

Florida
Automated
System for
Transferring
Educational
Records

Information Technology Services
Miami-Dade County Public Schools

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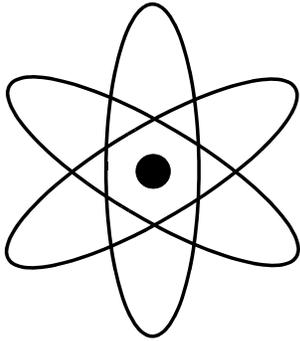
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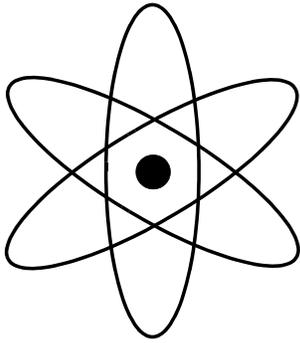


FASTER



Section 1

Introduction, Security, and System Use



FASTER

What is it?

The Florida Automated System for Transferring Educational Records (FASTER) is an electronic mail system that provides school districts, community colleges, and universities with the means to exchange transcripts and other student records electronically.

From? ↔ To?

State universities and colleges. School districts (*and* schools).

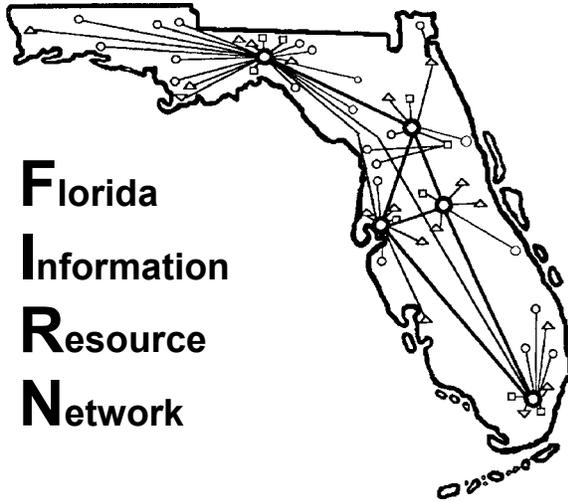
What happens?

State universities and colleges **request** transcripts.

Senior high schools **send** transcripts.

Public schools (through their district) **request** permanent records.

Public schools (through their district) **send** permanent records.



Florida
Information
Resource
Network

The Florida Information Resource Network (FIRN) is a system of computers, terminals, and data bases connected by special telephone lines. It links state universities, colleges, school districts, and public schools in the State of Florida. SPEEDE/EXPRESS (Standards for Post Secondary Education Electronic Data Exchange/Exchange of Permanent Records Electronically for Students and Schools) is a national system that allows schools to send transcripts and permanent records to educational institutions that do not use FASTER. Each school district in Florida is responsible for providing its own computer system and network. The Miami-Dade County Public Schools' computer center and the network of terminals and printers in all of the schools are connected to FIRN.

In addition, each school district is responsible for developing its own computer programs for maintaining student records and for transmitting these records to other districts, colleges, and universities. Working closely with the Florida State Department of Education, the Miami-Dade County Public Schools' Information Technology Services (ITS) has developed this computer system.

The *Florida Automated System for Transferring Educational Records* uses FIRN to request, send, and receive transcripts and permanent records.

About The System

- 1 Requests for transcripts from colleges and universities, or for permanent records from schools outside of the county, are routed, via FIRN, to Miami-Dade County Public Schools' Information Technology Services (ITS) computer center.

ITS processes the requests every night and produces reports which are sent to appropriate schools. These reports are:



Incoming Requests Report



State (FIRN) Transcripts/Permanent Records

2 **School Action**

- Review *Incoming Requests Report* for special messages.
- Review and confirm accuracy of transcripts / permanent records.
- Make on-line corrections / additions as required.
- Perform on-line entry of appropriate codes to release transcripts and/or permanent records. *[Schools may send transcripts to State universities and colleges even when not requested.]*

- 3 Every night (Monday–Friday), ITS processes the outgoing activity submitted by the schools and sends the transcripts and/or permanent records to the requesters via FIRN.

ITS produces *Outgoing Responses Reports* and sends them to the schools.

4 **School Action** Confirm the results by reviewing:



the *Outgoing Responses Report*.



the on-line screens.

About This Manual

Format

This manual is designed to serve two functions. For new users, it is a step-by-step guide. For experienced users, it serves as a reference manual. The *Florida Automated System for Transferring Educational Records (FASTER)* is explained in the 5 sections outlined below. While samples and discussion are based on transcripts, they also apply to permanent records.

Section 1: Introduction, Security, and System Use

This section contains an overview of the system, information about this manual, security restrictions, how to sign-on to the system, and how to obtain assistance.

Section 2: Receiving Requests

This section explains how requests for transcripts and permanent records are received by the school and the action to be taken. Samples of the *Incoming Requests Report*, *Transcripts*, and *Permanent Records* are included.

Section 3: Sending Transcripts/Permanent Records

The topics addressed in this section are:

-  How to treat requests for unidentified students. Menu Selection 6, UNIDENTIFIED STUDENTS.
-  How to respond to requests for transcripts/permanent records. Menu Selection 1, RESPONSE TO REQUESTS.
-  How to transmit transcripts/permanent records which have not been requested. Menu Selection 3, SENDING UNSOLICITED TRANSCRIPT / PERMANENT RECORD.
-  How to transmit transcripts/permanent records via the SPEEDE/EXPRESS system. Menu Selection 8, SEND TRANSCRIPT/PERMANENT RECORD VIA SPEEDE/EXPRESS.
-  Response Edit Error Report

Section 4: Reports of Records Requested/Sent

This section provides samples with explanations of various hard copy and on–line reports.



Outgoing Responses Report



Electronic Transcript Delinquency Report



History: Records Requested / Sent

Menu Selection 4, LAST 30 DAYS TRANSMISSION LOG.

Menu Selection 5, SINGLE STUDENT HISTORY.

Section 5: Requesting Permanent Records

This section explains how to request permanent records from public schools not in Miami-Dade County. There are two procedures:



Students who have transferred from another district and have been entered into a Miami-Dade County Public school. Menu Selection 2, REQUESTING PERMANENT RECORD FROM ANOTHER COUNTY.



Students who are in the process of transferring from another district, but have not yet been entered into ISIS. Menu Selection 7, REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS.

Appendix:

This sections contains information about on–line Help screens.

Conventions Used in this Manual



Printout indicates a computer produced report.



A four pointed **star** is used with items in a list.



Check box indicates an activity for school personnel such as *verifying* information, *reviewing* a report, or *checking* for accuracy.



Computer Terminal indicates an action which school personnel must perform on the computer terminal.



Pencil calls attention to something which should be noted or written down.



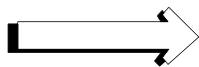
Key Symbols depict the key that must be pressed to perform a specific task.



Triangles mark the individual steps in a sequence. **Squares** mark the end of a sequence.



Small **Arrows** highlight the menu item being described.



Large **Arrows** indicate that a back page has no information and a new topic is being introduced on the next page.



This symbol indicates that one or more help screens can be accessed.

Terminal screen reproductions are in two sizes. Small screens are used to provide you with a point of reference between the instructions and your terminal screen. Large screens are used when detailed explanations of individual items are provided.

System Security

The on-line portion of *FASTER* is a subsystem of the *Integrated Student Information System (ISIS)*. Users of this system must be thoroughly knowledgeable of the Miami-Dade County Schools' Computer Network Security System. Refer to the Information Technology Services Publication: *Computer Network Security System User's Guide*. A portion of the introduction to this guide (Page 2) is quoted below.

Only authorized employees of the Miami-Dade County Public School System are allowed to access and use MDCPS computer systems. Each authorized employee is responsible for understanding and conforming to the following regulations:

1. The personal employee password is known only to the individual employee.
2. Each authorized employee is responsible for establishing and changing the personal password and for maintaining its secrecy.
3. Revealing this password to another individual is not permitted.

When an authorized employee has been cleared through the security screen and has accessed any one of the MDCPS computer systems, all activity performed by the individual is recorded by the computer. Should any unauthorized, incorrect, or misuse of the systems or data occur, the employee will be held accountable. If you allow another person to access any system by revealing your password, or by "signing-on" with your password and allowing another person to perform any activity, YOU ARE RESPONSIBLE AND WILL BE HELD ACCOUNTABLE.

In order to access the *Integrated Student Information System* and use *FASTER*, you must be designated by the work site authorizing administrator. Quoting again from the above referenced ITS publication (Page 1),

Each work site authorizing administrator controls the access of employees at that work location to MDCPS computer systems by indicating which systems each employee is authorized to use. This responsibility cannot be delegated.

Authorizing administrators have been defined as: (1) all school principals; (2) administrators at the Director level and above in non-school site locations; or, (3) the highest ranking administrator of work sites not having a Director or above.

Confidentiality of Student Records

Student records have the highest level of confidentiality. All MDCPS employees authorized to access student records must follow the directives contained in the MDCPS School Board Rule 6Gx13-5B-1.07.

Getting Started

To use the *Integrated Student Information System* (and *FASTER*), you must “sign-on” to the CICS operating system.

If your computer terminal screen looks like one of these samples, follow the directions below. *[If your screen looks like the sample on page 1-9, begin with the directions on that page.]*

```

                                     Terminal= LDDAX2FF
                                     Page 1
Teleprocessing Network                14:49, Monday, April 07, 2003
Application Status
APPLNAME STATUS      | APPLNAME STATUS      | APPLNAME STATUS
-----|-----|-----
TSO  ONLINE 03:36   | TRNM  ONLINE 05:34   |
CICS  ONLINE 04:02   | TNAT  ONLINE 06:09   |
CTMS  ONLINE 03:36   | MNAT  ONLINE 06:10   |
IOATEST ONLINE 03:36 | GNAT  ONLINE 04:32   |
MIST  ONLINE 06:10   | OMII  ONLINE 03:37   |
MISF  ONLINE 06:10   | SIND  ONLINE 03:36   |
MISM  ONLINE 06:09   |
TRAM  ONLINE 06:08   |
TRNG  ONLINE 05:34   |
TRAC  ONLINE 06:09   |
TRAR  ONLINE 06:09   |
TRAF  ONLINE 06:09   |
TRNR  ONLINE 05:34   |
TRNF  ONLINE 05:34   |
-----|-----|-----
Enter application name for connection. Enter TPNEWS for Network news.
----Office of Information Technology  HOTLINE (305) 995-3705----
==> CICS
PF1=Help      PF3=Return      PF7=Backward    PF8=Forward

```

Figure 1: MDCPS Teleprocessing Network Screen

```

MIAMI-DADE COUNTY PUBLIC SCHOOLS TELEPROCESSING NETWORK IS ACTIVE.

ENTER THE FOLLOWING:

      CICS

----MIS HOTLINE CALL 305-995-3705----
```

Figure 2: MDCPS Computer Network Screen

▼ Type **C I C S**

▼ **Enter**

The CICS Security screen will be displayed. *[See sample on page 1-9.]*

The MDCPS computer network security screen is displayed when **CICS** has been entered on the previous screen.

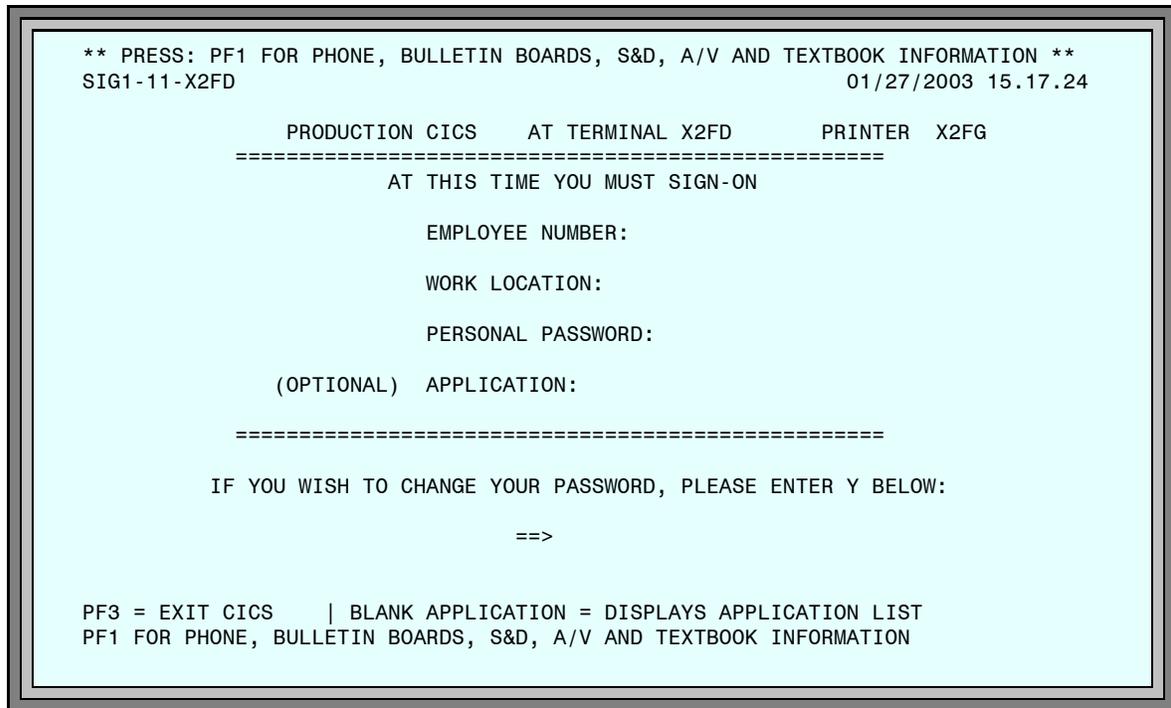


Figure 3: CICS Security Screen

The “sign-on” procedure, indicated on the screen, must be followed.

- ▼ Type EMPLOYEE NUMBER
- WORK LOCATION (number)
- PERSONAL PASSWORD

▼ **Enter**

<i>Option</i>	Before pressing Enter ,
▼ Tab	to APPLICATION
▼ Type	I S I S
▼ Enter	This option bypasses the Application List Screen allowing you to go directly to the ISIS MENU screen.

Getting Started

Your personal application list screen will be displayed when you have been cleared through security access.

[If you followed the option on page 1-9 and entered ISIS, and if you are authorized to access the Integrated Student Information System, this screen will be bypassed and you will go directly to one of the screens on page 1-11.]

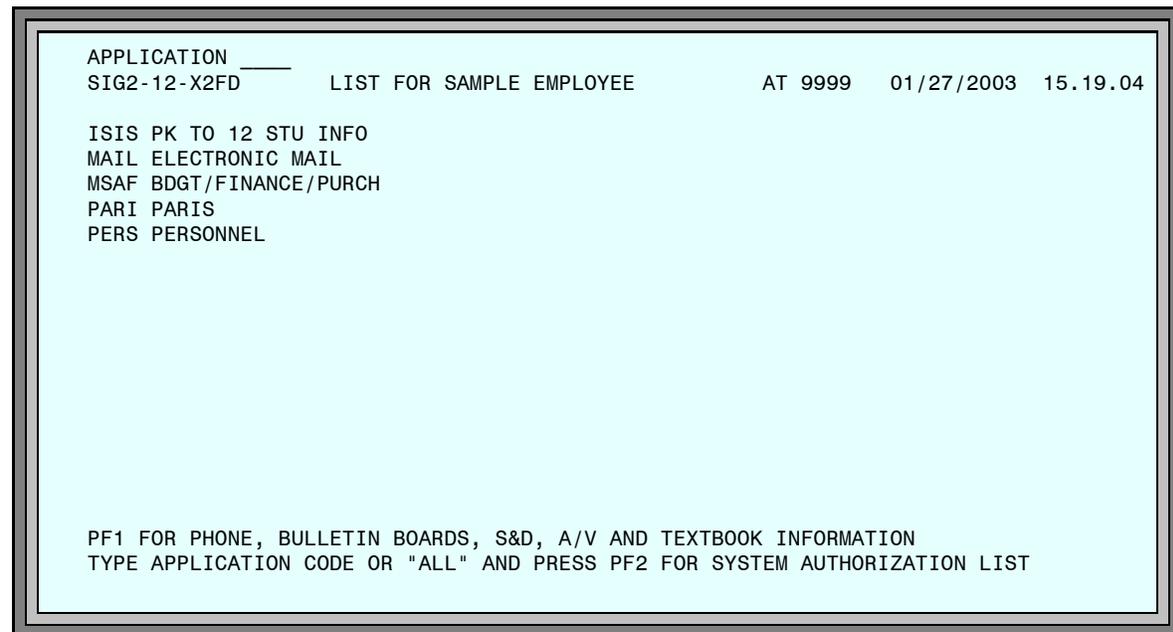


Figure 4: Sample Application List Screen

Your name will appear in place of SAMPLE EMPLOYEE and your work location number will be displayed.

Once you have completed the security check and this screen is displayed, you can use any of the MDCPS computer applications, listed on your screen, which your authorizing administrator has designated for your use.

If you have been authorized to access the *Integrated Student Information System*, ISIS will be on your application list. If it is not, contact your work site authorizing administrator.

On this screen, to access the *Integrated Student Information System*,

- ▼ Type **I S I S**
- ▼ **Enter**

When ISIS has been entered on either the NETWORK SECURITY screen or the APPLICATION LIST screen, one of the following screens will be displayed.

Pending Requests for Transcripts/Permanent Records

If there are numbers in any of the 3 categories, this screen will appear. If there are no pending requests in any category, this screen will be bypassed and the ISIS main menu screen, Figure 6, will be displayed.

```
ISIS-11-M5B9                                01/27/2003 14.03.07
MIAMI-DADE COUNTY PUBLIC SCHOOLS
INTEGRATED STUDENT INFORMATION SYSTEM

SCHOOL 7777 SAMPLE SENIOR HIGH SCHOOL

YOU HAVE 10 REQUEST(S) FOR TRANSCRIPTS/PERMANENT RECORDS
ON THE F.A.S.T.E.R. RESPONSE SCREEN.

YOU HAVE 15 REQUEST(S) FOR TRANSCRIPTS/PERMANENT RECORDS
ON THE F.A.S.T.E.R. UNIDENTIFIED SCREEN.

YOU HAVE 25 REQUEST(S) THAT ARE MORE THAN 7 DAYS OLD.
RESPOND TO THESE AS SOON AS POSSIBLE.

*** ISIS MENU = ENTER KEY
```

Figure 5: Pending Requests Screen

ISIS Main Menu

```
ISIS-11-X2FD                                01/27/2003 15.26.39
MIAMI-DADE COUNTY PUBLIC SCHOOLS
INTEGRATED STUDENT INFORMATION SYSTEM
SCHOOL NUMBER .. 7777

THE FOLLOWING FUNCTIONS ARE AVAILABLE -

1. STUDENT DATA BASE SYSTEM
2. DAILY ATTENDANCE
3. SCHOOL INFORMATION
4. COURSE INFO / MASTER SCHEDULE
5. ONLINE REPORT REQUEST SYSTEM
6. DECO - D.O.E. CORRECTION SYSTEM

ENTER SELECTION NUMBER .. _ OPERATOR INITIALS ..XX

SHARED SCHOOL ACTIVITY, KEY 'Y' .. _
SUMMER SCHOOL ACTIVITY, KEY 'Y' .. _
FUTURE SCHOOL ACTIVITY, KEY 'Y' .. _
SECOND SHIFT ACTIVITY, KEY 'Y' .. _
HELP WITH CODES = PA2 KEY
```

Figure 6: ISIS Main Menu Screen

Selecting FASTER

The on-line portion of *FASTER* is a subsystem of the *Integrated Student Information System (ISIS)*.

On the ISIS main menu screen, make Selection 1, STUDENT DATA BASE SYSTEM.

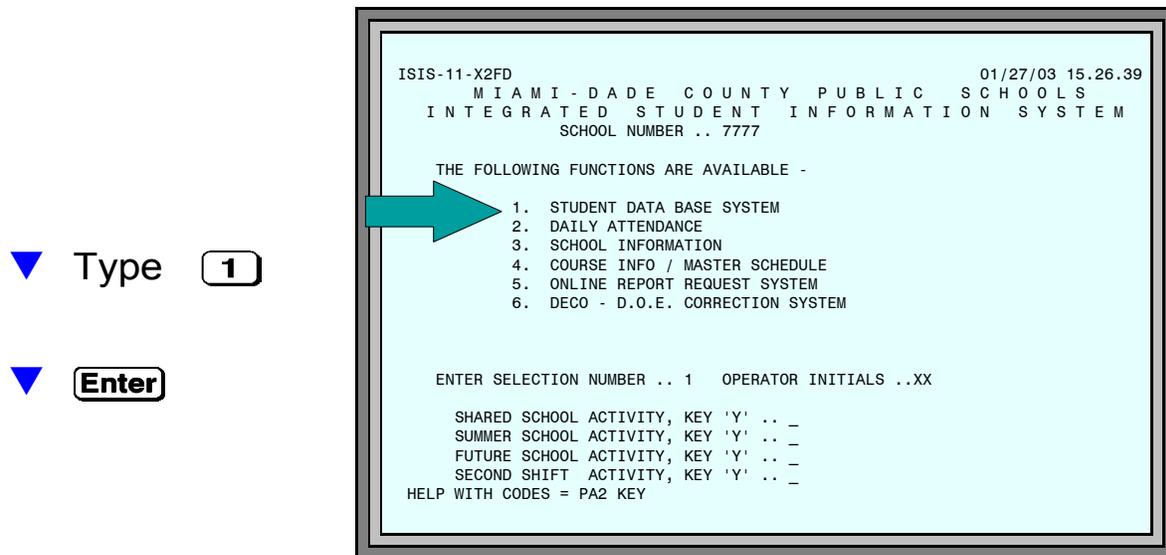


Figure 7: ISIS Main Menu Screen

On the STUDENT DATA BASE SYSTEM APPLICATIONS MENU screen, make Selection 1, STUDENT INFORMATION MENU.

