" to go back to the student's record.

The screenshot shows the 'Official Transcript' printout for a student named Collin Abbott. It includes student information, school information, and a table of grades for 2011-2012 Semester 1, 2011-2012 Semester 2, and 2012-2013 Semester 1. The transcript is dated Sep 8, 2014.

- Update/Enter new record** – Use the drop down menus to update any of these fields.

Show Florida fields

Year ▾	Marking Period ▾	Course ▾	Course Number ▾	Percent ▾	Grade ▾	Grade Scale ▾	Cred. Attempted ▾	Cred. Earned ▾	GPA PTS ▾	Weighted GPA ▾
2015-2016 ▾	Semester 1 ▾	AMER HIST 2100310 ▾	2100310			Symbols ▾	1			

- Click on the **FILTERS** button to filter the course history in order to view specific data, such as all English Electives

Filters: **ON**
Toggle Columns
Page Size: 10

	Course Number	Grade	Grade Scale	Teacher	Grad Subject	Course History	Display
			N			☒	11
	1200340	A	N	HES, CHARLES			
	2100310	B	N	TELLO, KIMBER			
	10004100	A	N	OME, NICOLE			

- EL_WL - World Language Electives
 - EN - English

- ***New records should be entered under the Course History tab for transfer students with final Semester and/or Full Year grades from a non-district school. Quarter grades should be entered on the applicable quarter tab or All quarters.***

YEAR: select the school year from drop down	Year ▾ 2015-2016 ▾
MARKING PERIOD: select the term the grade was earned	Marking Period ▾ Full Year ▾
COURSE: start typing the course name and a list will populate if the course is in the Course Catalog; click on the course when it appears in the list. NOTE: the Course Number column will auto-populate if the course is in the course catalog as will the Credits Attempted and Grad Subject (if applicable)	

Refresher for Secondary Academic History/Transcripts

	Course ▾ Geo GEO 1206310G GEO 1206310
COURSE NUMBER: conversely, enter the course number and if the course is in the course catalog, the course title will auto-populate as will the Credits Attempted and Grad Subject	Course Number ▾ 1206310
GRADE: entering the letter grade will auto-populate the GPA points and Weighted GPA fields as well as Credit Earned	Grade ▾ C
CREDIT EARNED: this field will auto-populate when a grade is entered in the Grade column; users can manually edit the field if applicable	Cred. Earned ▾ 1.0

Scroll to the right to fill in any other applicable or required fields. The District, School and Grade level columns are auto-populated. These fields will need to be manually adjusted for out-of-district students. Click the save button after completing each row to populate a new row for additional records.

Scenarios: Update Academic History

1. A student has enrolled with final grades from another Florida county. Add a final grade to Course History for the student for English 2 and Semester grades for Intensive Reading for 2015-16. (Make sure to select a County in the District field.)
2. A student took a 2nd semester Driver Ed Class with Florida Virtual and earned a final grade of a B.
3. A 9th grade student has transferred during 2nd quarter with grades from Quarter 1. Enter grades for Alg 1 and Eng 1.

Refresher for Secondary Academic History/Transcripts

❑ PE Waiver, Credit by Assessment, Credit through Industry Certs, Vocational Program Code changes and Course Flags

- **PE Waiver:** Type “Waiver” in the Course title search field to view and select waivers. Students with a PE Waiver will have a **P** entered in the **Grade** column; the P is tied to the course number. The Credits fields and Grad Subject will auto-populate and can be manually adjusted if applicable. Click Save.

Course ▾	Course Number ▾	Grade ▾	Cred. Attempted ▾	Cred. Earned ▾
ROTC PE YR 1 WAIVER 150... ▾	1500450	P	0.0	1.0

- **Credit by Assessment:** Select the **Course Title** or **Course Number**. Enter a **Grade** of **NG** and in the **Credit Earned** column, enter **1.0**. Scroll to the right to **Course Assessment Status** and select **E**. Scroll to the very end of the row to check the box for **Credit By Assessment**. Click Save.

