Florida Automated System for Transferring Educational Records

Information Technology Services
Miami-Dade County Public Schools
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Section 1

Introduction, Security, and System Use
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.
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.
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**

### 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.]*

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.

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.
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.*

![Figure 1: MDCPS Teleprocessing Network Screen](image1)

**MIA 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](image2)

▼ **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.

![CICS Security Screen](image)

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

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

Before pressing **Enter**, 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.
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.]

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  ISIS  ISIS

▼ 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 Main Menu**

THE FOLLOWING FUNCTIONS ARE AVAILABLE:

1. STUDENT DATABASE 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
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](image)

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

![Figure 8: Student Data Base System Applications Menu Screen](image)
On the STUDENT INFORMATION MENU screen, select COURSE TRANSFER/CREDIT EVALUATION.

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.]

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](image)

[Use of the menu selections are explained under the appropriate topics of these instructions. Refer to page 1–4.]
If you need further assistance after reading the instructions in this guide, please call Information Technology Services, Support Services at 305-995–3705(0).
Section 2

Receiving Requests
### Incoming Requests Report

<table>
<thead>
<tr>
<th>ID</th>
<th>Student Name</th>
<th>Grad Date</th>
<th>Birth Date</th>
<th>Sex</th>
<th>Race</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1680001</td>
<td>SAMPLE1</td>
<td>06/2002</td>
<td>03/20/84</td>
<td>F</td>
<td>B</td>
<td>STUDENT ID ALREADY EXISTS IN BRT FUT 8TH SEM PRACTICE.</td>
</tr>
<tr>
<td>2270085</td>
<td>SAMPLE2</td>
<td>07/2002</td>
<td>03/20/85</td>
<td>F</td>
<td>H</td>
<td>SEND STUDENT TRANSCRIPT TO THE STATE STUDENT FINANCIAL AID DATABASE AS SOON AS POSSIBLE.</td>
</tr>
<tr>
<td>1303333333</td>
<td>SAMPLE3</td>
<td>06/2002</td>
<td>09/19/84</td>
<td>F</td>
<td>B</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT AND HAS BEEN AUTOMATICALLY SENT.</td>
</tr>
<tr>
<td>1304444442</td>
<td>SAMPLE4</td>
<td>06/2002</td>
<td>09/08/84</td>
<td>M</td>
<td>B</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, BOTH AN ELECTRONIC AND A PRINTED COPY.</td>
</tr>
<tr>
<td>1305555552</td>
<td>SAMPLE5</td>
<td>06/2002</td>
<td>11/13/85</td>
<td>F</td>
<td>B</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND A PRINTED COPY ONLY.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>LOCAL ID</th>
<th>7–Digit student ID number used in MDCPS computer systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDA ID</td>
<td>Social Security Number with an &quot;X&quot; in 10th position; or Fla. ID</td>
</tr>
<tr>
<td>STUDENT NAME</td>
<td>(As entered by the requesting institution; might be either legal or assumed name.)</td>
</tr>
<tr>
<td>GRAD DATE</td>
<td>(As entered by the requesting institution.)</td>
</tr>
<tr>
<td>BIRTH DATE</td>
<td>(As entered by the requesting institution.)</td>
</tr>
<tr>
<td>SEX, RACE</td>
<td>(As entered by the requesting institution.)</td>
</tr>
<tr>
<td>MESSAGE</td>
<td>Provides more detail regarding request.</td>
</tr>
<tr>
<td>REQ CTY-SCHL</td>
<td>Standards for Post Secondary Education Electronic Data Exchange (SPEEDE)</td>
</tr>
<tr>
<td></td>
<td>Bright Futures - first two digits = 95</td>
</tr>
<tr>
<td></td>
<td>State Student Financial Aid Database - first two digits = 96</td>
</tr>
<tr>
<td>Requesting County</td>
<td>2–Digit county number</td>
</tr>
<tr>
<td>Requesting School</td>
<td>Always 00 when requester is a college or university.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
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.
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.]
### 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
**MAILING ADDRESS:** MIAMI 99999  SE SAMPLE ST 10600 SW SAMPLE AVE
**DISTRICT STUDENT ID:** 1234568       **FL STUDENT ID-ALIAS:**