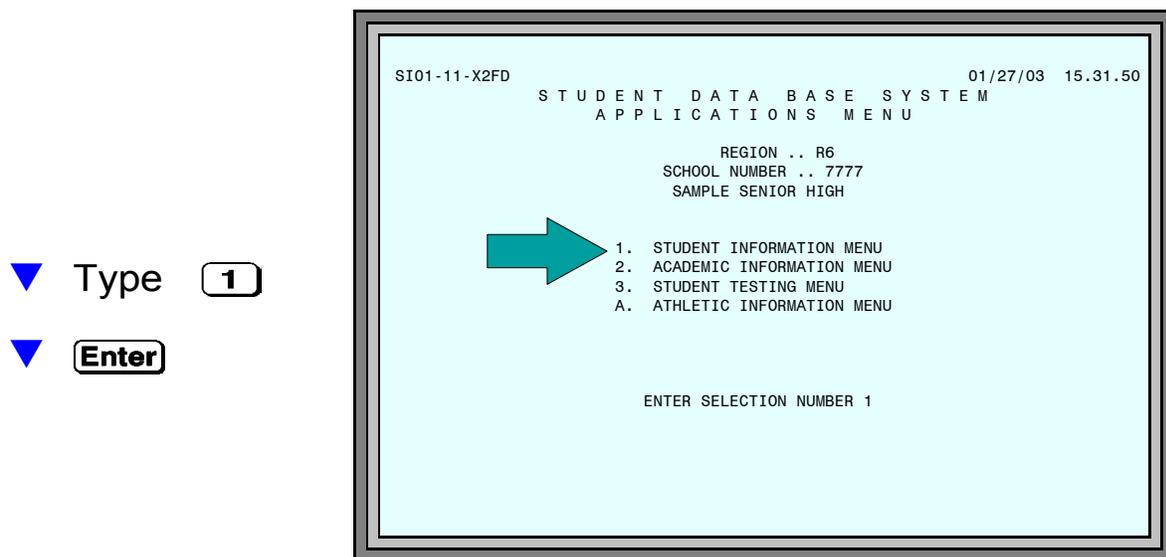


Figure 8: Student Data Base System Applications Menu Screen

Selecting FASTER

On the STUDENT INFORMATION MENU screen, select COURSE TRANSFER/CREDIT EVALUATION.

```
SI43-12-X2FD                                01/27/03 15.36.32
      S T U D E N T   D A T A   B A S E   S Y S T E M
      S T U D E N T   I N F O R M A T I O N   M E N U

      SCHOOL NUMBER 7777
      SAMPLE SENIOR HIGH

PF2  1.  LAST NAME SCAN                      A.  STUDENT SERVICES/EXCEPTIONAL ED
      2.  NEW STUDENT WITHOUT ID             SPECIAL PROGRAMS INFORMATION
      3.  STUDENT INFORMATION                B.  SHARED / SUMMER / FUTURE
      ENTRIES / WITHDRAWALS / CHANGES      ENTRIES / WITHDRAWALS / CHANGES
      4.  CATEGORICAL UPDATE MENU           C.  STUDENT PRINT REQUESTS
      5.  STUDENT CASE MANAGEMENT           D.  ENTRIES AFTER NOSHOW
PF5  6.  COURSE TRANSFER/CREDIT EVALUATION  E.  SCAN-TRON APPLICATIONS
PF6  7.  STUDENT BUS INFORMATION            F.  FLORIDA ID CHANGE SCREEN
      8.  TEMPORARY STUDENT ENTRIES
      9.  MAGNET RANDOM SELECTIONS MENU     T.  STUDENT TRANSFER MENU

      ENTER SELECTION NUMBER _
```

Figure 9: Student Information Menu Screen

▼ Type **6** and **Enter**

or

▼ Press **PF5**

On the COURSE TRANSFER AND CREDIT EVALUATION SYSTEM menu screen, make selection 5, ELECTRONIC TRANSCRIPT SYSTEM F.A.S.T.E.R.

▼ Type **5**

■ **Enter**

The OUT OF COUNTY ELECTRONIC TRANSFER menu screen will be displayed.
[See Figure 11, on page 1-14.]

```
TC01-11-X2FD                                01/27/03 15.39.40
      D A D E   C O U N T Y   P U B L I C   S C H O O L S
      COURSE TRANSFER AND CREDIT EVALUATION SYSTEM

      THE FOLLOWING FUNCTIONS ARE AVAILABLE:

      1.  COURSE TRANSFER
      2.  STUDENT HISTORY REPORT              - 9 TO 12 ONLY
      3.  FIRN PERMANENT RECORD-ENTIRE HISTORY
      4.  FIRN TRANSCRIPT OF RECORD          - 9 TO 12 ONLY
      5.  ELECTRONIC TRANSCRIPT SYSTEM       - F.A.S.T.E.R.
      6.  GPA/CLASS RANK UPDATE
      7.  STUDENT HISTORY BY SUBJECT AREA   - 9 TO 12 ONLY
      8.  SEND TRANSCRIPT-FLORIDA BRIGHT FUTURES

      ENTER SELECTION NUMBER . . .
      ENTER ACTIVITY SCHOOL . . . 7777
      * RETURN TO STUDENT INFO MENU = CLEAR
```

Figure 10 : Course Transfer and Credit Evaluation System Screen

The OUT OF COUNTY ELECTRONIC TRANSFER menu provides access to the various functions of the *Florida Automated System for Transferring Educational Records*.

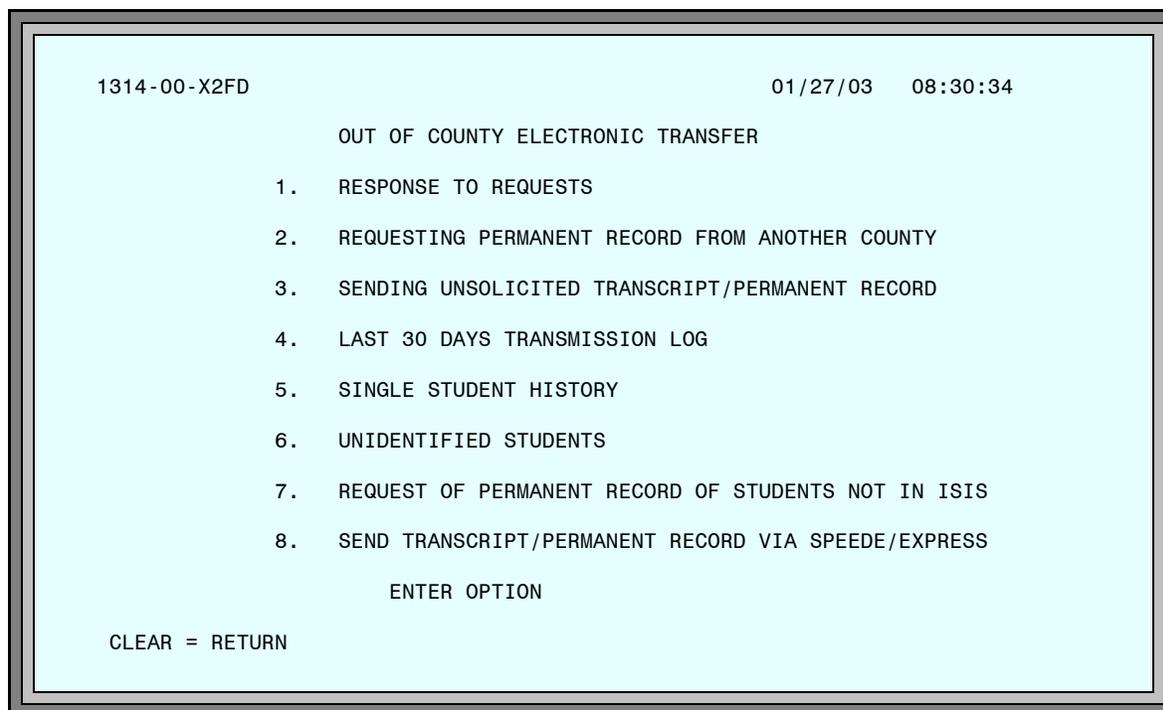


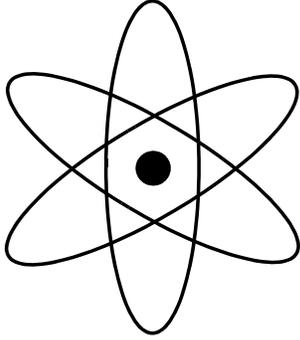
Figure 11: Out of County Electronic Transfer Menu Screen

[Use of the menu selections are explained under the appropriate topics of these instructions. Refer to page 1–4.]

Who To Call for Assistance

If you need further assistance after reading the instructions in this guide, please call Information Technology Services, Support Services at 305-995-3705(0).





FASTER



Section 2

Receiving Requests

DATE RUN 01/27/03
 TIME RUN 15.18.48

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 ELECTRONIC TRANSCRIPT SYSTEM
 INCOMING REQUESTS REPORT

SCHOOL - 7777 SAMPLE SENIOR

PRODUCT T13140101
 PAGE 1

LOCAL ID	FLORIDA ID	LAST	FIRST	MIDDLE	GRAD DATE	BIRTH DATE	SEX	RACE
1680001	492746318X	SAMPLE1	STUDENT1	ONE	06/2002	03/20/84	F	B
MESSAGE - STUDENT ID ALREADY EXISTS IN BRT FUT PRODUCTION DATABASE AND TIME LIMIT FOR UPDATING STU RECORD HAS EXPIRED. 2002 BRT FUT 8 TH SEM PRACTICE 325 WEST GAINES STREET 235 COLLINS BUILDING TALLAHASSEE FL 32399 0400 (850) 410-1310								
2270085	692344067X	SAMPLE2	STUDENT2	TWO	07/2002	03/20/85	F	H
MESSAGE - SEND STUDENT TRANSCRIPT TO THE STATE STUDENT FINANCIAL AID DATABASE AS SOON AS POSSIBLE. REQ CTY-SCHL 96-0000 STATE STUDENT FINANCIAL AIDE DATABASE NORTHWOOD CENTRE SUITE 70 TALLAHASSEE FL 32399 0400 (850) 410-5187								
UNIDENTIFIED 1303333333								
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT AND HAS BEEN AUTOMATICALLY SENT. REQ CTY-SCHL SPEEDE UNIVERSITY OF SOUTH FLORIDA FL								
4444442	1304444442	SAMPLE4	STUDENT4	FOUR	06/2002	09/08/84	M	B
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT,BOTH AN ELECTRONIC AND A PRINTED COPY. REQ CTY-SCHL 37-0021 LEON HIGH 550 E. TENNESSEE TALLAHASSEE FL 32308 (904) 488-1971								
5555552	1305555552	SAMPLE5	STUDENT5	FIVE	06/2002	11/13/85	F	B
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND A PRINTED COPY ONLY. REQ CTY-SCHL 37-1091 LINCOLN HIGH 3838 TROJAN TRAIL TALLAHASSEE FL 32301 (904) 487-2110								

Figure 1: Incoming Requests Report

Incoming Requests Report

[Please refer to the sample in Figure 1 on page 2–2. It was produced from “live” information, therefore, names and ID numbers have been altered to maintain confidentiality.]

When Florida colleges and universities enter requests for transcripts on their computer terminals, these requests are routed through FIRN to the appropriate school districts. Requests for permanent records from one school district to another are routed in the same manner. Requests for transcripts and permanent records for students in Miami-Dade county are processed by Miami-Dade County Schools' Information Technology Services (ITS) computer center at the end of each work day. These requests are sorted by school within each district and printed as the *Incoming Requests Report*.

Requests for transcripts (from colleges and universities) and requests for permanent records (from other school districts) are printed on the same report. Schools receiving the requests process both in the same manner. The computer programs automatically generate the type of document (transcript or permanent record) for transmittal to the requesting institution. The information to identify each student on the report is entered into the statewide computer system by the requesting institution. The report contains the items listed in the table below.

LOCAL ID	7–Digit student ID number used in MDCPS computer systems
FLORIDA ID	Social Security Number with an “X” in 10th position; or Fla. ID
STUDENT NAME	(As entered by the requesting institution; might be either legal or assumed name.)
GRAD DATE	(As entered by the requesting institution.)
BIRTH DATE	(As entered by the requesting institution.)
SEX, RACE	(As entered by the requesting institution.)
MESSAGE	Provides more detail regarding request.
REQ CTY-SCHL	Standards for Post Secondary Education Electronic Data Exchange (SPEEDE) Bright Futures - first two digits = 95 State Student Financial Aid Database - first two digits = 96
Requesting County	2–Digit county number Always 00 when requester is a college or university.
Requesting School	State assigned number for the requesting institution. Colleges = C + 3–digit number; Universities = U + 3–digit number; K – 12 schools = 4–digit number. Name, address, and phone number of requesting school.

The *Incoming Requests Report* provides the school registrar/transcript clerk with a concise list of requests from Florida schools, colleges, and universities on a daily basis. This report, with your comments, will be used to send (on-line) electronic Transcripts and/or Permanent Records.

School Action

- Research listings coded UNIDENTIFIED.

When the requester has omitted or incorrectly entered the FLORIDA ID, the computer cannot identify the student record. Information as entered by the requester is printed with the word UNIDENTIFIED in place of a local (MDCPS) ID number.



The Last Name Scan function in ISIS is a good place to begin your research.



If you identify the student, write the local (MDCPS) ID number above the word UNIDENTIFIED on the report.



If the student cannot be identified, so indicate on the report.

- Read **message** for each student on the list. Look for:



Request for **printed copy** in addition to, or in place of, an electronic copy.



When to send; "...AFTER GRADES HAVE BEEN POSTED" or, "...ONLY IF A DIPLOMA HAS BEEN AWARDED."



Bright Futures and State Student Financial Aid Database messages that require additional action to successfully send students' transcripts.

- After verifying the accuracy of the printed transcript / permanent record for each student [*see next section*], make a notation by each entry on the report indicating:



Ready to send.



Hold for posting of grades.



Hold to correct ISIS records.



Unable to identify.

Transcripts and Permanent Records

Every night ITS prints and sends to applicable schools a *Transcript* or *Permanent Record* for each **identified** student on the *Incoming Requests Report*. The transcript is the official State DOE version and includes a student's academic record for grades 9–12. The official State DOE permanent record comprises a student's complete academic history.

[A sample Transcript is on pages 2-6 through 2-9. A sample Permanent Record is on pages 2-10 through 2-14.]

School Action

-  Review each Transcript / Permanent Record for accuracy. Look for errors such as missing classes or grades.
-  Make appropriate notations, for your reference, on the *Incoming Requests Report*.
-  Process on–line corrections as required.

If accurate, the printed copy of the transcript/permanent record may be sent to those institutions which requested a printed copy. [See *Messages on the Incoming Requests Report*.]

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE SCHOOL: 7777 DEMOGRAPHIC INFORMATION FILE: SRTS12IS
 GRADE LEVEL: 12 PREPARED DATE: 01/13/2003 CURRENT DISTRICT: 13 DADE PAGE 01
 FL STUDENT ID: 123456789X SSN: 123-45-6789 CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888
 MAILING 99999 SE SAMPLE ST 10600 SW SAMPLE AVE
 ADDRESS: MIAMI FL 33157-0000 MIAMI FL 33176
 DISTRICT STUDENT ID: 1234568 FL STUDENT ID-ALIAS:
 PARENT/GUARDIAN (NAME/CODE): RACIAL/ETHNIC CATEGORY: H SEX: F
 SAMPLE FATHER PARENT BIRTH DATE: 01/11/1977 BIRTH VERIFICATION: 6
 SAMPLE MOTHER PARENT BIRTH PLACE: MIAMI FL

IMMUNIZATION STATUS: PERMANENT IMMUNIZATION CERTIFICATE
 VACCINE STATUS, DATE- VACCINE CERTIFICATE EXPIRATION DATE:
 TYPE DOSE DATE DOSE DATE DOSE DATE DOSE DATE DOSE DATE
 DTP 5 08/18/1988
 POLIO 4 08/18/1988
 MMR 1 12/04/1986

----- COURSE INFORMATION -----

DISTRICT: 13 SCHOOL: 6666 SAMPLE MIDDLE SCHOOL DISTRICT: 13 SCHOOL: 7777 SAMPLE SENIOR HIGH
 YEAR: 1997-1998 GRADE LEVEL: 08 YEAR: 2000-2001 GRADE LEVEL: 11

T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN
	3	1200320	ALGEBRA I HON	MA	HR9	B 1.00 1.00		3	0708350	SPANISH II	FL	R B	1.00 1.00
	3	2003320	PHYSICAL SCI HON	SC	H9	C 1.00 1.00		3	1001420	ADV PL ENG LANG COMP	EN	R B	1.00 1.00
								3	1302480	INSTRU ENS III	PF	R A	1.00 1.00
								3	2000360	ANAT PHYSIO HON	SC	H C	1.00 1.00
								3	2100320	AMER HISTORY HONORS	AH	HR B	1.00 1.00
								3	8827120	MARKETING APPLICATNS	VO	B	1.00 1.00
								4	2102320	ECONOMICS HONORS	EC	HR B	0.50 0.50
								4	2106320	AMER GOVT HONORS	AG	HR B	0.50 0.50
													CREDIT, TERM: 7.00 7.00

DISTRICT: 13 SCHOOL: 7777 SAMPLE SENIOR HIGH
 YEAR: 1997-1998 GRADE LEVEL: 09

T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN
	4	1206320	GEOMETRY HON	MA	HRX	NG 1.00 0.00							
													CREDIT, TERM: 2.00 2.00

1997-1998 ANNUAL DAYS-PRESENT: 165 ABSENT: 15
 SUMMER TERMS DAYS-PRESENT: 23 ABSENT: 4 SUMMER
 TERMS DAYS-PRESENT: 27 ABSENT: 3 ACADEMICALLY PROMOTED

DISTRICT: 13 SCHOOL: 7777 SAMPLE SENIOR HIGH
 YEAR: 1998-1999 GRADE LEVEL: 09

T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN
	1	8500355	NUTRITION & WELLNESS	VO	C	0.50 0.50		1	2001380	ADV PL ENV SCIENCE	SC	D	0.50 0.50
	2	8500390	PRINC FOOD PREP	VO	X NG	0.50 0.00		2	8900100	PUB SER ED DIR STUDY	VO	A	0.50 0.50
	3	0400310	DRAMA I	PF	R C	1.00 1.00		3	0708400	ADV PL SPAN LANG	FL	R B	1.00 1.00
	3	1001320	ENG HON I	EN	HR B	1.00 1.00		3	1001410	ENG HON IV	EN	HR C	1.00 1.00
	3	1206320	GEOMETRY HON	MA	HRO	C 1.00 1.00		3	1202340	PRE-CALCULUS	MA	YR B	1.00 1.00
	3	2000320	BIOLOGY I HON	SC	HR C	1.00 1.00		3	1210320	AP STATISTICS	MA	R C	1.00 1.00
	3	2109320	WORLD HISTORY HONORS	WH	HR C	1.00 1.00		3	2400300	LEAD SKL DEV/TECH	EL	B	1.00 1.00
	4	2400300	LEAD SKL DEV/TECH	EL	B	1.00 1.00							CREDIT, TERM: 6.00 6.00

1998-1999 ANNUAL DAYS-PRESENT: 162 ABSENT: 16
 SUMMER TERMS DAYS-PRESENT: 29 ABSENT: 1
 ACADEMICALLY PROMOTED

DISTRICT: 13 SCHOOL: 7777 SAMPLE SENIOR HIGH
 YEAR: 1999-2000 GRADE LEVEL: 10

T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	T	COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN
	1	0800300	HEALTH I-LF MGMT SKL	LM	R B	0.50 0.50							
	1	1200330	ALGEBRA II	MA	X F	0.00 0.00							
	1	1501300	PERSONAL FIT	PE	R A	0.50 0.50							
	2	1208300	SAT/ACT MATH PR-B	MA	C	0.50 0.50							
	2	1501310	FIT LIFESTYLE DESIGN	EL	A	0.50 0.50							
	2	1900310	DRIVER ED CLASS/LAB	EL	B	0.50 0.50							
	3	0708340	SPANISH I	FL	R B	1.00 1.00							
	3	1001350	ENG HON II	EN	HR B	1.00 1.00							
	3	2003350	CHEMISTRY I HON	SC	HR B	1.00 1.00							
	4	1200330	ALGEBRA II	MA	O B	1.00 1.00							
													CREDIT, TERM: 6.50 6.50

1999-2000 ANNUAL DAYS-PRESENT: 155 ABSENT: 24
 SUMMER TERMS DAYS-PRESENT: 27 ABSENT: 3
 PROMOTION STATUS NOT APPLICABLE

Figure 2: Transcript (Page 1)