Course ▾	Course Number ▾	Percent ▾	Grade ▾	Cred. Earned ▾	Course Assessment Status ▾
ALG 1 12003101 ▾	12003101		NG	1.0	E - Took and passed the EO... ▾

Credit By Assessment ▾

☒

- **Credit by Industry Certification:** Type “cte” or “waiver” in the Course title search field to view and select the waiver. Enter **P** in the **Grade** column and in the **Credit Earned** column, enter **1.0**. Scroll to the right to enter the **Industry Certification Code** and/or **Certification Outcome** columns.

Course ▾	Course Number ▾	Grade ▾	Cred. Attempted ▾	Cred. Earned ▾
CTE/IC SCI WAIVER 2000999 ▾	2000999	P	0.0	1.0

Industry Certification Identifier ▾
 MICRO017 Microsoft Office Spe... ▾

Industry Certification Outcome ▾
 C - Only passed industry certific... ▾

- **Vocational Program code changes:** If a student’s Vocational Program changes, it may require a change in the Vocational Program code. This field is located to the right of the Course Assessment Status column. Enter the new **Course Title** or **Course Number** and the **Vocational Program Code** auto-populates.

Course ▾	Course Number ▾	Voc./Adult Gen. Program Code ▾
AUTO SERV TECH I470608 ▾	I470608	I470608

- **Course Flag for Middle School student earning HS credit for an Honors course:** enter all applicable course fields, including grade and credit earned. Scroll to the right to the **Course Flag** fields. Select **9 –Ninth Grader**. These fields are also used to select the **X** or **I** for courses earning grade forgiveness.

Course Flag 1 ▾
 9 - Ninth Gra... ▾

Course Flag 1 ▾
 I - Include ▾

Course Flag 1 ▾
 W - Exclude ... ▾

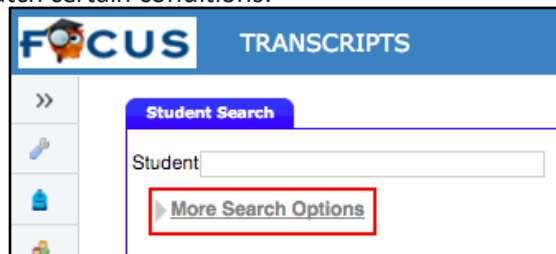
Refresher for Secondary Academic History/Transcripts

Scenarios:

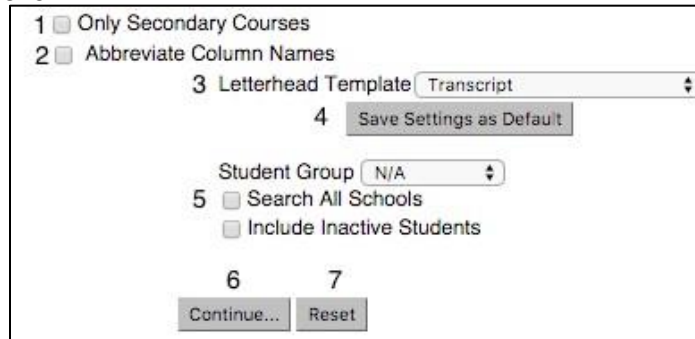
1. A student retook a failed class and earned a B. Enter the appropriate Course Flags for both courses.
2. A student earned the PE waiver for participating in Marching Band.

Print a Transcript using the Grades Menu

- Navigate to the **Grades Menu** and select **Transcripts**.
- Enter the **Student Name**, part of student name, student ID or use the **More Search Options** feature to specify groups of students that match certain conditions.

The screenshot shows the 'FOCUS TRANSCRIPTS' interface. On the left is a sidebar with navigation icons. The main area has a 'Student Search' tab. Below the tab is a 'Student' text input field. A red rectangular box highlights a link labeled 'More Search Options' with a right-pointing arrow.