**PARENT/GUARDIAN (NAME/CODE):**
**SAMPLE**
**FATHER**
**MOTHER**

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

**DISTRICT STUDENT ID:** 1234568

### COURSE INFORMATION

<table>
<thead>
<tr>
<th>YEAR</th>
<th>GRADE LEVEL</th>
<th>SUBJET CRSE</th>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>AREA FLAG</th>
<th>GRD ATT./EARN</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997-1998</td>
<td>08</td>
<td>3</td>
<td>1200320</td>
<td>ALGEBRA I HON</td>
<td>MA HR 9 B</td>
<td>1.00 1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>1997-1998</td>
<td>08</td>
<td>3</td>
<td>20003320</td>
<td>PHYSICAL SCI HON</td>
<td>SC HR 9 C</td>
<td>1.00 1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>1999-2000</td>
<td>09</td>
<td>3</td>
<td>1200320</td>
<td>ALGEBRA II</td>
<td>MA O 8 F</td>
<td>1.00 1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>1999-2000</td>
<td>09</td>
<td>3</td>
<td>1501300</td>
<td>PERSONAL FIT</td>
<td>PE R 5 A</td>
<td>0.50 0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>1999-2000</td>
<td>10</td>
<td>1</td>
<td>0800300</td>
<td>HEALTH I-LF GMGT SKL LM</td>
<td>MA R 5 0 0.50 0.50</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>1999-2000</td>
<td>10</td>
<td>1</td>
<td>1200330</td>
<td>ALGEBRA II</td>
<td>MA X 7</td>
<td>0.00 0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1999-2000</td>
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<td>1999-2000</td>
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<td>2</td>
<td>1206320</td>
<td>ALGEBRA II</td>
<td>MA O 8</td>
<td>0.00 0.00</td>
<td>1.00</td>
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</table>

**2000-2001 ANNUAL DAYS-PRESENT:** 166
**SUMMER TERMS DAYS-PRESENT:** 23
**SUMMER TERMS DAYS-PRESENT:** 23

<table>
<thead>
<tr>
<th>YEAR</th>
<th>GRADE LEVEL</th>
<th>SUBJET CRSE</th>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>AREA FLAG</th>
<th>GRD ATT./EARN</th>
<th>CREDIT</th>
</tr>
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<td>2000-2001</td>
<td>11</td>
<td>3</td>
<td>8827120</td>
<td>MARKETING APPLICATNS VO</td>
<td>SC HR 8 C</td>
<td>0.50 0.50</td>
<td>0.50</td>
</tr>
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<td>2000-2001</td>
<td>11</td>
<td>3</td>
<td>2000340</td>
<td>BIOLOGY I HON</td>
<td>SC HR 8 C</td>
<td>1.00 1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**1997-1998 ANNUAL DAYS-PRESENT:** 165
**SUMMER TERMS DAYS-PRESENT:** 27

Figure 2: Transcript (Page 1)
Figure 3: Transcript (Page 2)
Figure 4: Transcript (Page 3)
**Test Information:**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Test Code</th>
<th>Grade</th>
<th>Subject</th>
<th>Score</th>
<th>Subject</th>
<th>Score</th>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 03/01/1998 STA</td>
<td>COMPREHE NS 0006 NP 0072</td>
<td>COMPUTAT NS 0004 NP 0031</td>
<td>PROB/SLV NS 0006 NP 0062</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 03/01/1997 STA</td>
<td>COMPREHE NS 0005 NP 0051</td>
<td>COMPUTAT NS 0005 NP 0052</td>
<td>PROB/SLV NS 0007 NP 0078</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 03/01/1996 STA</td>
<td>COMPREHE NS 0005 NP 0057</td>
<td>COMPUTAT NS 0006 NP 0076</td>
<td>PROB/SLV NS 0006 NP 0062</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 03/01/1995 STA</td>
<td>COMPREHE NS 0006 NP 0075</td>
<td>COMPUTAT NS 0009 NP 0098</td>
<td>PROB/SLV NS 0007 NP 0084</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 04/01/1994 STA</td>
<td>COMPREHE NS 0005 NP 0055</td>
<td>COMPUTAT NS 0007 NP 0078</td>
<td>PROB/SLV NS 0006 NP 0074</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 03/01/2000 FCA</td>
<td>READ (T) SS 0340</td>
<td>MATH (T) SS 0320</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course#</td>
<td>Course Title</td>
<td>Area</td>
<td>Flag</td>
<td>Grade</td>
<td>Att./Earn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------------</td>
<td>------</td>
<td>------</td>
<td>-------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5100110</td>
<td>Reading</td>
<td>C</td>
<td>0.00</td>
<td>0.00</td>
<td>0140000 M/J Exploring Art</td>
<td>C</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5100110</td>
<td>Mathematics</td>
<td>B</td>
<td>0.00</td>
<td>0.00</td>
<td>3000100 M/J Exploring Art</td>
<td>C</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5100110</td>
<td>Art</td>
<td>B</td>
<td>0.00</td>
<td>0.00</td>
<td>3001010 LANG ARTS 1</td>
<td>B</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5100110</td>
<td>Music</td>
<td>A</td>
<td>0.00</td>
<td>0.00</td>
<td>4000100 M/J Music</td>
<td>A</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5100110</td>
<td>Physical Ed</td>
<td>B</td>
<td>0.00</td>
<td>0.00</td>
<td>4001010 M/J Phys Ed 1</td>
<td>B</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5100110</td>
<td>Language Arts</td>
<td>C</td>
<td>0.00</td>
<td>0.00</td>
<td>4002000 M/J Comp SCI 1</td>
<td>C</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Immunization Status:**
- Polio: 4 doses - 06/01/1988
- DTP: 5 doses - 06/01/1988
- MMR: 1 dose - 03/10/1985