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE SCHOOL: 7777 GRADUATION SUMMARY FILE: SR121S
 GRADE LEVEL: 12 PREPARED DATE: 01/13/2003 CURRENT DISTRICT: 13 DADE PAGE 02
 FL STUDENT ID: 123456789X SSN: 123-45-6789 CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888
 ***** C U M U L A T I V E S U M M A R Y ***** DIPLOMA-DATE: 06/13/2002
 * AS OF: 03/10/2003 * TYPE: STANDARD HIGH SCHOOL DIPLOMA
 * - - - CREDITS - - - * WITH: SUPERINTENDENT DIPLOMA OF DISTINCTION
 * SUBJECT TOTAL TOTAL TOTAL *
 * AREA TO DATE NEEDED REMAINING * VOCATIONAL PROGRAM COMPLETION STATUS-
 * ENGLISH (EN) 4.00 * NUMBER: 8900100 Public Service Educa
 * MATHEMATICS (MA) 5.50 * TERMINATION: IN PROGRESS COMPLETED:
 * SCIENCE (SC) 4.50 * VOCATIONAL PROGRAM COMPLETION STATUS-
 * AMER HISTORY (AH) 1.00 * NUMBER: 8827100 Marketing
 * WORLD HISTORY (WH) 1.00 * TERMINATION: IN PROGRESS COMPLETED:
 * ECONOMICS (EC) 0.50 * VOCATIONAL PROGRAM COMPLETION STATUS-
 * AMER GOVERNMENT (AG) 0.50 * NUMBER: 8500390 Principles of Food P
 * VOCATIONAL/ (VO) 2.00 * TERMINATION: IN PROGRESS COMPLETED:
 * PERFORM FINE ART (PF) 2.00 * VOCATIONAL PROGRAM COMPLETION STATUS-
 * LIFE MGMT SKILLS (LM) 0.50 * NUMBER: 8500355 Nutrition and Wellne
 * PHYSICAL ED (PE) 0.50 * TERMINATION: IN PROGRESS COMPLETED:
 * FOREIGN LANGUAGE (FL) 3.00 *
 * LANGUAGE ARTS (LA) 0.00 * DISTRICT CLASS RANK- EFFECTIVE DATE: 02/21/2002
 * SOCIAL STUDIES (SS) 0.00 * CLASS RANK, NUMERICAL POSITION: 41
 * ELECTIVE (EL) 3.00 * CLASS RANK, PERCENTILE: 90
 * ESE (EX) 0.00 * CLASS RANK, TOTAL NUMBER IN CLASS: 447
 * COMPUTER ED (CE) 0.00 *
 * CREDITS, CUMULATIVE: 28.00 * DATE PASSED ASSESSMENT TEST FOR GRADUATION PURPOSES
 * COMMUNICATIONS: 03/2000
 * MATHEMATICS: 03/2000

GPA QTY PTS GPA QTY PTS
 * DISTRICT: 3.7530 0.00 STATE: 2.7320 0.00 *
 ***** COMMUNITY SERVICE HOURS: 278 REQUIREMENT MET: Y

+CERTIFIED BY: +
 +SIGNATURE: _____ +
 +DATE: _____ +

----- DEFINITION OF TERM CODES -----

CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION
1	SEMESTER 1	S	COMBINED SUMMER	B	TRIMESTER 1	E	QUINMESTER 1
2	SEMESTER 2		SESSION	C	TRIMESTER 2	F	QUINMESTER 2
3	ANNUAL	T	INTERSESSION 1*	D	TRIMESTER 3	G	QUINMESTER 3
4	SUMMER SESSION 1	U	INTERSESSION 2*	6	QUARTER 1	H	QUINMESTER 4
5	SUMMER SESSION 2	V	INTERSESSION 3*	7	QUARTER 2	I	QUINMESTER 5
R	SHORT COURSE**	W	INTERSESSION 4*	8	QUARTER 3	Y	YEAR OF
		X	INTERSESSION 5*	9	QUARTER 4		NONENROLLMENT***

* USED (INSTEAD OF SUMMER SCHOOL SESSIONS) WITH YEAR-ROUND SCHOOL RECORDKEEPING
 ** USED ONLY FOR WORKFORCE DEVELOPMENT EDUCATION (ADULT GENERAL AND POSTSECONDARY VOCATIONAL EDUCATION)
 *** USED ONLY FOR REPORTING STUDENTS WHO HAVE WITHDRAWN BETWEEN SCHOOL YEARS

STATE GRADING SCALE FOR HIGH SCHOOL STUDENTS (REGARDLESS OF ENTRY DATE) EFFECTIVE SCHOOL YEAR 1997-1998

GRADING SCALE, EFFECTIVE 07/01/2001

GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS
A	= 90 - 100	4.00	B	= 80 - 89	3.00	C	= 70 - 79	2.00
D	= 60 - 69	1.00	F	= 0 - 59	0.00			

GRADING SCALE, PRIOR TO 07/01/2001

GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS
A	= 94 - 100	4.00	B	= 85 - 93	3.00	C	= 77 - 84	2.00
D	= 70 - 76	1.00	F	= 0 - 69	0.00			

NOTE: FROM THE 1987-1988 THROUGH THE 1996-1997 SCHOOL YEARS, FOR STUDENTS ENTERING HIGH SCHOOL DURING THESE YEARS, THE GRADE EQUIVALENTS FOR C, D, AND F WERE: C = 75-84, D = 65-74, AND F = 0-64; QUALITY POINTS AND ALL OTHER GRADES WERE THE SAME AS THOSE SHOWN IN THE IMMEDIATELY PRECEDING STATE GRADING SCALE.

----- STATE DEFINED COURSE FLAGS -----
 E=ACADEMIC SCHOLAR-ELECTIVE R=ACADEMIC SCHOLAR-REQUIREMENT 9=NINTH GRADER
 G=GIFTED H=HONORS N=NO CREDIT
 I=INCLUDE IN GPA X=EXCLUDE FROM GPA W=EXCLUDE FROM STATE GPA
 P=COURSE IS IN PROGRESS S=CREDIT AWARDED BY SLEP EXAM T=TRANSFERRED COURSE

VOCATIONAL SUBSTITUTION COURSES-
 \$=JOURNALISM SUB FOR PRAC ARTS 0=JROTC SUB FOR PRACTICAL ARTS &=JROTC AIR FC SUB FOR LIFE MGMT
 2=SUB FOR BUS EN I 1001440 3=SUB FOR BUS EN I 1001440/II 1001450 1=COMP ED SUB FOR PRACTICAL ARTS
 5=SUB FOR MA I 1205380/II 1205390 6=SUB FOR GEN SCI 2002310 4=SUB FOR MA I 1205540
 8=SUB FOR PRE ALGEBRA 1200300 A=JROTC CST GD SUB FOR SCIENCE 7=SUB FOR ANAT PHYSIO 2000350
 K=JROTC NAVY SUB FOR SCIENCE 0=JROTC ARMY SUB FOR LIFE MGMT F=JROTC AIR FC SUB FOR SCIENCE
 @=SUB FOR BIO TECH 2000430 #=SUB FOR ENV SCI 2001340 Q=JROTC MARINE SUB FOR LIFE MGMT
 %=SUB FOR PHY SCI 2003310

LEP INSTRUCTION-
 M=HOME LANGUAGE INSTRUCTION B=HOME LANGUAGE &/OR ESOL INSTRUCTION (ELEMENTARY SELF-CONTAINED)
 D=ESOL INSTRUCTION

Figure 3: Transcript (Page 2)

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE SCHOOL: 7777 COMMENTS FILE: SRTS12IS
GRADE LEVEL: 12 PREPARED DATE: 01/13/2003 CURRENT DISTRICT: 13 DADE PAGE 03
FL STUDENT ID: 123456789X SSN: 123-45-6789 CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH SCHOOL

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888

----- GENERAL COMMENTS -----

----- LOCAL COURSE FLAGS -----

C = COMPUTER LIST O = PREVIOUS ATTEMPTED Z = TRANSFER CREDITS
L = MDCPS LOCAL CREDIT U = BELOW GRADE LEVEL Y = LOCAL HONORS ONLY

----- LOCAL TERM FLAGS -----

1 = SEMESTER 1 2 = SEMESTER 2 3 = ANNUAL
4 = SUMMER SESSION

ONE SEMESTER IS EQUIVALENT TO $\frac{1}{2}$ CARNEGIE UNIT. TWO CARNEGIE SEMESTERS ARE EQUIVALENT TO 1 CARNEGIE UNIT. FOREIGN LANGUAGE I COURSES SUCCESSFULLY COMPLETED BY 7TH OR 8TH GRADE STUDENTS ARE INCLUDED FOR COLLEGE ADMISSION PURPOSES BUT ARE NOT INCLUDED IN THE ANALYSIS OF CREDIT FOR GRADUATION AND THE CALCULATION OF GPA. MIAMI-DADE COUNTY PUBLIC HIGH SCHOOLS ARE ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS. RANK IN CLASS IS DETERMINED BY A TOTAL GRADE POINT AVERAGE AFTER THE ADDITION OF BONUS POINTS FOR THOSE COURSES DESIGNATED AS HONORS, ADVANCED PLACEMENT, PRE-INTERNATIONAL BACCALAUREATE, OR INTERNATIONAL BACCALAUREATE COURSES. THIS INFORMATION MAY NOT BE RELEASED TO A THIRD PARTY UNLESS APPROPRIATE AUTHORIZATION IS OBTAINED. GPA IS CALCULATED AT THE END OF THE FIRST SEMESTER OF GRADE 12.

Figure 4: Transcript (Page 3)

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE SCHOOL: 7777 CATEGORY B INFORMATION FILE: SRTS12IS
 GRADE LEVEL: 12 PREPARED DATE: 01/13/2003 CURRENT DISTRICT: 13 DADE PAGE 04 OF 04
 FL STUDENT ID: 123456789X SSN: 123-45-6789 CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888

WITHDRAWAL-DATE: 06/13/2002 CODE:W06

HOME LANGUAGE SURVEY DATE: 09/04/1991 COUNTRY OF BIRTH:
 NATIVE LANGUAGE: HC HAITIAN-CREOLE (&FR-CREOLE) PRIMARY HOME LANGUAGE:HC HAITIAN-CREOLE (&FR-CREOLE)

HEALTH EXAMINATION, SCHOOL ENTRY: Y SCHOOL ENTRY HEALTH EXAMINATION CERTIFIED.

MIGRANT - QAD: 00/00/0000 RESIDENCY DATE: 00/00/0000

----- TEST INFORMATION -----

TEST INFORMATION:											
TEST	TEST	LEVEL	SUBJECT	SCORE	SCORE	SUBJECT	SCORE	SCORE	SUBJECT	SCORE	SCORE
GRD	DATE	NAME	FORM	CONTENT	TYPE	CONTENT	TYPE	TYPE	CONTENT	TYPE	TYPE
08	03/01/1998	STA	COMPREHE	NS 0006	NP 0072	COMPUTAT	NS 0004	NP 0037	PROB/SLV	NS 0006	NP 0062
			LANGUAGE	NS 0004	NP 0031						
07	03/01/1997	STA	COMPREHE	NS 0005	NP 0051	COMPUTAT	NS 0005	NP 0052	PROB/SLV	NS 0007	NP 0078
			LANGUAGE	NS 0004	NP 0037						
06	03/01/1996	STA	COMPREHE	NS 0005	NP 0057	COMPUTAT	NS 0006	NP 0076	PROB/SLV	NS 0006	NP 0062
			LANGUAGE	NS 0005	NP 0046						
05	03/01/1995	STA	COMPREHE	NS 0006	NP 0075	COMPUTAT	NS 0009	NP 0098	PROB/SLV	NS 0007	NP 0084
			LANGUAGE	NS 0005	NP 0045						
04	04/01/1994	STA	COMPREHE	NS 0005	NP 0055	COMPUTAT	NS 0007	NP 0078	PROB/SLV	NS 0006	NP 0074
			LANGUAGE	NS 0004	NP 0034						
10	03/01/2000	FCA	READ (T)	SS 0340		MATH (T)	SS 0320				

Figure 5: Transcript (Page 4)

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE SCHOOL: 7777 DEMOGRAPHIC INFORMATION FILE: SRTS12IS
 GRADE LEVEL: 12 PREPARED DATE: 01/13/2003 CURRENT DISTRICT: 13 DADE PAGE 01
 FL STUDENT ID: 123456789X SSN: 123-45-6789 CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888
 MAILING 18888 NE SAMPLE AV 1111 NE SAMPLE STREET
 ADDRESS: MIAMI FL 33160-0000 MIAMI FL 33162
 DISTRICT STUDENT ID: 1234568 FL STUDENT ID-ALIAS: 1301234568
 PARENT/GUARDIAN (NAME/CODE): RACIAL/ETHNIC CATEGORY: W SEX: M
 SAMPLE FATHER PARENT BIRTH DATE: 11/01/1984 BIRTH VERIFICATION: 1
 SAMPLE MOTHER PARENT BIRTH PLACE: MIAMI FL

IMMUNIZATION STATUS: PERMANENT IMMUNIZATION CERTIFICATE
 VACCINE STATUS, DATE- VACCINE CERTIFICATE EXPIRATION DATE:
 TYPE DOSE DATE DOSE DATE DOSE DATE DOSE DATE DOSE DATE
 DTP 5 06/01/1988
 POLIO 4 06/01/1988
 MMR 1 03/10/1985

----- COURSE INFORMATION -----
 DISTRICT: 13 SCHOOL: 2222 SAMPLE ELEMENTARY DISTRICT: 13 SCHOOL: 2222 SAMPLE ELEMENTARY
 YEAR: 1993-1994 GRADE LEVEL: 05 YEAR: 1995-1996 GRADE LEVEL: 06

T COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	T COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	
4 5100110	READING				C 0.00 0.00	3 0104000	M/J EXPLORING ART				C 0.00 0.00	
4 5100110	MATHEMATICS				C 0.00 0.00	3 0600010	M/J EXP WHEEL 2				C 0.00 0.00	
4 5100110	ART				B 0.00 0.00	3 1001010	LANG ARTS 1				B 0.00 0.00	
4 5100110	MUSIC				A 0.00 0.00	3 1205010	M/J MATH 1				B 0.00 0.00	
4 5100110	PHYS ED				B 0.00 0.00	3 1301000	M/J GEN MUSIC 1				A 0.00 0.00	
4 5100110	CONTENT AREAS				B 0.00 0.00	3 1501100	M/J COMPRE PHYS ED 1				B 0.00 0.00	
4 5100110	LANGUAGE ARTS				C 0.00 0.00	3 2002040	M/J COMP SCI 1				B 0.00 0.00	
					CREDIT, TERM:	0.00 0.00	3 2103010	M/J WORLD GEOG			B 0.00 0.00	
											CREDIT, TERM:	0.00 0.00
1993-1994 ANNUAL DAYS-PRESENT: 176					ABSENT: 4	1995-1996 ANNUAL DAYS-PRESENT: 164					ABSENT: 16	
SUMMER TERMS DAYS-PRESENT: 27					ABSENT: 3	SUMMER TERMS DAYS-PRESENT: 0					ABSENT: 0	
ACADEMICALLY PROMOTED						ACADEMICALLY PROMOTED						

DISTRICT: 13 SCHOOL: 2222 SAMPLE ELEMENTARY DISTRICT: 13 SCHOOL: 6666 SAMPLE MIDDLE SCHOOL
 YEAR: 1994-1995 GRADE LEVEL: 05 YEAR: 1996-1997 GRADE LEVEL: 07

T COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	T COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	
3 5100110	MATHEMATICS				B 0.00 0.00	1 1501110	M/J COMPRE PHYS ED 2				F 0.00 0.00	
3 5100110	SOCIAL STUDIES				B 0.00 0.00	2 1501000	M/J PHYSICAL FITNESS				C 0.00 0.00	
3 5100110	ART				A 0.00 0.00	3 1001050	M/J LANG ARTS 2 ADV				D 0.00 0.00	
3 5100110	MUSIC				B 0.00 0.00	3 1200300	PRE ALGEBRA	MA			C 0.00 0.00	
3 5100110	PHYS ED				B 0.00 0.00	3 1302000	M/J BAND 1				C 0.00 0.00	
3 5100110	SPANISH-SL				D 0.00 0.00	3 2002080	M/J COMP SCI 2 ADV				C 0.00 0.00	
3 5100110	LANG ART/READING				NG 0.00 0.00	3 2106020	M/J CIVICS ADV				F 0.00 0.00	
3 5100110	SCIENCE				C 0.00 0.00	4 1302000	M/J BAND 1				A 0.00 0.00	
						4 2106010	M/J CIVICS				B 0.00 0.00	
											CREDIT, TERM:	0.00 0.00

DISTRICT: 13 SCHOOL: 2222 SAMPLE ELEMENTARY 1996-1997 ANNUAL DAYS-PRESENT: 170 ABSENT: 10
 YEAR: 1994-1995 GRADE LEVEL: 06 SUMMER TERMS DAYS-PRESENT: 28 ABSENT: 2
 ACADEMICALLY PROMOTED

T COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	T COURSE#	COURSE TITLE	AREA	FLAG	GRD	ATT./EARN	
4 0104000	M/J EXPLORING ART				C 0.00 0.00	DISTRICT: 13 SCHOOL: 6666 SAMPLE MIDDLE SCHOOL						
4 1001010	M/J LANG ARTS 1				B 0.00 0.00	YEAR: 1997-1998 GRADE LEVEL: 08						
4 1205010	M/J MATH 1				A 0.00 0.00					SUBJECT CRSE CREDIT		
4 1301000	M/J GEN MUSIC 1				A 0.00 0.00	1 8600220	EXP GRAPHIC COMM TEC				B 0.00 0.00	
4 1501100	M/J COMPRE PHYS ED 1				B 0.00 0.00	2 8600020	EXPLOR TECHNOLOGY				C 0.00 0.00	
4 2002040	M/J COMP SCI 1				A 0.00 0.00	3 1001080	M/J LANG ARTS 3 ADV				D 0.00 0.00	
4 2103010	M/J WORLD GEOG				B 0.00 0.00	3 1200320	ALGEBRA I HON	MA	HR9		B 1.00 1.00	
					CREDIT, TERM:	0.00 0.00	3 1303000	M/J CHORUS 1			B 0.00 0.00	
1994-1995 ANNUAL DAYS-PRESENT: 173					ABSENT: 7	3 2003320	PHYSICAL SCI HON			SC	H9	C 1.00 1.00
SUMMER TERMS DAYS-PRESENT: 21					ABSENT: 6	3 2100010	M/J US HISTORY					D 0.00 0.00
ACADEMICALLY PROMOTED												

Figure 6: Permanent Record (Page 1)

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE SCHOOL: 7777 GRADUATION SUMMARY FILE: SRTS12IS
 GRADE LEVEL: 12 PREPARED DATE: 01/13/2003 CURRENT DISTRICT: 13 DADE PAGE 03
 FL STUDENT ID: 123456789X SSN: 123-45-6789 CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888
 ***** C U M U L A T I V E S U M M A R Y ***** DIPLOMA-DATE: 06/13/2002
 * AS OF: 03/10/2003 * TYPE: STANDARD HIGH SCHOOL DIPLOMA
 * - - - CREDITS - - - * WITH: SUPERINTENDENT DIPLOMA OF DISTINCTION

SUBJECT	AREA	TOTAL	TO DATE	TOTAL	TOTAL
ENGLISH (EN)		4.00			
MATHEMATICS (MA)		5.50			
SCIENCE (SC)		4.50			
AMER HISTORY (AH)		1.00			
WORLD HISTORY (WH)		1.00			
ECONOMICS (EC)		0.50			
AMER GOVERNMENT (AG)		0.50			
VOCATIONAL/ (VO)		2.00			
PERFORM FINE ART (PF)		2.00			
LIFE MGMT SKILLS (LM)		0.50			
PHYSICAL ED (PE)		0.50			
FOREIGN LANGUAGE (FL)		3.00			
LANGUAGE ARTS (LA)		0.00			
SOCIAL STUDIES (SS)		0.00			
ELECTIVE (EL)		3.00			
ESE (EX)		0.00			
COMPUTER ED (CE)		0.00			
CREDITS, CUMULATIVE:		28.00			

VOCATIONAL PROGRAM COMPLETION STATUS-
 NUMBER: 8900100 Public Service Educa
 TERMINATION: IN PROGRESS COMPLETED:
 VOCATIONAL PROGRAM COMPLETION STATUS-
 NUMBER: 8827100 Marketing
 TERMINATION: IN PROGRESS COMPLETED:
 VOCATIONAL PROGRAM COMPLETION STATUS-
 NUMBER: 8500390 Principles of Food P
 TERMINATION: IN PROGRESS COMPLETED:
 VOCATIONAL PROGRAM COMPLETION STATUS-
 NUMBER: 8500355 Nutrition and Wellne
 TERMINATION: IN PROGRESS COMPLETED:

DISTRICT CLASS RANK- EFFECTIVE DATE: 02/21/2002
 CLASS RANK, NUMERICAL POSITION: 41
 CLASS RANK, PERCENTILE: 90
 CLASS RANK, TOTAL NUMBER IN CLASS: 447

DATE PASSED ASSESSMENT TEST FOR GRADUATION PURPOSES
 COMMUNICATIONS: 03/2000
 MATHEMATICS: 03/2000

GPA QTY PTS GPA QTY PTS
 DISTRICT: 3.7530 0.00 STATE: 2.7320 0.00

***** COMMUNITY SERVICE HOURS: 278 REQUIREMENT MET: Y

+CERTIFIED BY: +
 +SIGNATURE: _____ +
 +DATE: _____ +

----- DEFINITION OF TERM CODES -----

CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION
1	SEMESTER 1	S	COMBINED SUMMER	B	TRIMESTER 1	E	QUINMESTER 1	J	SIX WEEKS 1
2	SEMESTER 2		SESSION	C	TRIMESTER 2	F	QUINMESTER 2	K	SIX WEEKS 2
3	ANNUAL	T	INTERSESSION 1*	D	TRIMESTER 3	G	QUINMESTER 3	L	SIX WEEKS 3
4	SUMMER SESSION 1	U	INTERSESSION 2*	6	QUARTER 1	H	QUINMESTER 4	M	SIX WEEKS 4
5	SUMMER SESSION 2	V	INTERSESSION 3*	7	QUARTER 2	I	QUINMESTER 5	N	SIX WEEKS 5
R	SHORT COURSE**	W	INTERSESSION 4*	8	QUARTER 3	Y	YEAR OF	O	SIX WEEKS 6
		X	INTERSESSION 5*	9	QUARTER 4		NONENROLLMENT***		

* USED (INSTEAD OF SUMMER SCHOOL SESSIONS) WITH YEAR-ROUND SCHOOL RECORDKEEPING
 ** USED ONLY FOR WORKFORCE DEVELOPMENT EDUCATION (ADULT GENERAL AND POSTSECONDARY VOCATIONAL EDUCATION)
 *** USED ONLY FOR REPORTING STUDENTS WHO HAVE WITHDRAWN BETWEEN SCHOOL YEARS

STATE GRADING SCALE FOR HIGH SCHOOL STUDENTS (REGARDLESS OF ENTRY DATE) EFFECTIVE SCHOOL YEAR 1997-1998

GRADING SCALE, EFFECTIVE 07/01/2001

GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS			
A	=	90 - 100	4.00	B	=	80 - 89	3.00	C	=	70 - 79	2.00
D	=	60 - 69	1.00	F	=	0 - 59	0.00				

GRADING SCALE, PRIOR TO 07/01/2001

GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS	GRADE	EQUIVALENT	QUALITY POINTS			
A	=	94 - 100	4.00	B	=	85 - 93	3.00	C	=	77 - 84	2.00
D	=	70 - 76	1.00	F	=	0 - 69	0.00				

NOTE: FROM THE 1987-1988 THROUGH THE 1996-1997 SCHOOL YEARS, FOR STUDENTS ENTERING HIGH SCHOOL DURING THESE YEARS, THE GRADE EQUIVALENTS FOR C, D, AND F WERE: C = 75-84, D = 65-74, AND F = 0-64; QUALITY POINTS AND ALL OTHER GRADES WERE THE SAME AS THOSE SHOWN IN THE IMMEDIATELY PRECEDING STATE GRADING SCALE.