- Select transcript options:

The screenshot shows a form for selecting transcript options. It includes several checkboxes, a dropdown menu, and two buttons. Numbered callouts are placed next to the following elements:

- 1. ☐ Only Secondary Courses
- 2. ☐ Abbreviate Column Names
- 3. Letterhead Template (dropdown menu showing 'Transcript')
- 4. Save Settings as Default (button)
- 5. ☐ Search All Schools
- 6. Continue... (button)
- 7. Reset (button)

1. Check **Only Secondary Courses** to exclude elementary and middle school courses
 2. **Abbreviate Column Names** to save room and paper.
 3. A **Letterhead Template** for the transcript can also be specified. When a letterhead is selected, default settings will display and the user may be unable to edit those settings.
 4. **Save Settings as Default** saves the settings that were entered as the default values for the **Transcripts** page.
 5. **Search All Schools** may be an option as well as the option to **Include Inactive Students**.
 6. **Continue** should not be clicked until the desired students have been selected as this takes the user to the *Generate Transcripts* screen.
 7. **Reset** the form and start from scratch.
- Select the appropriate students using the checkboxes to the left of their names or select **All** students from the list using the box to the right of the **Student** column
 - Select the **Generate Transcripts** button at top-right to pull the transcripts.

Refresher for Secondary Academic History/Transcripts

Selecting **Generate Transcripts** will populate a **Preview** window with the student transcript, corresponding to the options that were selected earlier in the process. From there, the **Transcripts** can be printed using the  icon, or saved as a .pdf using the  icon.

Note: it is recommended to create a folder on your desktop labeled **Common App** and download the transcripts to that folder for easy access when needed. This can be done by groups of students or individually by student so that the file can be named by marking period and student.

Activity:

1. Create a folder on the desktop for “Common App” or “Transcripts”.
2. Save three individual student transcripts to the folder.

Transmit Transcripts Through FASTER

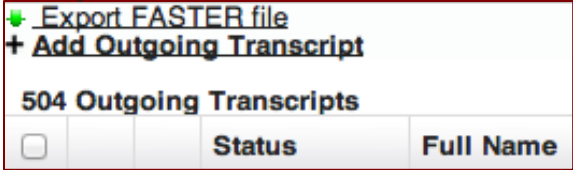
Transcripts can be sent digitally using the **FASTER** feature built into **Florida Reports**. (NOTE: part of this training will include a PowerPoint to view the processes for *Handling Incoming Requests* and importing an *Incoming Transcript*)

- Navigate to the **Florida Reports Menu** and select **FASTER**:

Once inside of the **FASTER** menu, select the **Outgoing Transcripts** tab in order to view and send outgoing transcripts.

Send a Transcript to another Middle or High School

- Click the **+Add Outgoing Transcript** button



504 Outgoing Transcripts	
☐	Status
	Full Name

A popup box will appear asking where the **Records** are supposed to be transmitted, as well as the type of transmission that is being used.

Refresher for Secondary Academic History/Transcripts

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
S01	The requested record is being sent (record follows).
S02	The requested record is not being sent because the student cannot be identified based on the information supplied.
S03	The requested record cannot be sent electronically. It will be mailed.

Send To: (*this is the Header*)

1. Select the appropriate **County**
2. Select the **School**
3. The **Record Type Code** defaults to **I00** for Interdistrict Record Transfers and the **Message Type Code** defaults to **S01**. Use the Legend to change the Message Type Code if applicable.
4. Click **Next** at top-right corner.

Once **Next** is selected, a **search screen** will appear with the name of the addressed institution that was selected on the previous screen.

- Enter the name or ID number for the student or use More Search Options if applicable, and click Search.

Send to: HARDEE - HARDEE SENIOR HIGH SCHOOL - I00 - Q01

Search Screen Simple List Customized List

Student Search

Student

☐ Search All Schools

☐ Include Inactive Students

[More Search Options](#)

Search Reset

- Select the student on the next screen using the checkbox located to the left of their name. If sending multiple students to the same institution, use the check box in the column header to select all students in the list.
- Click **Next**.

Send to: HARDEE - HARDEE SENIOR HIGH SCHOOL - I00 - S01

Search Screen Simple List Customized List

Student: abbott

2 Students 2 Selected

Photo	Student	Grade
☒	Abbott, Colin	10
☒	Abbott, Jasmine	09

On the following screen, a confirmation will appear that an outgoing transcript was added for any selected students.

Refresher for Secondary Academic History/Transcripts

- Click "Close".

Send to: HARDEE - HARDEE SENIOR HIGH SCHOOL - 100 - S01

Close

You created an Outgoing Transcript for Abbott, Colin .

You created an Outgoing Transcript for Abbott, Jasmine .