**Address:**
- Miami, FL 33160-0000

**Mailing Address:**
- 1111 NE Sample Street

**Parent/Guardian:**
- Name: Sample
- Code: A

**Race/Ethnicity:**
- W

**Contact Information:**
- Phone: (305) 999-8888

**Florida Automated System for Transferring Educational Records**
### Transcripts and Permanent Records

**Receiving requests**

---

**Figure 7: Permanent Record (Page 2)**

<table>
<thead>
<tr>
<th>Subject CRSE</th>
<th>COURSE TITLE</th>
<th>AREA FLAG</th>
<th>GRD ATT./EARN</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 1206320</td>
<td>GEOMETRY HON</td>
<td>MA HRX NG</td>
<td>1.00 0.00</td>
<td>0.50 0.50</td>
</tr>
<tr>
<td>3 0708400</td>
<td>ADV PL SPAN LANG</td>
<td>FL R B</td>
<td>1.00 1.00</td>
<td>1.00 1.00</td>
</tr>
<tr>
<td>3 1001410</td>
<td>ENG HON IV</td>
<td>EN HR C</td>
<td>1.00 1.00</td>
<td>1.00 1.00</td>
</tr>
<tr>
<td>3 2400300</td>
<td>LEAD SKL DEV/TECH</td>
<td>EL B</td>
<td>1.00 1.00</td>
<td>1.00 1.00</td>
</tr>
</tbody>
</table>

- **1997-1998 Annual Days-Present:** 165
- **Absent:** 15

- **1998-1999 Annual Days-Present:** 162
- **Absent:** 16

- **1999-2000 Annual Days-Present:** 155
- **Absent:** 24

- **2000-2001 Annual Days-Present:** 166
- **Absent:** 13

---

**Ending Note:**

- **Promotion Status Not Applicable**

---

**Figure 7: Permanent Record (Page 2)"
Figure 8: Permanent Record (Page 3)
Figure 9: Permanent Record (Page 4)
Figure 10: Permanent Record (Page 5)
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/PERMANENT 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 **D**s in the student number field.  
  [This indicates that the student cannot be identified.]
- Enter all **H**s 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.]

<table>
<thead>
<tr>
<th>STUDENT NUMBER</th>
<th>STUDENT NAME</th>
<th>DOB</th>
<th>GRAD DATE</th>
<th>HOME SCHL</th>
<th>REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE1</td>
<td>STUDENT1</td>
<td>01/11/84</td>
<td>06/19/2004</td>
<td></td>
<td>00U974</td>
</tr>
<tr>
<td>SAMPLE2</td>
<td>STUDENT2</td>
<td>03/24/56</td>
<td>06/19/1974</td>
<td></td>
<td>00C930</td>
</tr>
<tr>
<td>SAMPLE3</td>
<td>STUDENT3</td>
<td>09/19/84</td>
<td>06/20/2002</td>
<td></td>
<td>SPEEDE</td>
</tr>
</tbody>
</table>

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

**or**  
**HHHHHHHH** (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.

![Figure 3: School Help Screen](image-url)
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**

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

2. Type 1

3. Enter

The RESPONSE SCREEN will be displayed.

![Figure 4: Out of County Electronic Transfer Menu Screen](image-url)
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.]

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 \( \text{PA2} \).]

Type the appropriate code for each student.

Check for errors.

When all information is correct,

Press \( \text{PF1} \) 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.)

![Response Screen](image.png)

**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.

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

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.
Sending Unsolicited Records

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**

The names of the students and the names of the schools will be displayed.
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.
For each transcript or permanent record you wish to send,

▼ Type Student ID number
     Educational Institution’s Address

A list of the participating SPEEDE/EXPRESS educational institution addresses is available from the Help Screen. [See page 3-21.]