----- STATE DEFINED COURSE FLAGS -----

E=ACADEMIC SCHOLAR-ELECTIVE	R=ACADEMIC SCHOLAR-REQUIREMENT	9=NINTH GRADER
G=GIFTED	H=HONORS	N=NO CREDIT
I=INCLUDE IN GPA	X=EXCLUDE FROM GPA	W=EXCLUDE FROM STATE GPA
P=COURSE IS IN PROGRESS	S=CREDIT AWARDED BY SLEP EXAM	T=TRANSFERRED COURSE

VOCATIONAL SUBSTITUTION COURSES-

\$=JOURNALISM SUB FOR PRAC ARTS	0=JROTC SUB FOR PRACTICAL ARTS	&=JROTC AIR FC SUB FOR LIFE MGMT
2=SUB FOR BUS EN I 1001440	3=SUB FOR BUS EN I 1001440/II 1001450	1=COMP ED SUB FOR PRACTICAL ARTS
5=SUB FOR MA I 1205380/II 1205390	6=SUB FOR GEN SCI 2002310	4=SUB FOR MA I 1205540
8=SUB FOR PRE ALGEBRA 1200300	A=JROTC CST GD SUB FOR SCIENCE	7=SUB FOR ANAT PHYSIO 2000350
K=JROTC NAVY SUB FOR SCIENCE	O=JROTC ARMY SUB FOR LIFE MGMT	F=JROTC AIR FC SUB FOR SCIENCE
@=SUB FOR BIO TECH 2000430	#=SUB FOR ENV SCI 2001340	Q=JROTC MARINE SUB FOR LIFE MGMT
		%=SUB FOR PHY SCI 2003310

LEP INSTRUCTION-
 M=HOME LANGUAGE INSTRUCTION B=HOME LANGUAGE &/OR ESOL INSTRUCTION (ELEMENTARY SELF-CONTAINED)
 D=ESOL INSTRUCTION

Figure 8: Permanent Record (Page 3)

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE	SCHOOL: 7777 COMMENTS	FILE: SRTS12IS
GRADE LEVEL: 12 PREPARED DATE: 01/13/2003	CURRENT DISTRICT: 13 DADE	PAGE 04
FL STUDENT ID: 123456789X SSN: 123-45-6789	CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH SCHOOL	

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888

----- GENERAL COMMENTS -----
----- LOCAL COURSE FLAGS -----
C = COMPUTER LIST 0 = PREVIOUS ATTEMPTED Z = TRANSFER CREDITS
L = MDCPS LOCAL CREDIT U = BELOW GRADE LEVEL Y = LOCAL HONORS ONLY
----- LOCAL TERM FLAGS -----
1 = SEMESTER 1 2 = SEMESTER 2 3 = ANNUAL
4 = SUMMER SESSION

ONE SEMESTER IS EQUIVALENT TO ½ CARNEGIE UNIT. TWO CARNEGIE SEMESTERS ARE EQUIVALENT TO 1 CARNEGIE UNIT. FOREIGN LANGUAGE I COURSES SUCCESSFULLY COMPLETED BY 7TH OR 8TH GRADE STUDENTS ARE INCLUDED FOR COLLEGE ADMISSION PURPOSES BUT ARE NOT INCLUDED IN THE ANALYSIS OF CREDIT FOR GRADUATION AND THE CALCULATION OF GPA. MIAMI-DADE COUNTY PUBLIC HIGH SCHOOLS ARE ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS. RANK IN CLASS IS DETERMINED BY A TOTAL GRADE POINT AVERAGE AFTER THE ADDITION OF BONUS POINTS FOR THOSE COURSES DESIGNATED AS HONORS, ADVANCED PLACEMENT, PRE-INTERNATIONAL BACCALAUREATE, OR INTERNATIONAL BACCALAUREATE COURSES. THIS INFORMATION MAY NOT BE RELEASED TO A THIRD PARTY UNLESS APPROPRIATE AUTHORIZATION IS OBTAINED. GPA IS CALCULATED AT THE END OF THE FIRST SEMESTER OF GRADE 12.

Figure 9: Permanent Record (Page 4)

Transcripts and Permanent Records

TO - DISTRICT: 13 DADE SCHOOL: 7777 CATEGORY B INFORMATION FILE: SRTS12IS
 GRADE LEVEL: 12 PREPARED DATE: 01/13/2003 CURRENT DISTRICT: 13 DADE PAGE 05 OF 05
 FL STUDENT ID: 123456789X SSN: 123-45-6789 CURRENT SCHOOL: 7777 SAMPLE SENIOR HIGH

LEGAL NAME: SAMPLE, STUDENT ALPHA (305) 999-8888

WITHDRAWAL-DATE: 06/13/2002 CODE:W06

HOME LANGUAGE SURVEY DATE: 09/04/1991 COUNTRY OF BIRTH:
 NATIVE LANGUAGE: HC HAITIAN-CREOLE (&FR-CREOLE) PRIMARY HOME LANGUAGE:HC HAITIAN-CREOLE (&FR-CREOLE)

HEALTH EXAMINATION, SCHOOL ENTRY: Y SCHOOL ENTRY HEALTH EXAMINATION CERTIFIED.

MIGRANT - QAD: 00/00/0000 RESIDENCY DATE: 00/00/0000

-----EXCEPTIONAL STUDENT INFORMATION-----
 STUDENT PLAN DATE: CURRENT EVALUATION/RE-EVALUATION DATE:
 PRIMARY EXCEPTIONALITY: FEFP PROGRAM: 113 9-12 BASIC WITH ESE SERVICES

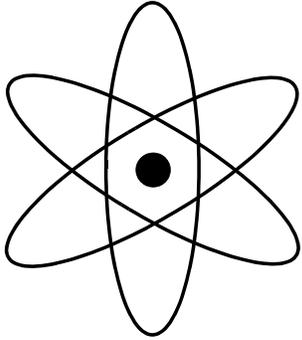
-----LIMITED ENGLISH PROFICIENCY (LEP) INFORMATION-----
 LIMITED ENGLISH PROFICIENCY: LZ STUDENT FOR WHOM 2-YEAR FOLLOW-UP PERIOD IS COMPLETE AFTER EXITING ESOL
 BASIS OF ENTRY: A AURAL/ORAL
 BASIS OF EXIT: A AURAL/ORAL

ENTRY DATE: 07/06/1989 POST RECLASSIFICATION DATES-
 CLASSIFICATION DATE: 1ST REPORT CARD: 07/17/1991
 PLAN DATE: 04/18/1991 1ST SEMIANNUAL REVIEW: 10/15/1991
 REEVALUATION DATE: 04/18/1991 2ND SEMIANNUAL REVIEW: 04/17/1992
 EXTENSION OF INSTRUCTION: END OF THE 2ND YEAR: 04/18/1993
 EXIT DATE: 04/18/1991
 RECLASSIFICATION DATE:
 RECLASSIFICATION EXIT DATE:

----- TEST INFORMATION -----

TEST INFORMATION:											
TEST GRD	TEST DATE	TEST NAME	LEVEL FORM	SUBJECT CONTENT	SCORE TYPE	SCORE TYPE	SUBJECT CONTENT	SCORE TYPE	SCORE TYPE	SUBJECT CONTENT	SCORE TYPE
08	03/01/1998	STA		COMPREHE LANGUAGE	NS 0006 NP 0072	NS 0004 NP 0031	COMPUTAT	NS 0004 NP 0037	NS 0004 NP 0037	PROB/SLV	NS 0006 NP 0062
07	03/01/1997	STA		COMPREHE LANGUAGE	NS 0005 NP 0051	NS 0004 NP 0037	COMPUTAT	NS 0005 NP 0052	NS 0005 NP 0052	PROB/SLV	NS 0007 NP 0078
06	03/01/1996	STA		COMPREHE LANGUAGE	NS 0005 NP 0057	NS 0005 NP 0046	COMPUTAT	NS 0006 NP 0076	NS 0006 NP 0076	PROB/SLV	NS 0006 NP 0062
05	03/01/1995	STA		COMPREHE LANGUAGE	NS 0006 NP 0075	NS 0005 NP 0045	COMPUTAT	NS 0009 NP 0098	NS 0009 NP 0098	PROB/SLV	NS 0007 NP 0084
04	04/01/1994	STA		COMPREHE LANGUAGE	NS 0005 NP 0055	NS 0004 NP 0034	COMPUTAT	NS 0007 NP 0078	NS 0007 NP 0078	PROB/SLV	NS 0006 NP 0074

Figure 10: Permanent Record (Page 5)



FASTER



Section 3

Sending Transcripts/Permanent Records

The topics addressed in this section are:



How to treat requests for unidentified students. Menu Selection 6, UNIDENTIFIED STUDENTS.



How to respond to requests for transcripts/permanent records. Menu Selection 1, RESPONSE TO REQUESTS.



How to transmit transcripts/permanent records which have not been requested. Menu Selection 3, SENDING UNSOLICITED TRANSCRIPT/PERMANENT RECORD.



How to transmit transcripts/permanent records via the SPEEDE/EXPRESS system. Menu selection 8, SEND TRANSCRIPTS/PERMENANT RECORD VIA SPEEDE/EXPRESS.



Response Edit Error Report

Unidentified Students

Explanation On the *Incoming Requests Report*, some entries may have been coded UNIDENTIFIED. Identifying these students was described on page 2–4. A corresponding on–line entry must be made for each.

School Action

Summary



Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.

[See: “Getting Started” on page 1-8]



Make Selection 6, UNIDENTIFIED STUDENTS.



The UNIDENTIFIED STUDENTS FOR YOUR SCHOOL screen will be displayed. Listed on the screen will be all of the students from your school which were coded UNIDENTIFIED on the *Incoming Requests Report*.



You must perform one of the following tasks for each student listed:

- ◆ Enter student local ID.
- ◆ Enter all **Ds** in the student number field.
[This indicates that the student cannot be identified.]
- ◆ Enter all **Hs** in the student number field.
*[This indicates that **only a printed copy** of the student's Transcript/Permanent Record will be sent.]*

[Detailed directions begin on the next page.]

Directions

- ▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.
[See: "Getting Started" on page 1-8.]

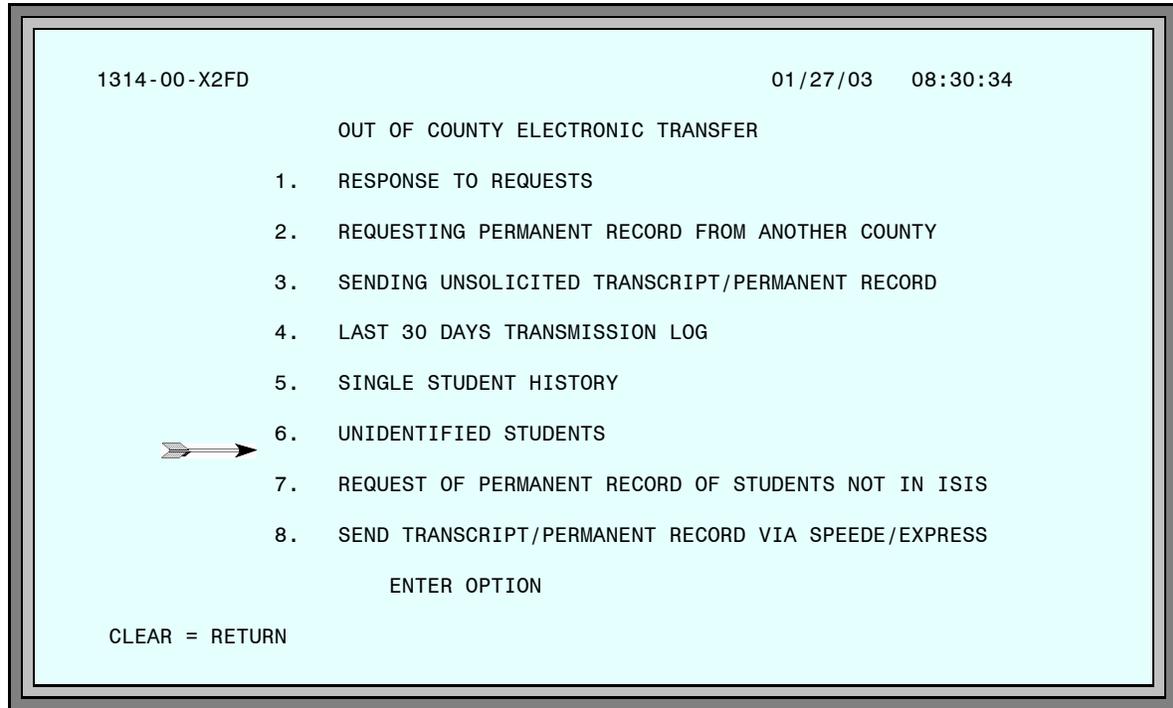


Figure 1: Out of County Electronic Transfer Menu Screen

- ▼ Type **6**

- ▼ **Enter**

The UNIDENTIFIED STUDENTS FOR YOUR SCHOOL screen will be displayed.

The UNIDENTIFIED STUDENTS FOR YOUR SCHOOL screen lists all of the students from your school which were coded UNIDENTIFIED on the *Incoming Requests Report*.

[Refer to the sample of the report in Figure 1 on page 2-2.]

1314-07-M2D6 UNIDENTIFIED STUDENTS FOR YOUR SCHOOL 01/27/03 11:28:31					
STUDENT NUMBER	STUDENT NAME	DOB	GRAD DATE	HOME SCHL	REQUEST FROM
SAMPLE1	STUDENT1	01/11/84	06/19/2004		00U974
SAMPLE2	STUDENT2	03/24/56	06/19/1974		00C930
SAMPLE3	STUDENT3	09/19/84	06/20/2002		SPEEDE

RETURN TO MENU = CLEAR PF1 = SAVE PF8 = PAGE FORWARD PA2 = HELP SCREEN

Figure 2: Unidentified Students For Your School Screen



- ▼ Refer to your notes on the corresponding *Incoming Requests Report*. [See page 2-4.]
- ▼ You must perform **one** of the following tasks for each student listed on the screen:

Type Student ID number.

or

DDDDDD (all Ds) in the STUDENT NUMBER field.
[This indicates that the student cannot be identified.]

or

HHHHHH (all Hs) in the STUDENT NUMBER field.
[This indicates that only a printed copy of the student's transcript/permanent record will be sent.]

- ▼ **Enter**

The UNIDENTIFIED STUDENTS FOR YOUR SCHOOL screen will continue to be displayed.

If you entered **valid** student ID numbers, two possible results determine your next action. *[An error message at the top of the screen will notify you of **invalid** ID numbers.]*

The location number of the student's current (or last attended) school is displayed under the heading HOME SCHOOL.

Your School *is* the Current (or last attended) School of a Student.

- ▼ *[No action required; continue below.]*

Your School *is not* the Current (or last attended) School of a Student.

- Verify that you have the right student.

Right Student Student

- ▼ [Continue.]

Wrong

- ▼ Correct student ID
- ▼ **Enter**.

When everything is correct,

- Press **PF1** to save the information.

When there are more unidentified students than can be displayed on one screen, press **PF8** to display additional listings. Repeat the procedure described above.

Results of Your Actions

1. **Student Identified and ID Number Entered**

The transcript or permanent record for the student will be printed by ITS and sent to the school the student last attended. You will be able to send an electronic transcript or permanent record to requester.
[See "Responding to Requests" on page 3–7.]

2. **Student Could Not be Identified—You Entered All Ds**

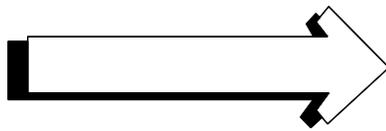
Requester will be notified and will either resubmit request with correct information, or contact you.

3. **Student Identified, but You Entered all Hs**

Requester will be notified that you are sending a printed copy of the student's record.

4. **Your school is not the Current (or last attended) school of a student**

If you corrected an invalid ID number, the request for the student's record will now appear on the screen for the school of record (current or last attended). The request for this student's record will no longer be displayed on your screen.



Responding to Requests

Explanation

You must respond by entering an action code on-line for each of the students for whom records have been requested. (Exception: Students whose records were automatically sent. See side bar.) According to the code you enter, students' transcripts / permanent records will be sent electronically; and/or, an informational message will be returned to the requester.

School Action

Summary



Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.

[See: "Getting Started" on page 1-8]



Make Selection 1, RESPONSE TO REQUESTS.



The RESPONSE SCREEN will be displayed. Listed on the screen will be all of the students from your school for whom record requests have been made. The list will include students who were on the UNIDENTIFIED STUDENTS screen *if* you entered ID numbers for them.



You must enter *one* action code for each student listed. Action codes are on the SCHOOL HELP SCREEN.

1314-09-X2FD	SCHOOL HELP SCREEN	01/27/03	08:48:06
ACTION CODE	DEFINITION		
A	ALL OF STUDENT'S RECORD IS BEING SENT ELECTRONICALLY		
B	SENDING STUDENT'S RECORD ELECTRONICALLY AND SCHOOL IS ALSO SENDING A PRINTED COPY		
C	CANNOT SEND STUDENT'S RECORD AT THIS TIME, PLEASE CONTACT SCHOOL		
D	RECORD BEING SENT TO BOTH THE REQUESTING INSTITUTION AND TO THE DOE TEACHER CERTIFICATION OFFICE		
E	RECORD BEING SENT FOR EMPLOYMENT PURPOSES		
H	SCHOOL SENDING PRINTED COPY OF STUDENT'S RECORD		
S	SENDING STUDENT'S RECORD ELECTRONICALLY, ADDITIONAL INFORMATION BEING SENT IN PRINTED FORM		
X	STUDENT HAS NOT YET GRADUATED, TRANSCRIPT WILL NOT BE SENT. (VALID ONLY IF STUDENT'S INCOMING REQUEST RECORD WAS 'PLEASE SEND ONLY IF A DIPLOMA HAS BEEN AWARDED')		
	RETURN TO SCREEN = CLEAR		

Figure 3: School Help Screen

Responding to Requests

You do **not** have to respond to requests for records which have been sent automatically.

When ITS receives a request for which all information is a perfect match with ISIS, the record is sent and the school is notified on the *Incoming Requests Report*.

Directions

▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.
[See: "Getting Started" on page 1-8]

▼ Type

▼

The RESPONSE SCREEN will be displayed.

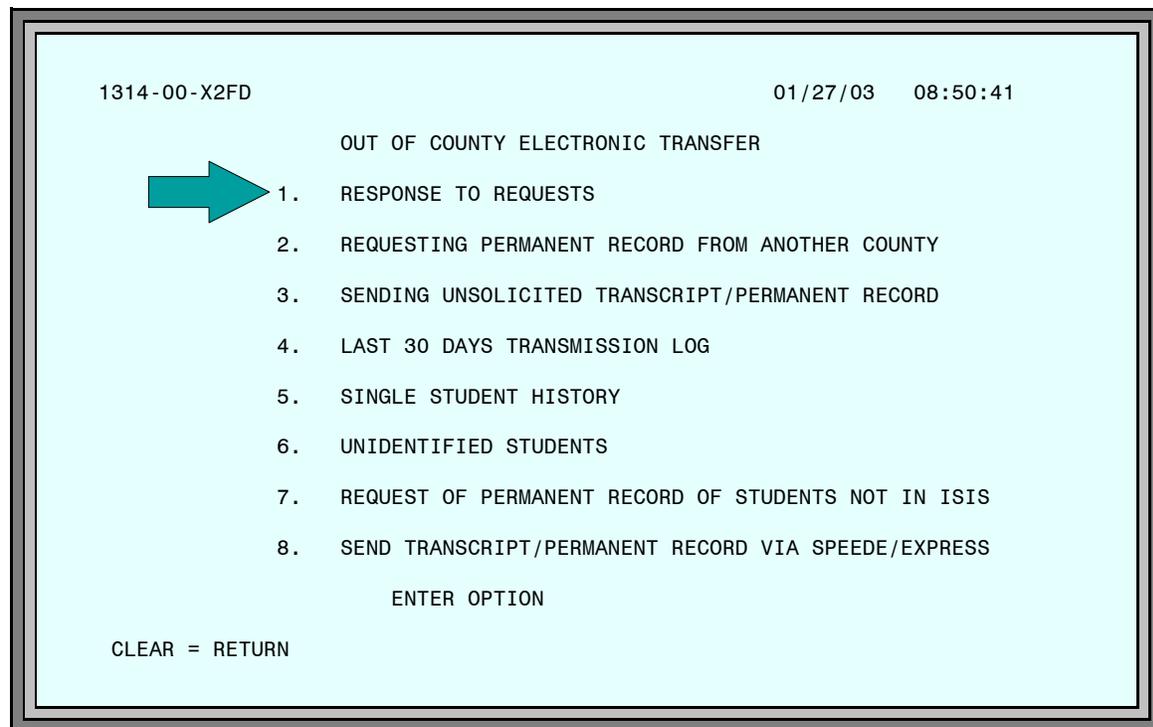


Figure 4: Out of County Electronic Transfer Menu Screen

Responding to Requests

The RESPONSE SCREEN lists all of the students from your school for whom record requests have been made. The list includes students who were on the UNIDENTIFIED STUDENTS screen *if* you entered ID numbers for them.
[Refer to “Unidentified Students” on page 3–1.]