Close

The student (or students) will show on the list of **Outgoing Transcripts**. The **Status** will appear as **Pending** until the transfer of data has been completed

☐		Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
☐	-	Pending...	Abbott, Colin	Jul 19, 2016	3	Sep 25, 1997	555044990X	HARDEE - HARDEE SENIOR HIGH SCHOOL	SUWANNEE - UNKNOWN CAMPUS
☐	-	Pending...	Abbott, Jasmine	Jul 19, 2016	3	Sep 3, 1998	555040038X	HARDEE - HARDEE SENIOR HIGH SCHOOL	SUWANNEE - UNKNOWN CAMPUS

Once the **Transcript** is sent successfully, the **Outgoing Transcript** will show a green check mark and a status of **Sent**.

☐		Status	Full Name
☒		Sent	Estes, Robert

If the sent **Transcript** has any **Errors**, a yellow triangle will display by the student name and the type of error will show in the **Status** field. Once corrected, the transcript will need to be resent. **If the error is in the Header, the transcript will need to be deleted and recreated.**

- Click on the yellow triangle to view the error.

☐		Status	Full Name
☐		Header Error	Coles, Sha Tarra De' Landre

This expands the error and shows the record type, field, columns, description and link to help to resolve the error.

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
	Header Error	Coles, Sha Tarra De' Landre	Feb 23, 2016	F	Jan 6, 1994	594398391X	SPEEDE/ExPRESS - 000001537	SUWANNEE - SUWANNEE HIGH SCHOOL
Record Type Message Type Addressed Institution Sending Institution SPEEDE/ExPRESS								
Save & Resend								
	SEQ	Record Type	Field	Columns	Value Sent	Description	REF#	
	001	HEADER:	REGIONAL INST ID	0224-0238	00000000000153	NOT A VALID/PARTICIPATING SPEEDE/EXPRESS INST	2	
	002	HEADER:	SPEEDE/EXPRS INST	0224-0238	00000000000153	SENDING INST NOT VALID SPEEDE/EXPRESS INST	23	
	003	COURSE:	GRADE LEVEL	0067-0068		MUST BE PK, KG, 01-12, 23, 30 OR 31 AFTER 19871988	11	
	SEQ	Record Type	Row Sent					
Delete								
	-	Pending...	Abbott, Colin	Dec 30, 2015	3	Sep 25, 1997	555044990X	UNKNOWN: 000000000000
SUWANNEE - UNKNOWN CAMPUS 0125								

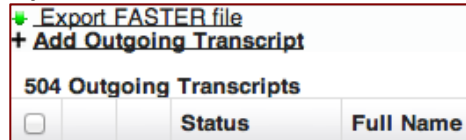
- Click on the student's name to view their record
- Locate and correct the error
- Return to the **Outgoing Transcripts** list
- Check the box next to the student's name
- Click **Save and Resend**.

Refresher for Secondary Academic History/Transcripts

Sending Transcripts to Bright Futures

Transcripts can be sent en masse for Bright Futures. The screenshots will document sending 11th graders for Bright Futures 7th Semester Evaluation.

- Click the **+Add Outgoing Transcript** button



- Select **"Bright Futures"** from the **Send To** menu and enter **7** in the **Bright Futures Term** text field. The Record and Message Type codes will auto-populate.
- Click **Next** in the upper right corner.

Send to: BRIGHT FUTURES - Bright Futures Term: 7 - I00 - Q01 Next

Bright Futures Term

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes

Code	Message
Q01	This record is being sent to you at the student's request.

- Use **"More Search Options"** to select all 11th graders, then click Search.

Send to: BRIGHT FUTURES: 0007 - I00 - Q01

Search Screen Simple List Customized List

Student Search

Student [Search Box] Student Group: N/A
Search All Schools
Include Inactive Students

More Search Options

Search Reset

- Check the box in the column header to select all students in the list and click Next.

Send to: BRIGHT FUTURES: 0007 - I00 - Q01 Next

Search Screen Simple List Customized List

Grade: 11

310 Students 310 Selected Search

Photo	Student	Grade
☒	Aguilar, Kuame	11

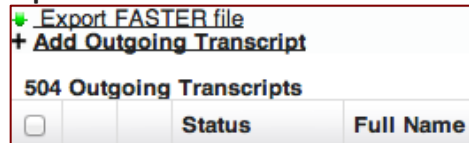
- On the succeeding confirmation screen, click Close to finish the process.

Refresher for Secondary Academic History/Transcripts



Sending Transcripts to SPEEDE/ExPRESS Colleges

- Click the **+Add Outgoing Transcript** button



- Select **"SPEEDE/ExPRESS COLLEGES"** and the **College/University** from the **Send To** drop downs; the **Record Type** and **Message Type Codes** will auto populate and can be changed if necessary.
- Click Next in the upper right corner.

A screenshot of a form titled "Send to:". It has two dropdown menus: "SPEEDE/ExPRESS COLLEGES" and "FLORIDA GULF COAST UNIVERSITY". To the right of these are two more dropdowns: "S00" and "S01", and a "Next" button. Below the dropdowns are two sections: "Record Type Codes" and "Message Type Codes".

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
S01	The requested record is being sent (record follows).
S02	The requested record is not being sent because the student cannot be identified based on the information supplied.

- Enter the student(s) name/ID on the search screen, or use **More Search Options** to select a group and click Search

A screenshot of a form titled "Student Search". It has a "Student" input field and a "Student Group" dropdown menu set to "N/A". Below the "Student Group" dropdown are two checkboxes: "Search All Schools" and "Include Inactive Students". There is a "More Search Options" link with a right-pointing arrow. At the bottom are "Search" and "Reset" buttons.

- Check the box in the column header to select all the students or check individual boxes and click **Next**.

Refresher for Secondary Academic History/Transcripts

Send to: FLORIDA GULF COAST UNIVERSITY - S00 - S01 Next

Search Screen **Simple List** Customized List

1284 Students 3 Selected

Photo	Student	Student ID	Grade
☒	Avery, Howard	6101001065	11
☒	Aguilar, Caldwell	6102003764	10
☒	Aguilar, Kuame	6101112055	11

- Click **Close** on the confirmation pop up.

Send to: FLORIDA GULF COAST UNIVERSITY - S00 - S01

Close

✓ You created an Outgoing Transcript for Avery, Howard .

✓ You created an Outgoing Transcript for Aguilar, Caldwell .

Send Request for Transcript

When students enroll in the district from another Florida school, users can send an electronic request for the student's transcript using FASTER.

- Click on the **Send Requests** tab

FASTER

Incoming Requests **Send Requests** Incoming Transcripts Outgoing Transcripts Aging Reports Reports & Logs Setup

- Click on **+Add OutgoingRequest**

 **Export FASTER file**

+ Add Outgoing Request

- From the **Send to** drop down, select the **County** and **School**; the **Record Type** and **Message Type Codes** will auto populate and can be changed if necessary.
- Click **Next** in the upper right corner.

Send to: 29 - HILLSBOROUGH - 1080 - DAVIDSEN MIDDLE SCHOOL - I00 - R01 Next

Record Type Codes

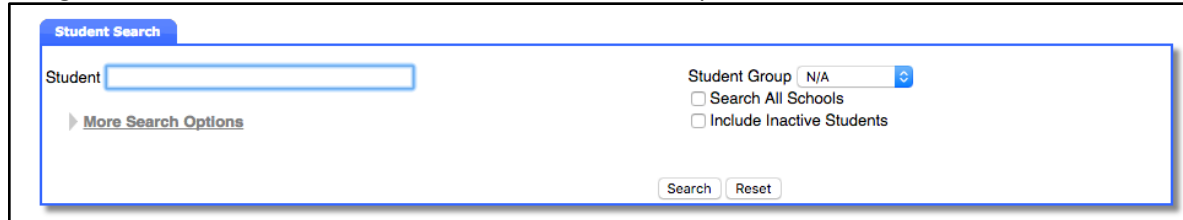
Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Request Type Codes