STUDENT		SENT		DATE		ACT
NUMBER	STUDENT NAME	FROM	SENDING INSTITUTION	RECV	CODE	
1111112	SAMPLE1 STUDENT1	00U973	FLORIDA STATE UNIVER	010503		A
2222223	SAMPLE2 STUDENT2	00U975	UNIVERSITY OF FLORIDA	010503		X
3333331	SAMPLE3 STUDENT3	010151	GAINESVILLE HIGH SCHOOL	011503		B
4444442	SAMPLE4 STUDENT4	370021	LEON HIGH	011503		C
5555552	SAMPLE5 STUDENT5	371091	LINCOLN HIGH	011903		H
6666665	SAMPLE6 STUDENT6	SPEEDE	UNIVERSITY OF SOUTH FLO	011903		A
7777777	SAMPLE7 STUDENT7	950281	2002 BRT FUT 8TH SEM	012203		A
8888881	SAMPLE8 STUDENT8	960000	STATE STUDENT FINANC	012503		A

CLEAR = MENU PF1 = SAVE PF2 = ID CHANGE PF8 = PAGE FORWARD PA2 = HELP

Figure 5: Response Screen



- ▼ Refer to your notes on the corresponding *Incoming Requests Report*. [Refer to page 2–4.]

You must enter an action code for each student listed on the screen.

[Action codes with their meanings are listed on the next page. You can display a list of action codes on the screen by pressing **PA2**.]

- ▼ Type the appropriate code for each student.

- ▼ **Enter** Check for errors.

When all information is correct,

- Press **PF1** to update and save.

Explanation of School Help Screen Action Codes

- A** You are sending the student's record electronically.
- B** You are sending the student's record electronically; and, you are also mailing a printed copy.
- C** You cannot send the student's record at this time; therefore, you are notifying the requester to contact you.
- D** Record being sent electronically to both requesting institution and to DOE Teacher Certification Office.
- E** Record being sent electronically for employment purposes.
- H** You are mailing a printed copy of the student's record. You are **not** sending an electronic copy.
- S** You are sending the student's record electronically; and, you are mailing additional information in printed form.
- X** You are **not** sending a Transcript because the student has not yet graduated. (Valid only when the student's incoming request record was PLEASE SEND ONLY IF A DIPLOMA HAS BEEN AWARDED.)

After entering the codes, you may change them up to 5:00 P.M. on the day entered.

Changing a Student Listed on the Response Screen to a Different Student.

This may be necessary when the requester has specified the wrong student. (For example, Mary Jane Smith in place of Mary Joyce Smith.)

1314-00-X2FD RESPONSE SCREEN 01/27/03 11:31:29 PAGE 1

STUDENT NUMBER	STUDENT NAME	SENT FROM	SENDING INSTITUTION	DATE RECV	ACT CODE
1111112	SAMPLE1 STUDENT1	00U973	FLORIDA STATE UNIVER	010503	A
2222223	SAMPLE2 STUDENT2	00U975	UNIVERSITY OF FLORIDA	010503	X
3333331	SAMPLE3 STUDENT3	010151	GAINESVILLE HIGH SCHOOL	011503	B
4444442	SAMPLE4 STUDENT4	370021	LEON HIGH	011503	C
5555552	SAMPLE5 STUDENT5	371091	LINCOLN HIGH	011903	H
6666665	SAMPLE6 STUDENT6	SPEDE	UNIVERSITY OF SOUTH FLO	011903	A
7777777	SAMPLE7 STUDENT7	950281	2002 BRT FUT 8TH SEM	012203	A
8888881	SAMPLE8 STUDENT8	960000	STATE STUDENT FINANC	012503	A

CLEAR = MENU PF1 = SAVE PF2 = ID CHANGE PF8 = PAGE FORWARD PA2 = HELP

Figure 6: Response Screen

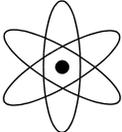


- ▼ Press **PF2**
- Position cursor at the ID number to be changed.
- ▼ Type New ID number over the old one.
- ▼ **Enter**
- ▼ Type Action Code for this (new) student.
- ▼ **Enter**

When all information is correct,

- Press **PF1** to update and save.

Results of Your Actions

1. At 5:00 P.M., ITS will process records for all students listed on the RESPONSE SCREEN for whom you entered a code. These students will not be listed on the screen the next day (unless another request is received).
2. Students for whom you did **not** enter a code will remain on the screen until you enter a code.
3. Codes **A, B, D, E** or **S**: ITS will *electronically* send students' transcripts or permanent records to the requesters. 
4. Codes **B** or **H**: **School should mail** a printed copy of the students' records to the requester. 
5. Code **S**: **School should mail** additional printed information to the requester.
6. ITS will produce an *Outgoing Responses Report* and send it to your school. *[See Section 4.]*
7.  You will be able to view, on your terminal, information about transcripts and permanent records which have been sent electronically. *[See "History: Records Requested/Sent" in Section 4.]*

Sending Unsolicited Records

Explanation

There are times when you need to send, *electronically*, a transcript or permanent record that was **not requested** (unsolicited). Also, you often need to send a **corrected** or **updated** record that was previously requested and sent electronically.

School Action

Summary



Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.

[See: "Getting Started" on page 1-8.]



Make Selection 3, SENDING UNSOLICITED TRANSCRIPT / PERMANENT RECORD.



The SEND TRANSCRIPT/PERMANENT RECORD screen will be displayed.



Enter the following items for each transcript or permanent record you wish to send:

- ◆ Student's local ID number.
- ◆ County and School code where the record is to be sent.
- ◆ One of the action codes found on the SCHOOL ACTION help screen.

1314-10-X2FD	SCHOOL ACTION	01/27/03	09:17:01
FOR USE IN SEND TRANSCRIPT/PERMANENT RECORD			
ACTION CODE	DEFINITION		
U	SENDING STUDENT'S RECORD UNSOLICITED		
C	SENDING A CORRECTED OR UPDATED STUDENT RECORD		
J	SENDING STUDENT'S RECORD FOR A JOINT PROGRAM, ARTICULATED AGREEMENT OR SIMILAR ARRANGEMENT		
E	SENDING AT STUDENT'S REQUEST FOR EMPLOYMENT PURPOSES		
F	SENDING STUDENT'S RECORD BOTH TO DOE TEACHER CERTIFICATION OFFICE AND COUNTY/SCHOOL		
RETURN TO SCREEN = CLEAR			

Figure 7: School Action Help Screen

Sending Unsolicited Records

Directions

- ▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.
[See: "Getting Started" on page 1-8.]

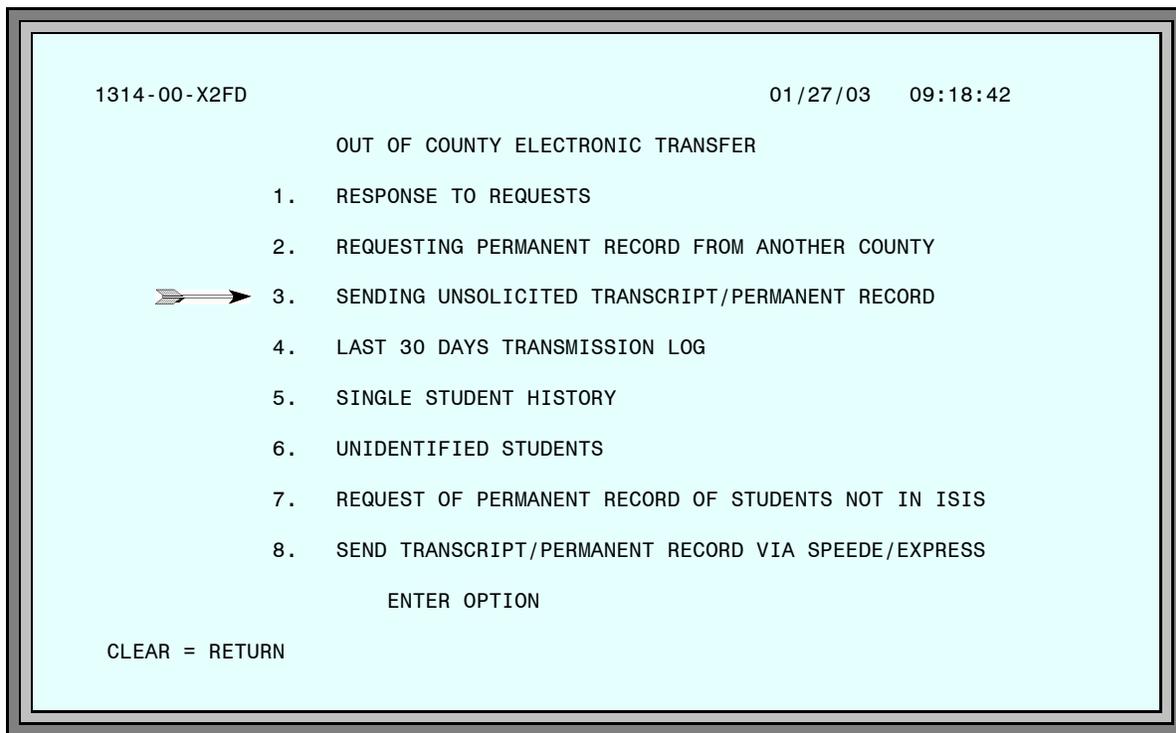


Figure 8: Out of County Electronic Transfer Menu Screen

- ▼ Type **3**

- ▼ **Enter**

The SEND TRANSCRIPT/PERMANENT RECORD screen will be displayed.

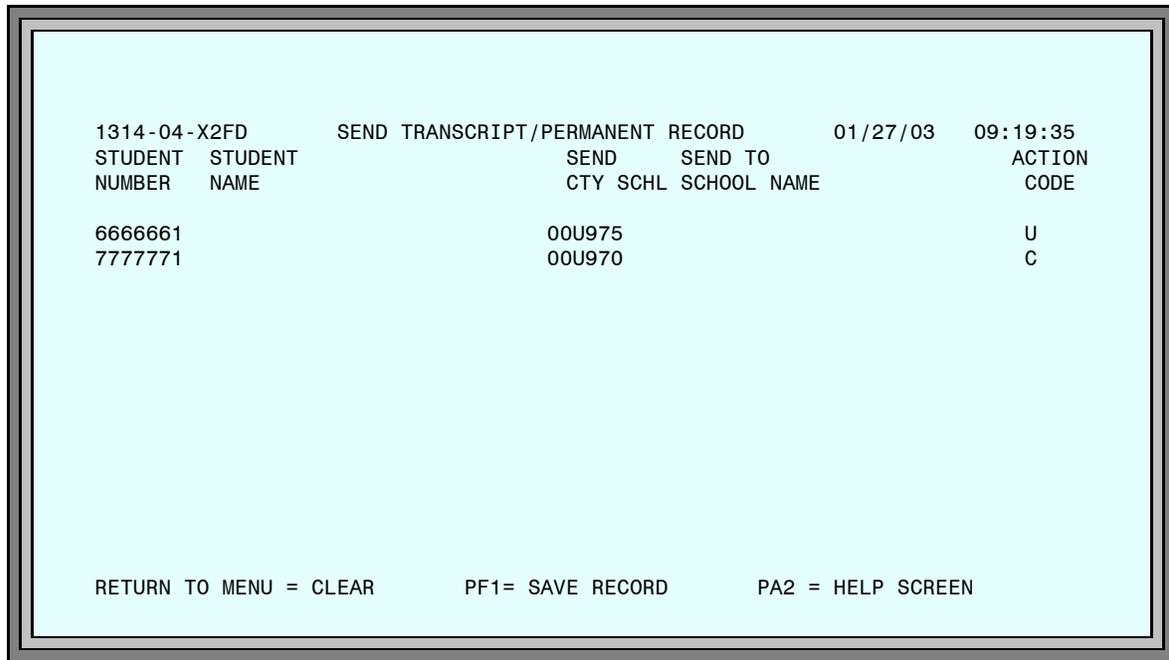


Figure 9: Send Transcript/Permanent Record Screen



For each transcript or permanent record you wish to send,

- ▼ **Type** Student ID number

- County Code & School Code
[No space between codes; e.g., 010151, 00C929]

- Action Code *[See School Action Codes Help Menu Screen.]*

▼ **Enter**

County Code
2-digit number (00 for colleges & universities)

School Code
C + 3-digit no. (colleges)
U + 3-digit no. (universities)

The names of the students and the names of the schools will be displayed.

1314-04-X2FD	SEND TRANSCRIPT/PERMANENT RECORD	01/27/03	09:19:35	
STUDENT NUMBER	STUDENT NAME	SEND CTY SCHL	SEND TO SCHOOL NAME	ACTION CODE
6666661	SAMPLE STUDENT 6	00U975	UNIVERSITY OF FLORIDA	U
7777771	SAMPLE STUDENT 7	00U970	FLORIDA A & M UNIVERSITY	C

RETURN TO MENU = CLEAR PF1= SAVE RECORD PA2 = HELP SCREEN

Figure 10: Send Transcript/Permanent Record Screen

- ▼ Verify student names and school names
 - All is correct.**
[Continue.]
 - There is an error.**
 - ▼ Type corrections.
 - ▼ **Enter**
 - ▼ Verify corrected names.
 - If not correct, repeat correction.*
If correct, continue.

- Press **PF1** to save and send electronically via FIRN.

Sending Records Via SPEEDE/EXPRESS

Explanation

The SPEEDE/EXPRESS system (Standards for Post Secondary Education Electronic Data Exchange/Exchange of Permanent Records Electronically for Students and Schools) is a national system that allows schools to send transcripts and permanent records to educational institutions that do not use FASTER (Florida Automated System for Transferring Educational Records).

School Action

Summary



Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.

[See: "Getting Started" on page 1-8.]



Make Selection 8, SEND TRANSCRIPT/PERMANENT RECORD VIA SPEEDE/EXPRESS.



The SEND STUDENT RECORDS VIA SPEEDE/EXPRESS screen will be displayed.



Enter the following items for each transcript or permanent record you wish to send:

- ◆ Student's local ID number.
- ◆ Educational Institutional Address
- ◆ One of the action codes found on the SCHOOL ACTION help screen.



Help screens are available which display a list of institution names, states and address codes.

[Detailed directions begin on the next page.]

Directions

▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen. [See “Getting Started” on page 1-8.]

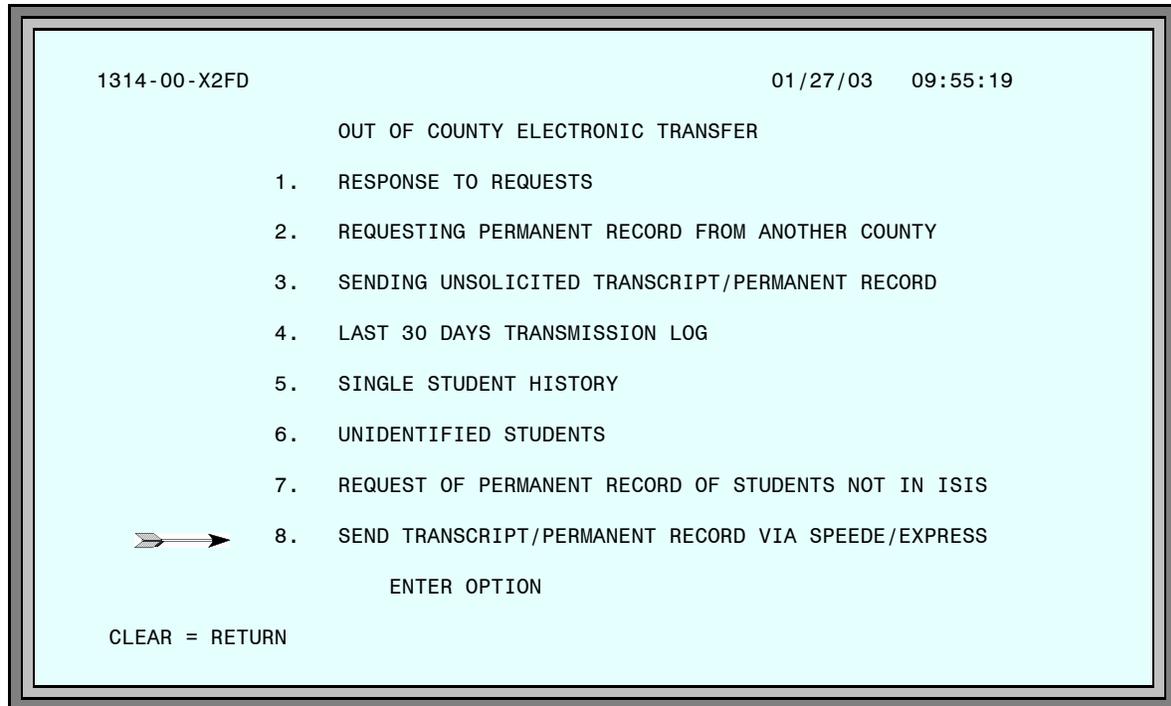


Figure 11: Out of County Electronic Transfer Menu Screen

▼ Type **8**

▼ **Enter**

The SEND STUDENT RECORDS VIA SPEEDE/EXPRESS screen will be displayed.

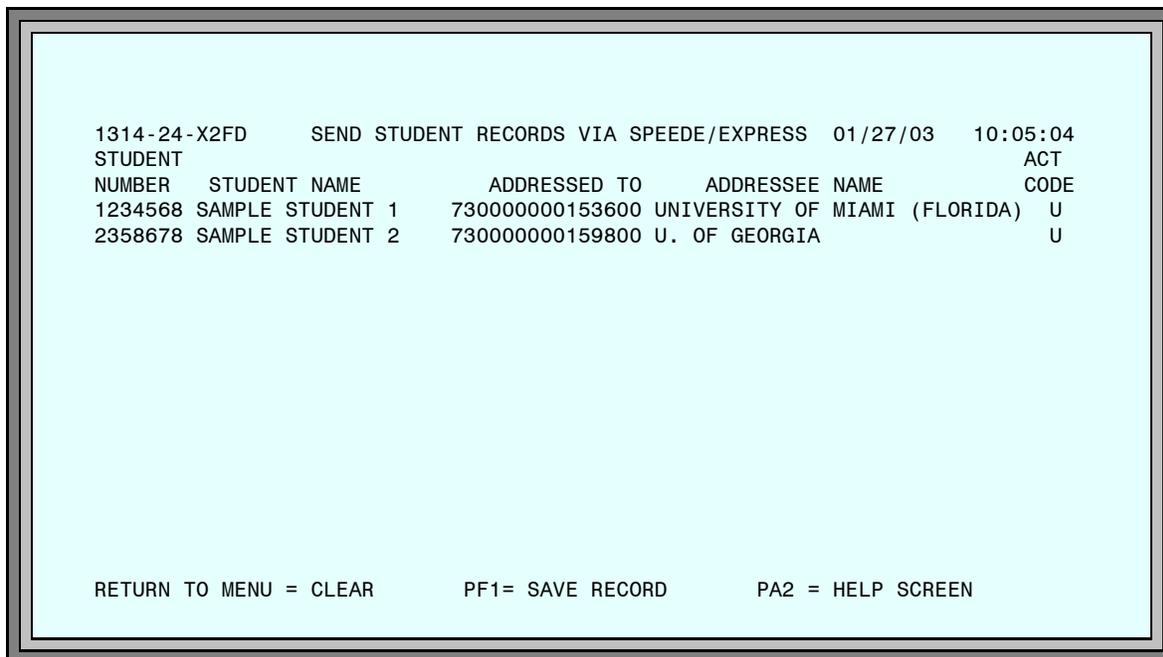


Figure 13: Send Student Records Via SPEEDE/EXPRESS Screen

- ▼ Verify student names and educational institution names

All is correct.

[Continue.]

There is an error.

- ▼ Type corrections.

Enter

- ▼ Verify corrected names.

If not correct, repeat correction.
If correct, continue.

- Press **PF1** to save and send electronically via FIRN.

Sending Records Via SPEEDE/EXPRESS

To access the HELP SCREEN from the SEND STUDENT RECORDS VIA SPEEDE/EXPRESS screen,

▼ Press **PA2**

The HELP MENU will be displayed.

```
1314-10-X2FD          HELP MENU          12/27/03  10:21:02

PF1  - DISTRICT SCREEN
PF2  - DISTRICT/SCHOOL SCREEN
PF3  - SCHOOL ACTION CODES(* FOR USE IN SEND TRANSCRIPT/PERMANENT RECORD)
PF4  - UNIDENTIFIED STUDENT CODES (*FOR USE IN UNIDENTIFIED STUDENTS)
PF5  - INDIVIDUAL SCHOOL INFORMATION SCREEN
PF6  - SPEEDE/EXPRESS ADDRESSES

RETURN TO SCREEN = CLEAR
```

Figure 14: Help Menu Screen

▼ Press **PF6**

The HELP SCREEN will be displayed.

```
1314-10-X2FD          HELP SCREEN          01/27/03  10:21:02

ADDRESS      INSTITUTION NAME      ST
CB592700     MALASPINA UNIVERSITY COLLEGE  BC
CB594500     KWANTLEN UNIVERSITY COLLEGE  BC
CS590111     U. OF BRITISH COLUMBIA      BC
ZZAMCAS      AMCAS                    DC
01SCT0026PBX SAN JOSE STATE UNIVERSITY    CA
01SCT0028PBX FOOTHILL COLLEGE            CA
01SCT0082PBX TRIDENT TECHNICAL COLLEGE   SC
01SCT0091PBX UNIVERSITY OF NEBRASKA AT KEAR  NE
01SCT0160PBX COLLEGE OF CHARLESTON      SC
01SCT0200PBX CSU, DOMINGUEZ HILLS        CA
720000000579700 CARROLL COMMUNITY COLLEGE    MD
720000000584800 UNIVERSITY OF MD AT BALTIMORE  MD
720000000838800 UNIVERSITY OF MD - UNIVERSITY  MD
730000000030700 NORTHWEST VISTA COLLEGE     TX
7300000000109800 HENDERSON STATE UNIVERSITY   AR

RETURN TO SCREEN = CLEAR          PF8 = PAGE FORWARD
```

Figure 15: Help Screen

▼ Press **PF8** to display next page of HELP SCREENS or,

■ Press **Clear** twice to return to the SEND STUDENT RECORDS VIA SPEEDE/EXPRESS screen.