Code	Message
R01	Send ASAP
R02	Send as soon as term is over

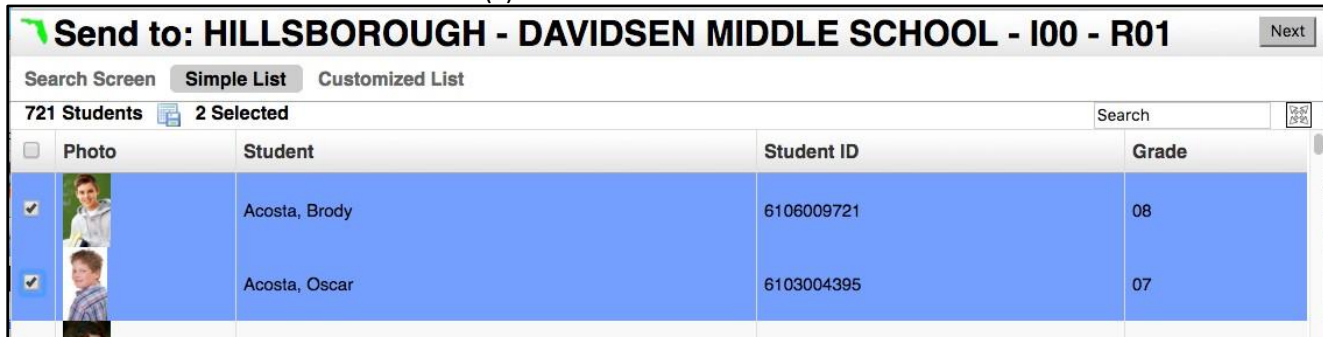
Refresher for Secondary Academic History/Transcripts

- Enter the student's name or ID in the search bar or use More Search Options to select a subgroup of students. If siblings attended the same school, the user can enter multiple ID numbers in the search bar.



The 'Student Search' interface features a search bar labeled 'Student' with a text input field. To the right, there is a 'Student Group' dropdown menu currently set to 'N/A'. Below this, two checkboxes are visible: 'Search All Schools' and 'Include Inactive Students'. A link for 'More Search Options' is located below the search bar. At the bottom right, there are 'Search' and 'Reset' buttons.

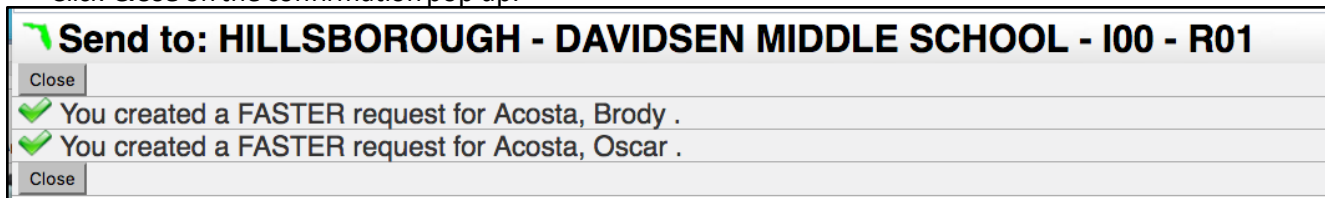
- Check the box to select the student(s) and click Next.



The interface shows a confirmation screen for sending transcripts to Hillsborough - Davidsen Middle School. It includes a 'Next' button and tabs for 'Search Screen', 'Simple List', and 'Customized List'. Below the tabs, it indicates '721 Students' and '2 Selected'. A table lists the selected students with columns for Photo, Student, Student ID, and Grade.

	Photo	Student	Student ID	Grade
☒		Acosta, Brody	6106009721	08
☒		Acosta, Oscar	6103004395	07

- Click **Close** on the confirmation pop up.



The confirmation pop-up displays the destination 'HILLSBOROUGH - DAVIDSEN MIDDLE SCHOOL - I00 - R01'. It contains two green checkmark messages: 'You created a FASTER request for Acosta, Brody .' and 'You created a FASTER request for Acosta, Oscar .'. There are 'Close' buttons at the top left and bottom left of the pop-up.

The designated user will need to check the FASTER menu daily until the requested transcript has been received. The user will click on the Incoming Transcripts tab to locate requested transcripts. The same is true to note whether there are any Incoming Requests.

Activity:

1. Send a transcript to a Pinellas County school for a student.
2. Send transcripts for the same student to 3 different colleges.
3. Send a Request for a transcript to a school in Martin County.

Refresher for Secondary Academic History/Transcripts

Handling Incoming Requests

The **Incoming Requests** tab displays requests from other Florida districts or colleges for student information.

The screenshot shows the FASTER software interface. At the top, there is a green header with the word 'FASTER' in white. Below the header, there is a navigation bar with several tabs: 'Incoming Requests' (highlighted in green), 'Send Requests', 'Incoming Transcripts', 'Outgoing Transcripts', 'Aging Reports', 'Reports & Logs', and 'Setup'.

- Select a request date-range (click Go) and/or search all schools (optional)

This screenshot shows the 'Incoming Requests' tab with a date range filter. The 'Report Timeframe' is set to 'August 24, 2015 - June 17, 2016'. There is a 'Go' button to the right of the date range. Below the date range, there is a checkbox labeled 'Show All Schools' which is checked.

- Click on the student's name; this will allow Focus to search for a match for this student.

Full Name	Message Type	Date Received	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
SAMUEL STEPHEN	R01	Fri Mar 25, 2016	M	Sun Nov 9, 1997			UNIVERSITY OF SOUTH FLORIDA
ALYSSA N	R01	Sun Mar 27, 2016	F	Thu Mar 19, 1998			UNIV OF NORTH FLA CENTRAL CAMP
BENJAMIN SELLIAN	R01	Sat Mar 26, 2016	M	Mon May 18, 1998			FLA ATLANTIC UNIV MAIN CAMPUS
MAYUREE	R01	Sat Mar 26, 2016	F	Sun Jun 23, 1996			UNIVERSITY OF SOUTH FLORIDA

- If the Student is located, click their name again to complete this request. The student automatically populates on the Outgoing Transcript tab and their name no longer displays on this list.

This screenshot shows the search results for a student named Alyssa. The search criteria are: Last Name starts with: [redacted], First Name starts with: ALYSSA, Florida Student Number starts with: 581100418X, Birthdate between: Thu Mar 19, 1998 & Thu Mar 19, 1998. The results show 2 students:

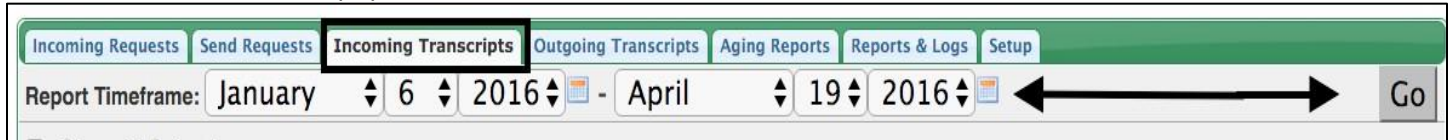
Photo	Student	Student ID	Grade	School	Status
	Alyssa Nicole	1000001000	12	HIGH SCHOOL	Active
	Alyssa Nicole		08	MIDDLE SCHOOL	Previous Year Inactive

- If the Student is not located in the database, select a reason from the pull down and click the button "Student not found."

Refresher for Secondary Academic History/Transcripts

Import transcript data from FASTER

- Navigate to the **Florida Reports** menu and select **FASTER**.
- Select **Incoming Transcripts** from the sub-menus
- Specify a **Date Range if desired**
- Click **Go** in order to populate a list of the students



- Select the appropriate student from the list.

70 Transcripts 					Filter	Search	
Full Name	Date Received	Student Identifier	Addressed Institution	Sending Institution			
- LOFTUS, TREVOR	Jul 19, 2014		BAY - TOM P. HANEY VOCATIONAL TECHNICAL CENTER	GULF - GULF COUNTY ADULT SCHOOL			

- Clicking on the student name will open a popup window with the details that were included in the electronic transmission from **FASTER**.

If there are no matching students found during the import process, the system will state that **No Students were found**. However, sometimes this has to do with the **External or Unique ID** and the **Social Security Numbers** that are populated upon import.

☒ First Name	☒ Last Name	☐ Middle	☐ Appendage	Former Last Name 1	Former Last Name 2	Former Name
LISA	BAIREFOOT	MARIE				
☒ External ID	☒ Social Security (no hyphens '-')	☐ Visual Race Determination	☐ Gender	☒ Birthdate	Sending Institution	
		W	Female	1995-02-14	BAY - RUTHERFORD HIGH SCHOOL	

Search Screen **Simple List** Customized List

Last Name starts with: BAIREFOOT
First Name starts with: LISA
External ID starts with: 
Social Security (no hyphens '-') starts with: 
Birthdate between: Feb 14, 1995 & Feb 14, 1995

No Students were found.