Response Edit Error Report

Figure 16: Response Edit Error Report

TRS03
 COMPILED: 01/30/2003
 18:25:00

F L O R I D A D E P A R T M E N T O F E D U C A T I O N
 FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS
 R E S P O N S E E D I T E R R O R R E P O R T

PAGE 1
 RUN DATE: 01/31/2003
 RUN TIME: 20 : 27 : 19

SENDING INSTITUTION: 0000013 DADE SCHOOL DISTRICT SCHOOL: 7777 SAMPLE SENIOR HIGH SCHOOL

SAMPLE STUDENT MIDDLE PRIMARY STUDENT IDENTIFIER: 594960009X INST STU ID: 1234567
 ADDRESSED INSTITUTION: 0009635 SCHOOL/CAMPUS: 0000 FIU

COURSE: S04594960009X 137777
 FIELD: COURSE NUMBER
 COLS: 0070-0076 VALUE: 2109400 NOT A VALID PK-12 NBR FOR YR ON DOE COURSE FILE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 . . . V 1 V 2 V 3 V 4 V 5 V 6 V 7 V 8 V 9 V 10 V 11 V 12 V 13 V 14 V 15 V 16 V 17 V 18 V 19 V 20 V

045-REJECT

Format Characteristics for Record Type S04: Student Course Information

COLS: [example (1-3) (70-76)]

- . = 1 character
- V = 5 character spaces
- # = 10 character spaces

Field	Description	Field	Description
1	Record Type (1-3)	11	Grade Level (67-68)
2	Florida Student ID Number (4-13)	12	Term Indicator (69-69)
3	Filler (14-15)	13	Course Number (Official State Number)[70-76]
4	District Number (16-17)	14	Course Title, Abbreviated (77-96)
5	Current School Number (18-21)	15	Course (State Subject Area Requirement) (97-98)
6	Filler (22-27)	16	Course Flag (1=Transferred; N=No Credit) [99-102]
7	District Number Where Credit Earned (28-29)	17	Filler (103-103)
8	School Number Where Credit Earned (30-33)	18	Credit Attempted (104-106)
9	School Name Where Credit Earned (34-58)	19	Credit Earned (107-109)
10	School Year (59-66)	20	Course Final Grade (110-112)

Explanation

Whenever insufficient data for a transcript or permanent record is sent electronically from a school district, the Florida Department of Education (DOE) produces a report titled: *Response Edit Error Report*.

This report is sent (electronically) to the school district. In Miami-Dade, the report is printed by the ITS computer center and sent to the school which sent the transcript/permanent record.

School Action

The *Response Edit Error Report* must be corrected to re-transmit the data appropriately. The following information refers to an S04 record type error, Student Course Information record. (See sample on page 3-23) It explains how to find the error and how to correct it. For assistance with other types of errors, contact Support Services at (305) 995-3705(0).

Directions

Locate the following fields on the report sample:

REJECT: This line contains the information that must be corrected.

What information is invalid?

FIELD: **COURSE NUMBER** **COLS:0070-0076** (See field 13 on report sample)

VALUE: **2109400** course number on file

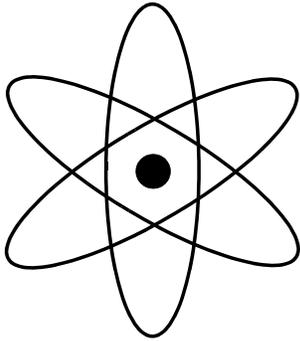
Why is the information invalid?

NOT A VALID PK-12 NBR FOR YR ON DOE COURSE FILE

The course number entered was not a valid course number for the designated school year 2000-2001. (See field 10 on report sample)

Where is the information invalid and where can it be corrected?

The valid course number must be located in the Curriculum Course Bulletin for the designated year and corrected in ISIS in the TRACE system, where the information was originally entered upon transfer from private school. (See fields 8 and 9 on report sample)



FASTER



Section 4

Reports of Records Requested/Sent

This section provides samples with explanations of various hard copy and on-line reports.



Outgoing Responses Report



Electronic Transcript Delinquency Report



History: Records Requested / Sent

Menu Selection 4, LAST 30 DAYS TRANSMISSION LOG

Menu Selection 5, SINGLE STUDENT HISTORY

Outgoing Responses Report

This report is produced by Miami-Dade County Schools' Information Technology Services and sent to each school which processed electronic transcript and/or permanent record requests the previous day.

Listed on the report are the names of all students which were processed by the school on the following screens.

1. The UNIDENTIFIED STUDENTS FOR YOUR SCHOOL screen. Students which you coded DDDDDDD (student could not be identified) or HHHHHHH (only a printed copy will be sent). [See Figure 2 on page 3-3.]
2. The RESPONSE SCREEN. Students which you coded A, B, C, D, E, H, S, or X. [See Figure 4 on page 3-9.]
3. The SEND TRANSCRIPT/PERMANENT RECORD screen. Students for whom you are sending unrequested records (codes U, C, J, E and F.) [See Figure 7 on page 3-15.]
4. The SEND STUDENT RECORDS VIA SPEEDE/EXPRESS screen. Students for whom you are sending records via the SPEEDE/EXPRESS system. (Codes U, C, J, E and F.) [See Figure 12 on page 3-20.]

The action codes entered on these three screens automatically generate the messages on the *Outgoing Responses Report*. The report contains the items listed in the table below.

LOCAL ID	7-Digit student ID number used in M-DCPS computer systems
FLORIDA ID	Social Security Number with an "X" in the 10th position; or Fla. ID
STUDENT NAME	(As maintained in the computerized student file.)
REQ CTY-SCHL Requesting County Requesting School	SPEEDE 2-Digit county number Always 00 when requester is a college or university. State assigned number for the requesting institution. Colleges = C + 3-digit number; Universities = U + 3-digit number; K-12 schools = 4-digit number.
MESSAGE	Corresponds to the action codes entered by the school.

Outgoing Responses Reports

To show the continuity between the *Incoming Requests Report* and the *Outgoing Responses Report*, samples of both are reproduced on the following pages.

DATE RUN	TIME RUN	MIAMI-DADE COUNTY PUBLIC SCHOOLS ELECTRONIC TRANSCRIPT SYSTEM INCOMING REQUESTS REPORT	PRODUCT			
01/27/03	15.18.48		T13140101			
SCHOOL - 7777 SAMPLE SENIOR			PAGE 1			
LOCAL ID	FLORIDA ID	STUDENT NAME	GRAD DATE	BIRTH DATE	SEX	RACE
	130111112	STUDENT1 ONE	06/1987	03/20/70	F	B
UNIDENTIFIED						
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND AFTER GRADES ARE POSTED.						
A						
UNIDENTIFIED 130222223						
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. SEND ONLY IF A DIPLOMA HAS BEEN AWARDED.						
X						
UNIDENTIFIED 130333331						
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, BOTH AN ELECTRONIC AND A PRINTED COPY.						
B						
UNIDENTIFIED 130444442						
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, BOTH AN ELECTRONIC AND A PRINTED COPY.						
C						
UNIDENTIFIED 130555552						
MESSAGE - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND A PRINTED COPY ONLY.						
H						

Figure 1: Incoming Requests Report

Outgoing Responses Reports

DATE RUN	01/27/03	MIAMI-DADE COUNTY PUBLIC SCHOOLS					PRODUCT
TIME RUN	12:20:51	ELECTRONIC TRANSCRIPT SYSTEM					PAGE
		OUTGOING RESPONSES REPORT					1
SCHOOL -	7777	MIAMI EDISON SENIOR					
LOCAL ID	FLORIDA ID	STUDENT NAME	REQUESTING CTY-SCHOOL	MESSAGE			
1111111	1301111111	SAMPLE1	STUDENT1 ONE	SPEEDE FLORIDA STATE UNIVERSITY	ALL RECORDS ARE BEING SENT ELECTRONICALLY.		
2222222	1302222222	SAMPLE2	STUDENT2 TWO	SPEEDE UNIVERSITY OF FLORIDA	ALL RECORDS ARE BEING SENT ELECTRONICALLY.		
3333333	1303333333	SAMPLE3	STUDENT3 THREE	01-0151 GAINESVILLE HIGH SCHOOL	THE REQUESTED RECORD IS BEING SENT ELECTRONICALLY AND THE SCHOOL WILL SEND A PRINTED COPY.		
4444444	1304444444	SAMPLE4	STUDENT4 FOUR	37-0021 LEON HIGH SCHOOL	CANNOT SEND STUDENT'S RECORD AT THIS TIME, PLEASE CONTACT SCHOOL.		
5555555	1305555555	SAMPLE5	STUDENT5 FIVE	37-1091 F.I.U. MAIN	THE SCHOOL WILL BE SENDING ONLY A PRINTED COPY OF THE REQUESTED RECORD.		

Figure 2: Outgoing Responses Report

The large block letters, **A, X, B, C, H** on the sample *Incoming Requests Report* (Figure 1, page 4–2) are the Action Codes entered on the RESPONSE SCREEN (Figure 4, page 3–9). These codes generate the messages on the *Outgoing Responses Report* (Figure 2, page 4–3).

Note: All currently valid action codes are not represented in these samples.

School Action

The *Outgoing Responses Report* provides the school with a concise transmittal list of transcripts and permanent records sent to schools, colleges, and universities.



Compare the *Outgoing Responses Report* to the corresponding *Incoming Request Report* and verify that the results are what you intended them to be.



On the *Outgoing Responses Report*, mark all students listed with a message indicating that a **printed copy** of the record is to be sent.



When the printed copy of the record has been mailed, make a notation on the report and include the date for your records.

Electronic Transcript Delinquency Report

Explanation

The State Department of Education mandates that schools send transcripts and permanent records within three days of receiving a request.

FASTER keeps a file of all requests and transmissions of student transcripts and permanent records. From this file ITS produces the *Electronic Transcript Delinquency Report*.

Students for whom transcripts and permanent records have been requested, **but not sent by the school**, are listed with the requesting educational institution number and name.

The report is sent to the schools, and appropriate District Offices.

School Action



Review the report and verify which requests have not been honored.



Respond to the requests immediately.

[A sample report is on the next page.]

Electronic Transcript Delinquency Report

DATE - 01/27/03 TIME - 11:52:35.2 COUNTY - 13 SCHOOL - 7777	MIAMI-DADE COUNTY SCHOOLS ELECTRONIC TRANSCRIPT DELINQUENCY REPORT				PAGE T1314N0101	1	
LOCAL-ID FLORIDA-ID	NAME-FLORIDA-ID	NAME-FIRST	NAME-MIDDLE	DATE REQUEST RECEIVED	INST NUMBER	INSTITUTE NAME	MESSAGE
	SAMPLE	STUDENT		05/22/91	00-C932	M.D.C.C. - MEDICAL	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND AFTER GRADES ARE POSTED.
1234557	2301234557	SAMPLE		05/23/90	00-C929	M.D.C.C. - NORTH	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, BOTH AN ELECTRONIC AND A PRINTED COPY.
1234566	2301234566	SAMPLE		05/23/90	37-0041	FRANK HARTSFIELD ELEMENTARY	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT.
1234567	2301234567	SAMPLE		05/23/90	37-0041	FRANK HARTSFIELD ELEMENTARY	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT.
1233567	2301233567	SAMPLE	MIDDLE	05/23/90	00-C930	M.D.C.C. - SOUTH	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.
	SAMPLE	STUDENT		05/22/91	00-C931	M.D.C.C. - WOLFSON	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND AFTER GRADES ARE POSTED.
2301234567	SAMPLE	STUDENT		05/23/90	00-C929	M.D.C.C. - NORTH	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND AFTER GRADES ARE POSTED.
2301234567	SAMPLE	STUDENT	MIDDLE	05/23/90	00-C931	M.D.C.C. - WOLFSON	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.
2301234567	SAMPLE	STUDENT	MIDDLE	05/23/90	00-C931	M.D.C.C. - WOLFSON	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.
2301234567	SAMPLE	STUDENT	MIDDLE	05/23/90	00-C931	M.D.C.C. - WOLFSON	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.
2301234567	SAMPLE	STUDENT	MIDDLE	05/23/90	00-C931	M.D.C.C. - WOLFSON	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.
2301234567	SAMPLE	STUDENT	MIDDLE	05/23/90	00-C931	M.D.C.C. - WOLFSON	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.
2301234567	SAMPLE	STUDENT	MIDDLE	05/23/90	00-C930	M.D.C.C. - SOUTH	A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.

Figure 3: Electronic Transcript Delinquency Report

History: Records Requested / Sent

Explanation

FASTER keeps a file of all requests and transmissions of student transcripts and permanent records. The records on this file can be displayed in the on-line portion of the system. Two screens are available:

1. The **LAST 30 DAYS TRANSMISSION LOG** is an on-line screen display report of all transcript and permanent record activity, for your school, during the last 30 days. After 30 calendar days, listings are removed from the log. New listings are added as they occur.
2. The **SINGLE STUDENT HISTORY** screen contains all transcript and permanent record activity **for an individual student** specified by you. This single student history remains available to you until the student's academic records are removed from the computer file.

School Action

Summary



Sign on to ISIS and go to the **OUT OF COUNTY ELECTRONIC TRANSFER** menu screen. [See: "Getting Started" on page 1-9.]



Display the last 30 days activity for your school.

1. Make Selection 4, **LAST 30 DAYS TRANSMISSION LOG**.
2. The **TRANSMISSION LAST 30 DAYS** screen will be displayed.



Display activity for an individual student.

1. Make Selection 5, **SINGLE STUDENT HISTORY**.
2. The **SINGLE STUDENT HISTORY** screen will be displayed.
3. Enter a student's local ID number.

Directions

Last 30 Days Transmission Log

- ▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen. [See: "Getting Started" on page 1–9.]

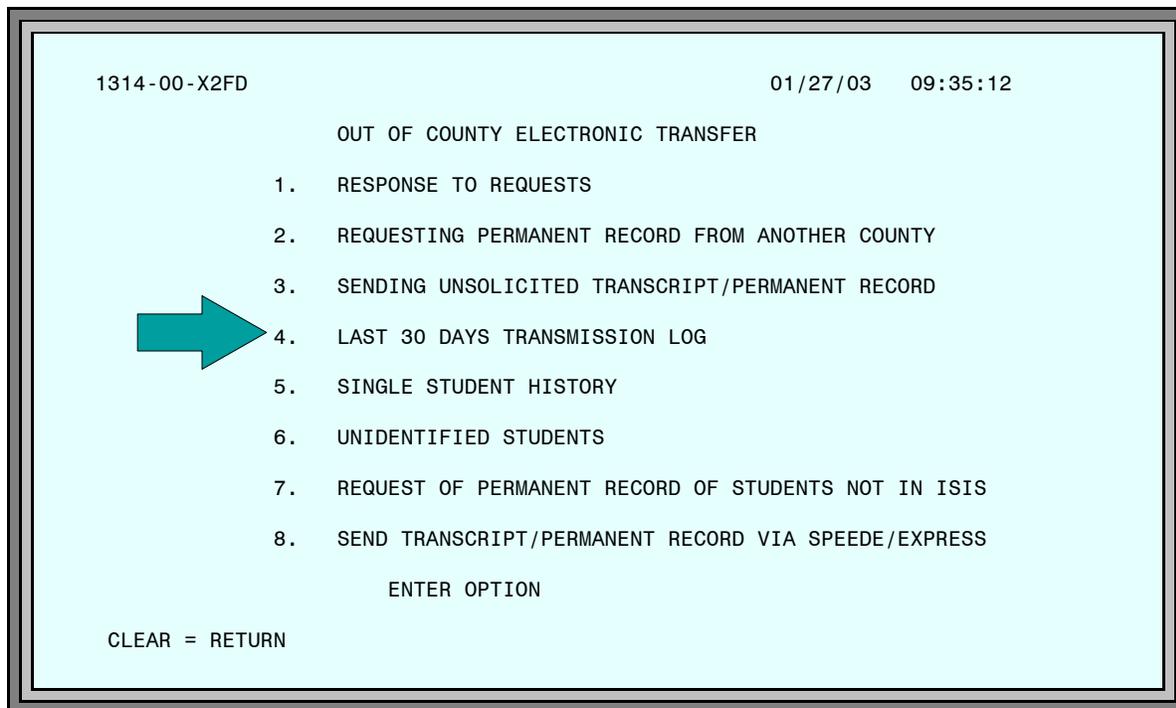


Figure 4: Out of County Electronic Transfer Menu Screen

- ▼ Type **4**

- ▼ **Enter**

The TRANSMISSION LAST 30 DAYS screen will be displayed.

STUDENT NUMBER		STUDENT NAME	SEND CTY	SCHL	DATE SENT	DATE RECEIVED
1314-05-X2FD TRANSMISSION LAST 30 DAYS 01/27/03 09:38:57						
000000	SAMPLE	STUDENT1	96000	SENT PERM/REC	02/27/03	
111111	SAMPLE	STUDENT2	96000	SENT PERM/REC	02/27/03	
222222	SAMPLE	STUDENT3	00U99	SENT TRANSCRIPT	01/13/03	01/14/03
333333	SAMPLE	STUDENT4	00C93	SENT TRANSCRIPT	01/06/03	01/22/03
DDDDDD	SAMPLE	STUDENT5	96000	UNIDENTIFIED STU	02/27/03	
444444	SAMPLE	STUDENT6	96000	SENT PERM/REC	02/27/03	
555555	SAMPLE	STUDENT7	96000	SENT PERM/REC	02/27/03	
666666	SAMPLE	STUDENT8	SPEEDE	SENT PERM/REC	02/27/03	
777777	SAMPLE	STUDENT9	SPEEDE	SENT PERM/REC	02/27/03	
888888	SAMPLE	STUDENT10	96000	SENT PERM/REC	02/27/03	
999999	SAMPLE	STUDENT11	96000	SENT PERM/REC	02/27/03	
000001	SAMPLE	STUDENT12	96000	SENT PERM/REC	02/27/03	
000002	SAMPLE	STUDENT13	96000	SENT PERM/REC	02/27/03	
000003	SAMPLE	STUDENT14	96000	SENT PERM/REC	02/27/03	
000004	SAMPLE	STUDENT15	96000	SENT PERM/REC	02/27/03	
000005	SAMPLE	STUDENT16	96000	SENT PERM/REC	02/27/03	

RETURN TO MENU = CLEAR PF8 = PAGE FORWARD PA2 = HELP SCREEN

Figure 5: Transmission Last 30 Days Screen

The information in the table below is displayed.

STUDENT NUMBER	7–digit District (local) ID number
STUDENT NAME	(As maintained on the computer file)
SEND CTY (county)	SPEEDE 2–digit county number (Always 00 when requester is a college or university)
SCHL (school)	State assigned number for the requesting institution. Colleges = C + 3–digit number; Universities = U + 3–digit number; K–12 schools = 4–digit number
(Action)	(See samples on the screen.)
DATE SENT	Date the School/District responded electronically
DATE RECEIVED	Date the requesting/receiving institution received the record electronically

Help Screen
PA2

[The list of students on the sample screen do not correspond to other examples in this guide.]

When there are more records than can be displayed on one screen, press **PF8** to page forward.

Single Student History

- ▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen. [See: "Getting Started" on page 1–9.]

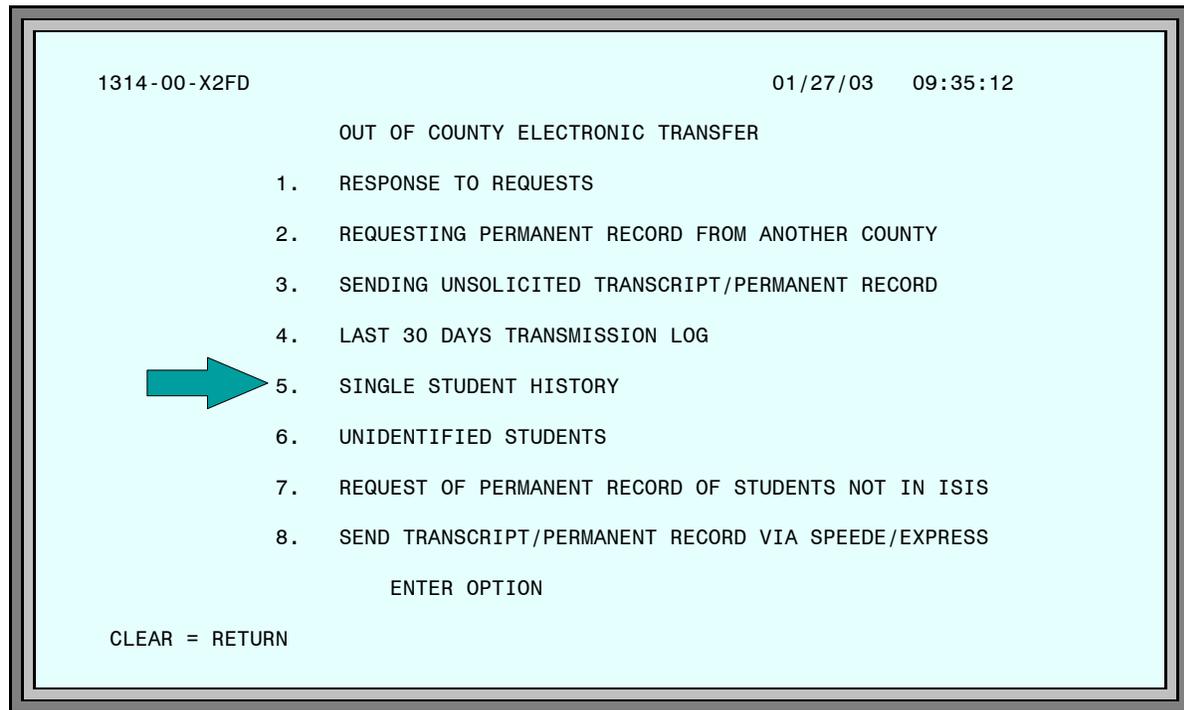


Figure 6: Out of County Electronic Transfer Menu Screen

- ▼ Type **5**

- ▼ **Enter**

The SINGLE STUDENT HISTORY screen will be displayed.