Student	Student ID	Grade	School	Status
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Refresher for Secondary Academic History/Transcripts

- If this happens, uncheck these two fields and select **Search Again** to populate a potential list of matches.

☒ First Name	☒ Last Name	☐ Middle	☐ Appendage	Former Last Name 1	Former Last Name 2	Former Name
LISA	BAIREFOOT	MARIE				
☐ External ID	☐ Social Security (no hyphens ^)	☐ Visual Race Determination	☐ Gender	☒ Birthdate	Sending Institution	
		W	Female	1995-02-14	BAY - RUTHERFORD HIGH SCHOOL	
Search Again						
Search Screen Simple List Customized List						
Last Name starts with: BAIREFOOT First Name starts with: LISA Birthdate between: Feb 14, 1995 & Feb 14, 1995						
1 Student						
Student	Student ID	Grade	School	Status		
Bairefoot, Lisa Marie	306102301	12	0341 Rutherford High School	Inactive		

If a matching student is found, click on the **Student Name** to allow information for that student to be imported.

Only the Demographic, Courses and Test History information will be imported.

Demographics	Immunizations	Courses	Tests	Discipline	FASTER Transcript
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Any information that matches in both **Focus** and the **FASTER** transmission will be represented with a in the left-hand most column.

- An open check box indicates the information from FASTER and within Focus do not match.
- Checking the open checkbox will tell the system to allow the information coming from **FASTER** to **overwrite** the information currently existing in **Focus**.
- Leaving the checkboxes blank will tell the system to use the information populated in **Focus**.

Demographics	Immunizations	Courses	Tests	Discipline	FASTER Transcript
Save Demographics Print					
52 Records					
☐	TITLE	FOCUS	FASTER		
☐	First Name	Lisa	LISA		
☐	Middle Name	Marie	MARIE		
☐	Last Name	Bairefoot	BAIREFOOT		
☒	Name Suffix				
☒	External ID				
☒	Ethnicity: Hispanic or Latino	No	No		
☒	Race: American Indian or Alaska Native	No	No		
☒	Race: Asian	No	No		

Refresher for Secondary Academic History/Transcripts

- Any information that is in the **FASTER** transmission that *doesn't exist in Focus* will have a small grey checkmark.
- Leave the box checked if the information should be imported.

☐	TITLE	FOCUS	FASTER
☒	Multi Birth for FASTER		Z
☒	Even Start Family Literacy Program Participant		Z

- Click **Save Demographics** when done.

The Courses Tab

- Check the box for each course to be imported
- Click **Save Courses** to import any records marked with a ☒.

Demographics Immunizations Courses Tests Discipline FASTER Transcript													
Save Courses Print													
57 Course Records													
☐	School Year	Term	Marking Period	Course Number	Course	Grade	Credits	Carries Credits	GPA Points	Weighted GPA Points	Student ID	Gradelevel	Flags
☒	2010 - 2011	S1	2010-2011 Semester 1	1001310	ENG 1	A	0.5	Y	4	4	39	09	
☒	2010 - 2011	S2	2010-2011 Semester 2	8209020	CPTR COLG & CAR	C	0.5	Y	2	2	39	09	
☒	2010 - 2011	S1	2010-2011 Semester 1	8812110	PRIN OF ENTREPRENEUR	C	0.5	Y	2	2	39	09	
☒	2010 - 2011	S2	2010-2011 Semester 2	1501300	PERS FIT	B	0.5	Y	3	3	39	09	
☒	2010 - 2011	S1	2010-2011 Semester 1	8506405	DESIGN SERVS CORE	A	0.5	Y	4	4	39	09	
☒	2010 - 2011	S1	2010-2011 Semester 1	8209020	CPTR COLG & CAR	C	0.5	Y	2	2	39	09	

The Test History tab

- Check the box for Include All Test Scores or check each test individually
- Click **Save Tests** after selecting all test scores to be imported

Demographics	Immunizations	Courses	Tests	Discipline	FASTER Transcript
Save Tests Print					
Include All Test Scores: ☐					
Include Test Score: ☐					