▼ Type
Student ID
Number.

▼ **Enter**

STUDENT NUMBER	STUDENT NAME	SCHOOL	ACTION	DATE SENT	DATE RECEIVE
----------------	--------------	--------	--------	-----------	--------------

Figure 7: A Single Student History Screen

The SINGLE STUDENT HISTORY screen reappears with all of the electronic transcript and permanent record activity for the student displayed.

STUDENT NUMBER	STUDENT NAME	SCHOOL	ACTION	DATE SENT	DATE RECEIVE
1234567	SAMPLE STUDENT	7777 SAMPLE SENIOR	SENT TRANSCRIPT	12/16/02	12/17/02

Figure 8: A Single Student History Screen

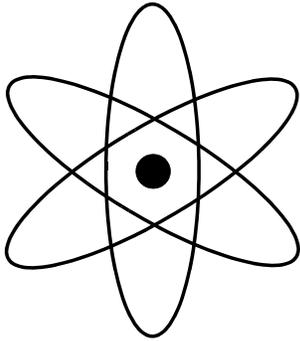
The information in the table on page 4–12 is displayed.

TO	2–digit county number (Always 00 when requester is a college or university) State assigned number for the requesting institution. Colleges = C + 3–digit number; Universities = U + 3–digit number; K–12 schools = 4–digit number SPEEDE School Name
(Action)	(See sample on the screen.)
DATE SENT	Date the School/District responded electronically
DATE RECEIVED	Date the requesting/receiving institution received the record electronically

To display the transcript / permanent record activity for another student,

▼ Type Student ID Number (new number over the one on the screen).

■ **Enter**



FASTER



Section 5

Requesting Permanent Records

The topics addressed in this section are:



Requesting Records from Florida Schools Outside of Miami-Dade County. Menu Selection 2, REQUESTING PERMANENT RECORDS FROM ANOTHER COUNTY.



Requesting Records from Florida Schools Outside of Miami-Dade County Before a Student is Entered into ISIS. Menu Selection 7, REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS.



After Requests Are Made



Outgoing Requests Report



Incoming Responses Report

Requesting Records From Florida Schools

Explanation

All public schools in Miami-Dade County have access to all students' records within the District. *FASTER* is not used to transfer records within Miami-Dade County.

FASTER links individual schools in Miami-Dade County, via FIRN, to schools in other districts within the State of Florida.

When a student transfers from one county to another, within the State, the receiving school can request and receive, *electronically*, that student's record from the sending school/district.

Note: Records can not be requested through the SPEEDE/EXPRESS system.

School Action

Summary



Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.

[See: "Getting Started" on page 1-8.]



Make Selection 2, REQUESTING PERMANENT RECORD FROM ANOTHER COUNTY.



The REQUEST PERMANENT RECORD screen will be displayed.



Enter the following items for each Permanent Record you wish to request:

- ◆ Student's local ID number.
- ◆ County and School code from which the record is being requested.

Help screens are available which display: a list of Florida District numbers; and, the State numbers for colleges, universities, and K through 12 schools.

Most districts are on-line. Use the Help Screens to determine if a selected district/school is on-line.

[Detailed directions begin on the next page.]

Directions

- ▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen. [See: "Getting Started" on page 1-8.]

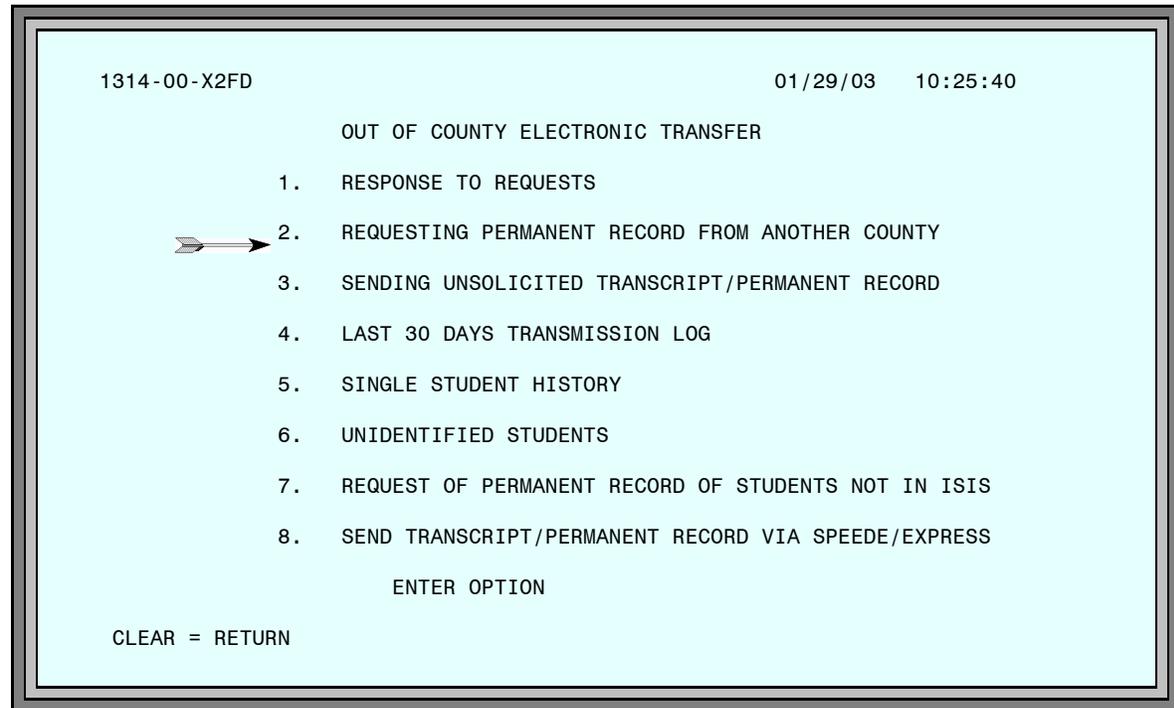


Figure 1: Out of County Electronic Transfer Menu Screen

- ▼ Type **2**

- ▼ **Enter**

The REQUEST PERMANENT RECORD screen will be displayed.

Requesting Records for Students Not in ISIS

Explanation

The procedures for requesting records explained on page 5–1 and following require an ISIS ID number. There are times, however, when a school must request a record for a student from another Florida school **before the student can be entered into ISIS**. This is the procedure to use.

School Action

Summary



Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen.

[See: "Getting Started" on page 1-8.]



Make Selection 7, REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS.



The REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS screen will be displayed.



Enter the following items for each permanent record you wish to request:

- ◆ Student's Social Security Number/Florida ID
- ◆ Student's Last, First, and Middle Name
- ◆ Student's Date of Birth
- ◆ Student's Ethnic and Sex Codes
- ◆ County and School codes from which the record is being requested.

Help screens are available which display: a list of Florida District numbers; and, the State numbers for colleges, universities, and K through 12 schools.

Most districts are on-line. Use the Help Screens to determine if a selected district/school is on-line.

[Detailed directions begin on the next page.]

Directions

- ▼ Sign on to ISIS and go to the OUT OF COUNTY ELECTRONIC TRANSFER menu screen. [See: "Getting Started" on page 1-8.]

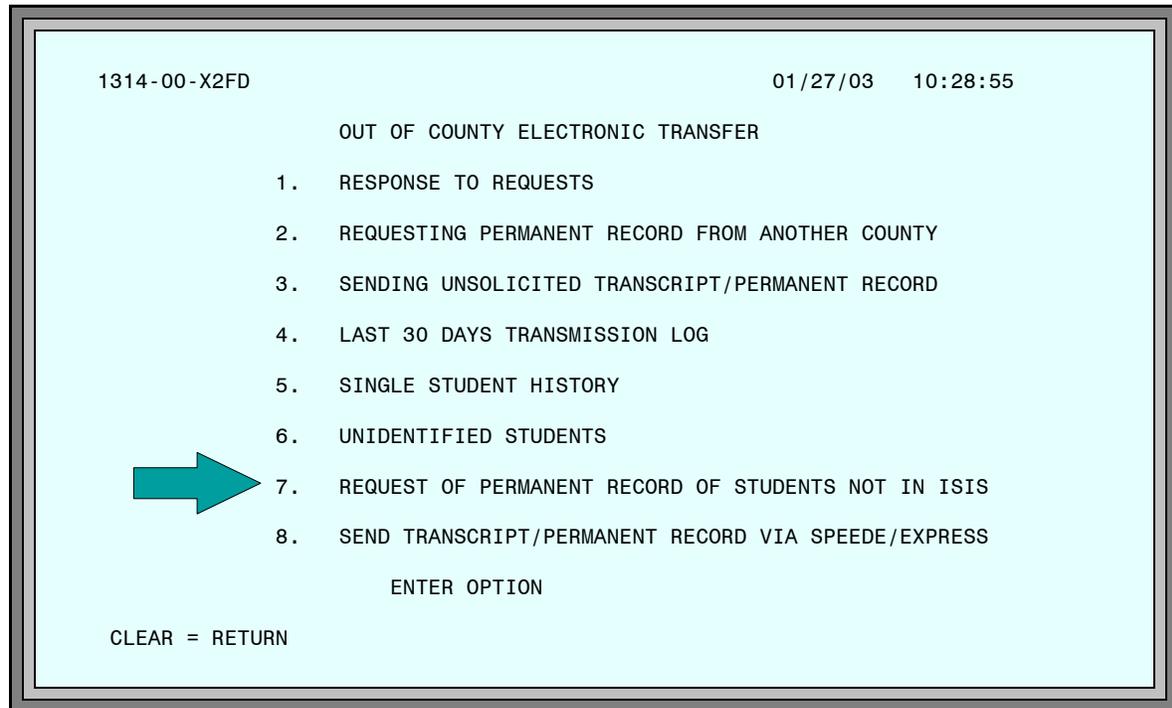
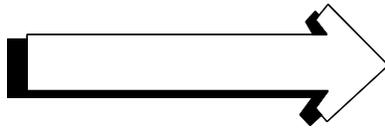


Figure 4: Out of County Electronic Transfer Menu Screen

- ▼ Type **7**

- ▼ **Enter**

The REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS screen will be displayed.



After Requests Are Made

1. Your requests for permanent records will be processed by the MDCPS computer center and sent, via FIRN, to a computer center in Tallahassee. The MDCPS computer center produces the *Outgoing Requests Report* and sends it to your school. This report lists the students for whom you have requested permanent records with the county number and school number where the request was sent. [Sample on page 5–10.]
2. Each school district has an *electronic mail box*. All electronic transcript and permanent record activity (requests and records) for each school district are placed in the appropriate *electronic mail box*.
3. School districts check their *electronic mail boxes* each night and communicate with the appropriate schools in their district.
4. When the district/school receives your request, they will send the student's record, via FIRN, to the central computer center in Tallahassee. The records are placed in the Miami-Dade County *electronic mail box*.
5. Each night, the MDCPS computer center checks the Miami-Dade *electronic mail box*. Student records are transmitted electronically from the computer center in Tallahassee to the MDCPS computer center.
6. The permanent records are printed by the MDCPS computer center and distributed to the requesting schools.
7. The MDCPS computer center prints and distributes the *Incoming Responses Report* to all applicable locations. This report contains responses from the counties/schools from whom requests for permanent records have been made as listed on the *Outgoing Requests Report*. The report lists the students for whom you have requested permanent records, the county number and school number responding, and an informative message about each request. [Sample on page 5–11.]

MIAMI-DADE COUNTY PUBLIC SCHOOLS
ELECTRONIC TRANSCRIPT SYSTEM
OUTGOING REQUESTS REPORT

PRODUCT T13140601
PAGE 1

DATE RUN 10/27/03
TIME RUN 10.36.23

SCHOOL - 1111 SAMPLE ELEM

LOCAL ID	FLORIDA ID	SAMPLE	STUDENT NAME	STUDENT	MIDDLE NAME	06	0151	REQUESTING CTY SCHOOL	MESSAGE
1134567	1301134567	SAMPLE		STUDENT	MIDDLE NAME			06 0151	A PERMANENT RECORD/TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT.
	1307754321	SAMPLE		STUDENT	MIDDLE NAME	50	0081	50 0081	A PERMANENT RECORD/TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT.

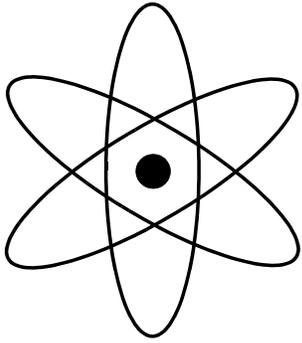
Students not entered into ISIS will not have a Local ID on this report.

Figure 6: Outgoing Requests Report

DATE RUN 01/27/03		MIAMI-DADE COUNTY PUBLIC SCHOOLS										PRODUCT T13140201	
TIME RUN 08.42.51		ELECTRONIC TRANSCRIPT SYSTEM										PAGE 1	
		INCOMING RESPONSES REPORT											
SCHOOL -	LOCAL ID	FLORIDA ID	REDLAND MIDDLE	STUDENT NAME	STUDENT	MIDDLE	BIRTH DATE	SEX	RACE	REQUEST CITY SCH	MESSAGE		
1224567	122456789X	122456789X	SAMPLE		STUDENT	MIDDLE	11/08/78	F	B	16-1621	ALL RECORDS ARE BEING SENT ELECTRONICALLY.		
1224567	122456789X	122456789X	SAMPLE		STUDENT	MIDDLE	11/08/78	F	B	16-1621	THE REQUESTED STUDENT RECORD IS NOT BEING SENT, THE STUDENT CANNOT BE IDENTIFIED BASED ON THE INFORMATION SUPPLIED.		
1224567	122456789X	122456789X	SAMPLE		STUDENT	MIDDLE	11/08/78	F	B	16-1621	THE REQUESTED RECORD CANNOT BE SENT ELECTRONICALLY. THE SCHOOL WILL BE SENDING A PRINTED COPY		
1224567	122456789X	122456789X	SAMPLE		STUDENT	MIDDLE	11/08/78	F	B	16-1621	THE REQUESTED RECORD CANNOT BE SENT AT THIS TIME. PLEASE HAVE THE STUDENT CONTACT THE SCHOOL.		
1224567	122456789X	122456789X	SAMPLE		STUDENT	MIDDLE	11/08/78	F	B	16-1621	STUDENT TENTATIVELY IDENTIFIED, BUT DISCREPANCIES EXIST. PLEASE REVIEW YOUR RECORDS AGAINST SENDING SCHOOL'S RECORD.		
1224567	122456789X	122456789X	SAMPLE		STUDENT	MIDDLE	11/08/78	F	B	16-1621	PORTIONS OF THE REQUESTED RECORD ARE BEING SENT ELECTRONICALLY AND THE SCHOOL WILL BE SENDING A PRINTED COPY OF THE RE-		

Students not entered into ISIS will not have a Local ID on this report.

Figure 7: Incoming Responses Report



FASTER



Appendix

Help Screens

On most of the *FASTER* screens, special **HELP** screens have been provided for quick access to the various codes used in the system.

Please be aware that if you change to a HELP SCREEN after typing some information and **before pressing Enter**, the data you typed may be lost. If you need to look up codes, use the **HELP SCREEN** before you begin to type.

PA2 is the access key to the HELP SCREENS.

Clear returns to the application screen or HELP MENU.

 **PA2** The phrase PA2 = HELP SCREEN on the bottom of a screen indicates that you can change to another screen which will display applicable codes and their explanations. In most cases the first HELP SCREEN is a HELP MENU screen which lists other help screens which can be accessed by a function key (PF). The table below indicates which screens from the OUT OF COUNTY ELECTRONIC TRANSFER menu have help screens attached.

OUT OF COUNTY ELECTRONIC TRANSFER MENU	HELP SCREEN
1. RESPONSE TO REQUESTS	ACTION CODES
2. REQUESTING PERMANENT RECORD	HELP MENU
3. SENDING UNSOLICITED TRANSCRIPT / P. R.	HELP MENU
4. LAST 30 DAYS TRANSMISSION LOG	HELP MENU
5. SINGLE STUDENT HISTORY	(NO HELP)
6. UNIDENTIFIED STUDENTS	HELP MENU
7. REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS	HELP MENU
8. SEND TRANSCRIPT / P.R.VIA SPEEDE / EXPRESS	HELP MENU

The help screens are reproduced on the following pages.

Action Codes [Used on the RESPONSE TO REQUESTS screen.]

PA2

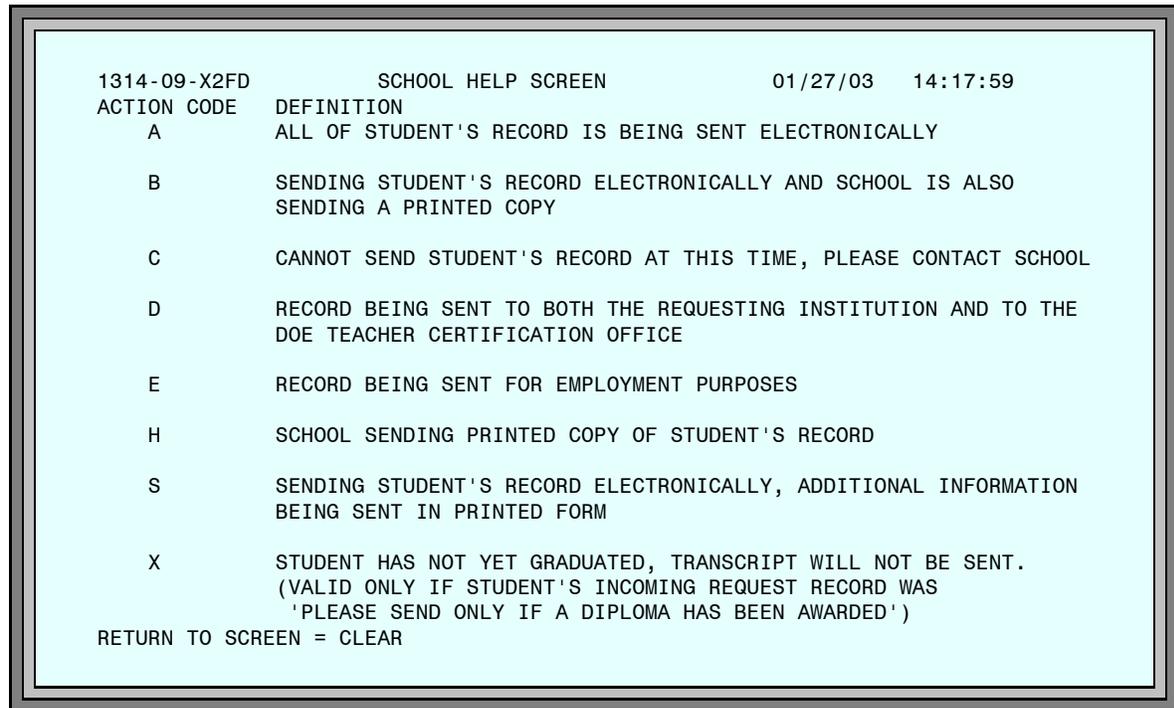


Figure 1: School Help Screen

Help Menu

PA2

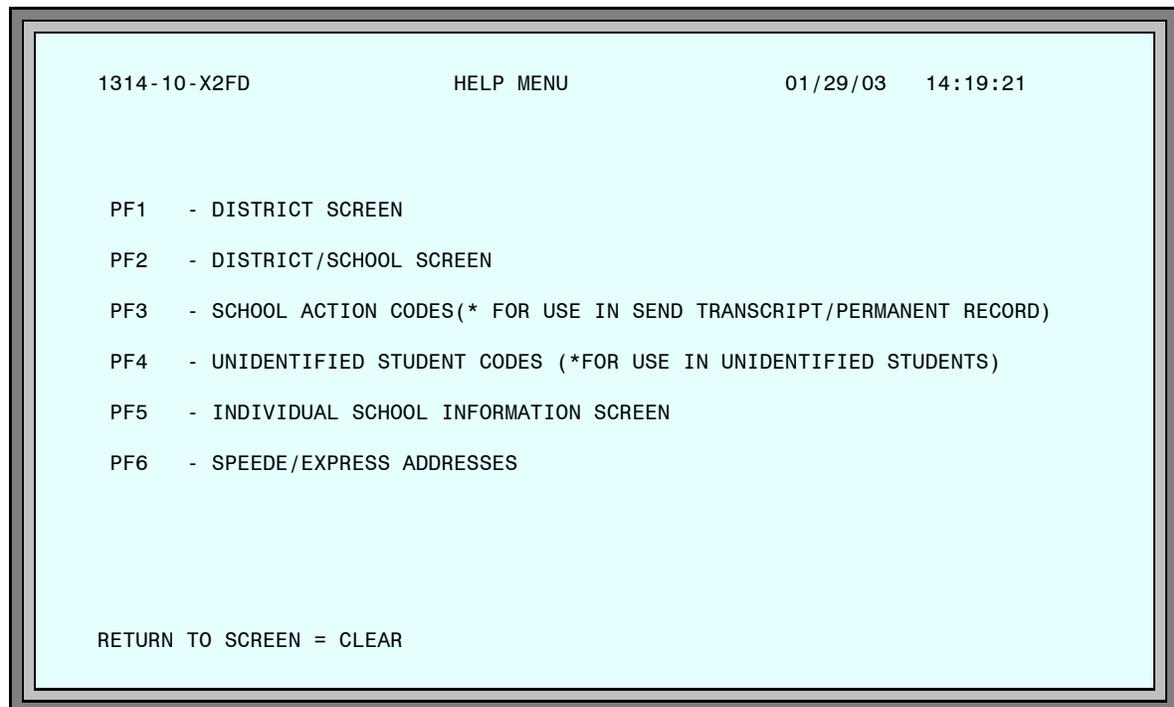


Figure 2: Help Menu Screen

The following help screens are accessed from the HELP MENU.

District Screen

PF1

1314-10-X2FD DISTRICT SCREEN 01/27/03 14:19:21		
NUMBER NAME	NUMBER NAME	NUMBER NAME
00 POSTSECONDARY INSTITU	17 ESCAMBIA	34 LAFAYETTE
01 ALACHUA	18 FLAGLER	35 LAKE
02 BAKER	19 FRANKLIN	36 LEE
03 BAY	20 GADSDEN	37 LEON
04 BRADFORD	21 GILCHRIST	38 LEVY
05 BREVARD	22 GLADES	39 LIBERTY
06 BROWARD	23 GULF	40 MADISON
07 CALHOUN	24 HAMILTON	41 MANATEE
08 CHARLOTTE	25 HARDEE	42 MARION
09 CITRUS	26 HENDRY	43 MARTIN
10 CLAY	27 HERNANDO	44 MONROE
11 COLLIER	28 HIGHLANDS	45 NASSAU
12 COLUMBIA	29 HILLSBOROUGH	46 OKALOOSA
13 DADE	30 HOLMES	47 OKEECHOBEE
14 DESOTO	31 INDIAN RIVER	48 ORANGE
15 DIXIE	32 JACKSON	49 OSCEOLA
16 DUVAL	33 JEFFERSON	50 PALM BEACH

RETURN TO SCREEN = CLEAR PF8 = PAGE FORWARD HIGHLIGHTED = ACTIVE DISTRICTS

Figure 3: District Screen

(Page Forward)

PF8

1314-10-X2FD DISTRICT SCREEN 01/27/03 14:19:21		
NUMBER NAME	NUMBER NAME	NUMBER NAME
51 PASCO	68 SCHOOL FOR DEAF/BLIND	
52 PINELLAS	69 DOZIER/SUNLAND	
53 POLK	70 ECKERD YOUTH DEVELOPM	
54 PUTNAM	72 ALEXANDER D HENDERSON	
55 ST. JOHNS	73 UNIVERSITY LAB SCHOOL	
56 ST. LUCIE	74 FLORIDA A & M UNIVERS	
57 SANTA ROSA	75 P K YONGE LABORATORY	
58 SARASOTA	76 STATE CORRECTION	
59 SEMINOLE	88 D.O.E. OFFICES	
60 SUMTER	89 D.O.E. OFFICES	
61 SUWANNEE	90 D.O.E. OFFICES	
62 TAYLOR	91 D.O.E. OFFICES	
63 UNION		
64 VOLUSIA		
65 WAKULLA		
66 WALTON		
67 WASHINGTON		

RETURN TO SCREEN = CLEAR PF8 = PAGE FORWARD HIGHLIGHTED = ACTIVE DISTRICTS

Figure 4: District Screen

District/School Screen

PF2

1314-10-X2FD DISTRICT/SCHOOL SCREEN 01/27/03 14:26:35

ENTER STARTING COUNTY SCHOOL _____

SCHOOL NAME _____

RETURN TO SCREEN = CLEAR

Figure 5: District/School Screen

How to Use This Help Screen

This screen helps you locate the district school location number of a particular school in a Florida school district. You can also display all the schools in a specified district; or search for a school by name.

To use this screen effectively, you must know the 2–digit number of the school district. If you do not know the district number,

- ▼ Press **Clear** to return to the HELP MENU.
- Press **PF1** to display the list of Florida School Districts.

[The following examples show you how to use the District School Help Screen.]

You know the district number and the name of the school.

▼ Type district number.

▼ **Tab** to SCHOOL NAME.

▼ Type school name.

▼ **Enter**

[In this sample, district 50 and "Jupiter" were entered.]

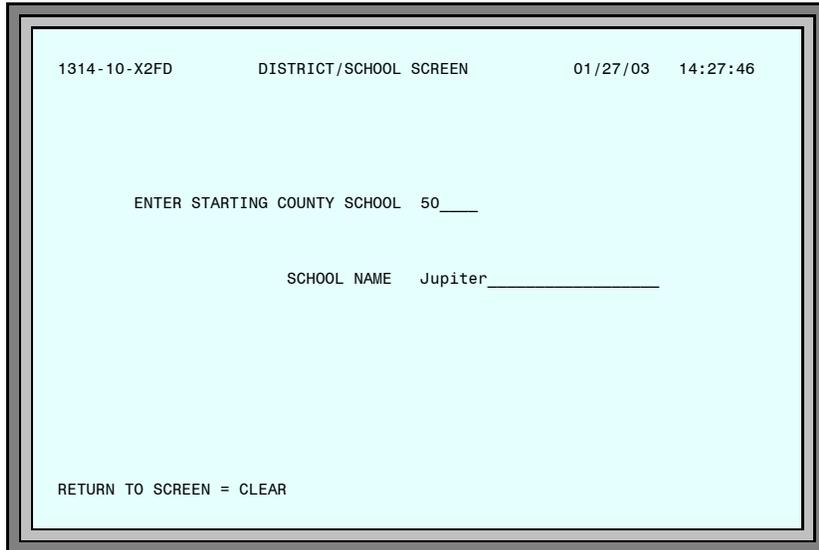


Figure 6: District/School Screen

The school and county will be displayed. If you entered a portion of the school name, all schools sharing that name in the district will display.

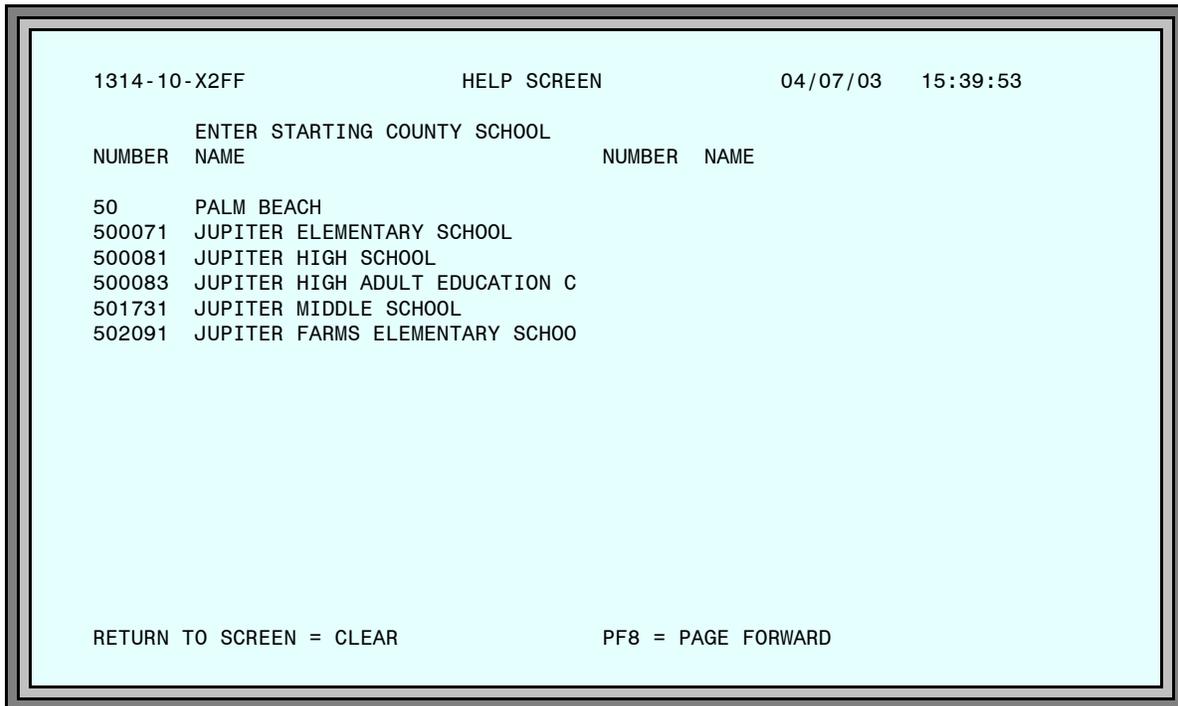


Figure 7: District/School Help Screen

■ **Clear** to return to the HELP MENU.

You know the district number and want to see all schools in that district.

▼ Type district number.

▼ **Enter**

[In this sample, district 33 was entered.]

All of the schools in that district will be displayed. Also, the schools in the next district (alphabetically) will be displayed. Press **PF8** to page forward.

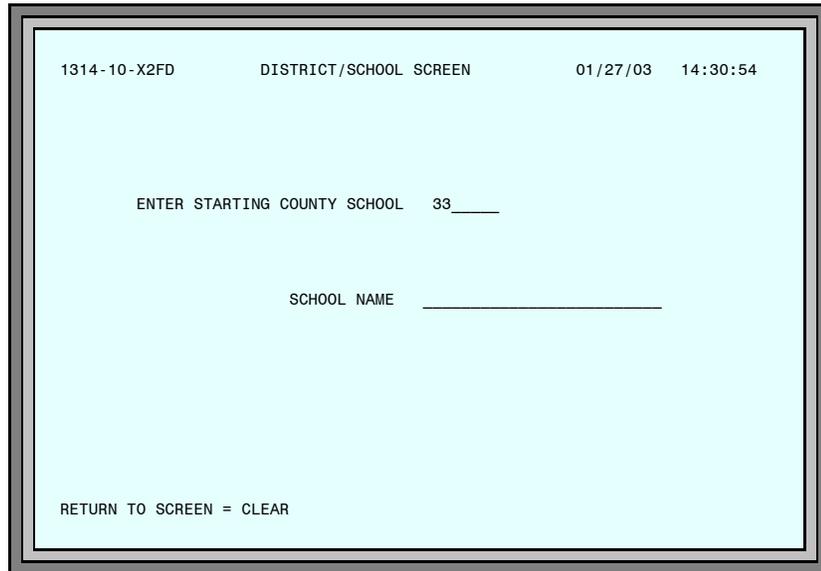


Figure 8: District/School Screen

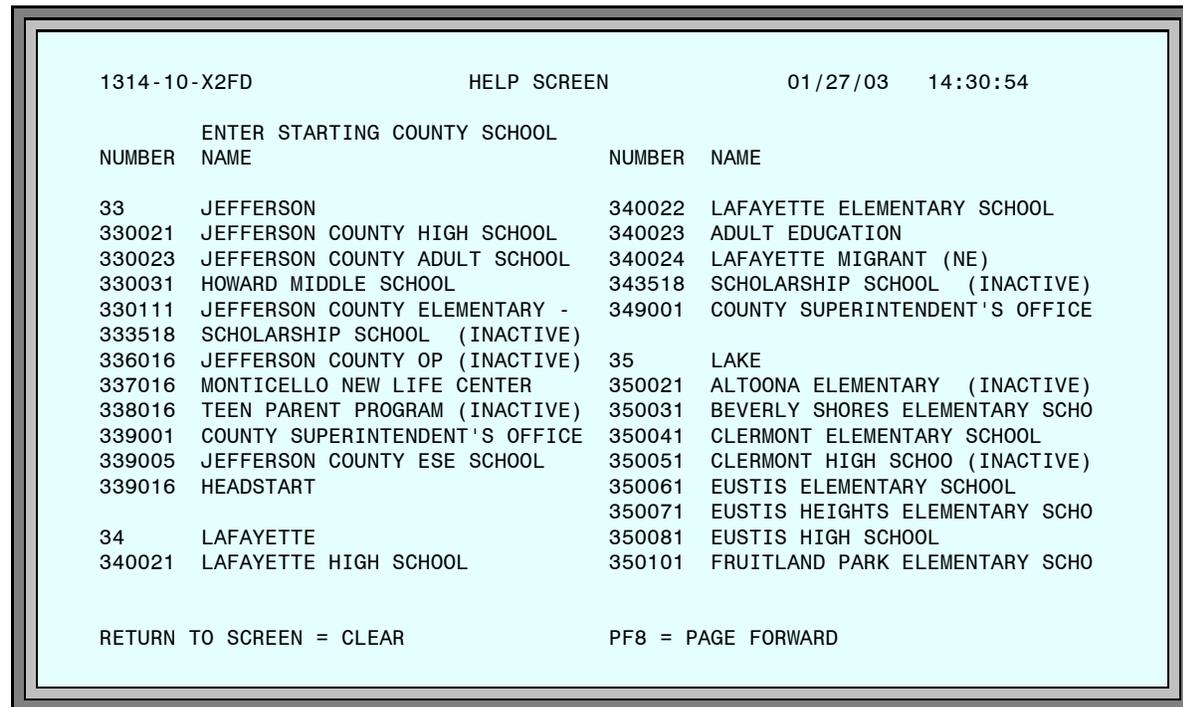


Figure 9: District/School Help Screen

To display another district, type the number after ENTER STARTING COUNTY SCHOOL and press **Enter**.

■ **Clear** to return to the HELP MENU.

Help Screens

You know the name of the school, but not the district name or number.

▼ **Tab** to SCHOOL NAME.

▼ Type school name.

▼ **Enter**

[In this sample, "Pensacola" was entered.]

```
1314-10-X2FD          DISTRICT/SCHOOL SCREEN          01/27/03  14:33:19

ENTER STARTING COUNTY SCHOOL _____

SCHOOL NAME  Pensacola_____

RETURN TO SCREEN = CLEAR
```

Figure 10: District/School Screen

The school and county will be displayed. If you entered a portion of the school name, all schools sharing that name will display.

```
1314-10-X2FD          HELP SCREEN          01/27/03  14:33:19

ENTER STARTING COUNTY SCHOOL
NUMBER  NAME          NUMBER  NAME

17      ESCAMBIA
170411  PENSACOLA HIGH SCHOOL
170417  PENSACOLA ADULT      (INACTIVE)
170581  WEST PENSACOLA ELEMENTARY SCHO
170931  PENSACOLA BEACH ELE (INACTIVE)
170961  PENSACOLA BOY'S BASE SCHOOL
170981  PENSACOLA BOY'S BASE SCHOOL
172066  ALTACARE OF PENSACO (INACTIVE)
172108  PENSACOLA BEACH CHARTER SCHOOL

RETURN TO SCREEN = CLEAR          PF8 = PAGE FORWARD
```

Figure 11: District/School Help Screen

■ **Clear** to return to the HELP MENU.

Action Codes [Used on the SEND TRANSCRIPT/PERMANENT RECORD screen]

PF3

1314-10-X2FD SCHOOL ACTION 01/27/03 14:35:36

FOR USE IN SEND TRANSCRIPT/PERMANENT RECORD

ACTION CODE	DEFINITION
U	SENDING STUDENT'S RECORD UNSOLICITED
C	SENDING A CORRECTED OR UPDATED STUDENT RECORD
J	SENDING STUDENT'S RECORD FOR A JOINT PROGRAM, ARTICULATED AGREEMENT OR SIMILAR ARRANGEMENT
E	SENDING AT STUDENT'S REQUEST FOR EMPLOYMENT PURPOSES
F	SENDING STUDENT'S RECORD BOTH TO DOE TEACHER CERTIFICATION OFFICE AND COUNTY/SCHOOL

RETURN TO SCREEN = CLEAR

Figure 12: School Action Screen

Unidentified Student Codes

PF4

1314-10-X2FD UNIDENTIFIED STUDENT CODES 01/27/03 14:35:36

FOR USE IN UNIDENTIFIED STUDENTS

TAKE 1 OF FOLLOWING ACTIONS FOR EACH STUDENT

1. ENTER STUDENT ID
2. ENTER ALL 'D'S IN STUDENT ID FIELD, INDICATING STUDENT CANNOT BE IDENTIFIED
3. ENTER ALL 'H'S IN STUDENT ID FIELD, INDICATING ONLY A PRINTED COPY OF STUDENT'S RECORDS IS BEING SENT

Figure 13: Unidentified Student Codes Screen

Individual School Information

PF5

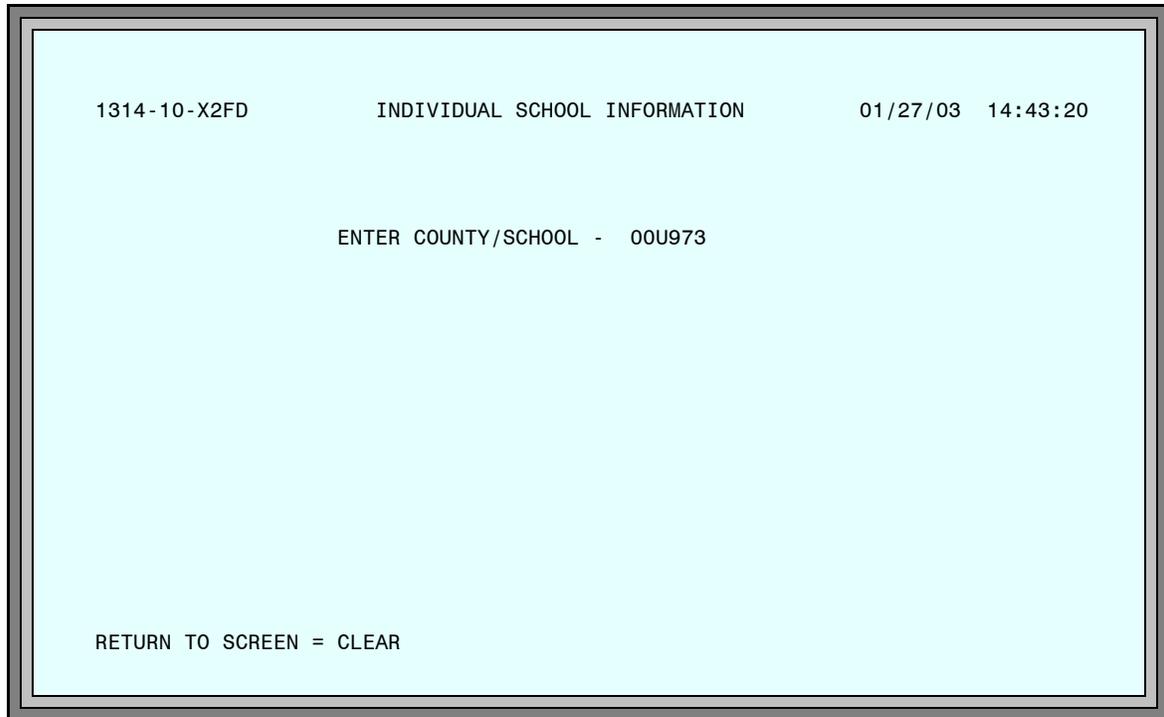


Figure 14: Individual School Information Screen

▼ Type county number and school number *(at cursor position)*.

■ **Enter** *[In this sample, School Number "00U973" was typed.]*

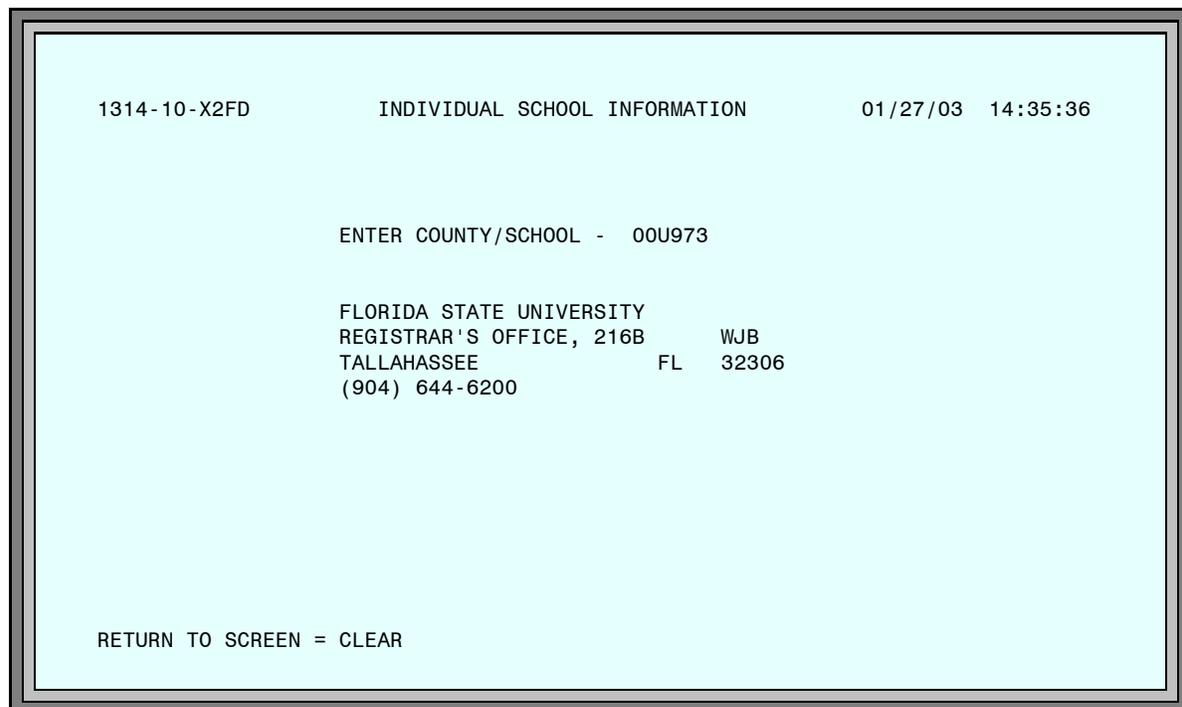


Figure 15: Individual School Information Screen