▼ Type Action Code [See School Action Codes Help Menu screen.]
▼ Enter

The names of the students and the names of the educational institution will be displayed.
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.
To access the HELP SCREEN from the SEND STUDENT RECORDS VIA SPEEDE/EXPRESS screen,

▼ Press **PF2**

The HELP MENU will be displayed.

![Figure 14: Help Menu Screen](image1.png)

▼ Press **PF6**

The HELP SCREEN will be displayed.

![Figure 15: Help Screen](image2.png)

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

■ Press **Clear** twice to return to the SEND STUDENT RECORDS VIA SPEEDE/EXPRESS screen.
### Format Characteristics for Record Type S04: Student Course Information

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

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

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

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*)
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.

<table>
<thead>
<tr>
<th>LOCAL ID</th>
<th>7–Digit student ID number used in M-DCPS computer systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDA ID</td>
<td>Social Security Number with an “X” in the 10th position; or Fla. ID</td>
</tr>
<tr>
<td>STUDENT NAME</td>
<td>(As maintained in the computerized student file.)</td>
</tr>
<tr>
<td>REQ CTY-SCHL</td>
<td>SPEEDE</td>
</tr>
<tr>
<td>Requesting County</td>
<td>2–Digit county number</td>
</tr>
<tr>
<td>Requesting School</td>
<td>State assigned number for the requesting institution.</td>
</tr>
<tr>
<td>MESSAGE</td>
<td>Corresponds to the action codes entered by the school.</td>
</tr>
</tbody>
</table>
### Incoming Requests Report

<table>
<thead>
<tr>
<th>Local</th>
<th>Florida</th>
<th>Student Name</th>
<th>Grad</th>
<th>Birth</th>
<th>Sex</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE 1</td>
<td>STUDENT 1</td>
<td>ONE</td>
<td>06/1987</td>
<td>03/20/70</td>
<td>F</td>
<td>B</td>
</tr>
<tr>
<td>SAMPLE 2</td>
<td>STUDENT 2</td>
<td>TWO</td>
<td>07/1990</td>
<td>11/15/73</td>
<td>F</td>
<td>H</td>
</tr>
<tr>
<td>SAMPLE 3</td>
<td>STUDENT 3</td>
<td>THREE</td>
<td>06/1991</td>
<td>09/19/74</td>
<td>F</td>
<td>B</td>
</tr>
<tr>
<td>SAMPLE 4</td>
<td>STUDENT 4</td>
<td>FOUR</td>
<td>06/1992</td>
<td>09/08/75</td>
<td>M</td>
<td>B</td>
</tr>
<tr>
<td>SAMPLE 5</td>
<td>STUDENT 5</td>
<td>FIVE</td>
<td>06/1992</td>
<td>11/13/75</td>
<td>F</td>
<td>B</td>
</tr>
</tbody>
</table>

**MESSAGE** - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND AFTER GRADES ARE POSTED.

**UNIDENTIFIED** 1301111112

**FLORIDA STATE UNIVERSITY**

REGISTRAR'S OFFICE, ROOM 214
TALLAHASSEE, FL 32306
(904) 284-5886

**MESSAGE** - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. SEND ONLY IF A DIPLOMA HAS BEEN AWARDED.

**UNIDENTIFIED** 1302222223

**UNIVERSITY OF FLORIDA (CENTRAL)**

REGISTRAR'S OFFICE, 135 TIGGERT HALL
GAINESVILLE, FL 32611
(904) 392-1365

**MESSAGE** - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, BOTH AN ELECTRONIC AND A PRINTED COPY.

**UNIDENTIFIED** 1303333331

**GAINESVILLE HIGH SCHOOL**

1900 N.W. 13TH ST.
GAINESVILLE, FL 32609-3494
(904) 336-2707

**MESSAGE** - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, BOTH AN ELECTRONIC AND A PRINTED COPY.

**LEON HIGH**

550 E. TENNESSEE
TALLAHASSEE, FL 32308
(904) 488-1971

**MESSAGE** - A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND A PRINTED COPY ONLY.

**LINCOLN HIGH**

3838 TROJAN TRAIL
TALLAHASSEE, FL 32301
(904) 487-2110

**Florida Automated System for Transferring Educational Records**

Miami-Dade County Public Schools — Information Technology Services

DATE RUN 01/27/03

TIME RUN 15:18:48

ELECTRONIC TRANSCRIPT SYSTEM

OUTGOING RESPONSES REPORT

OUTGOING RESPONSES REPORT

OUTGOING RESPONSES REPORT

OUTGOING RESPONSES REPORT
<table>
<thead>
<tr>
<th>LOCAL ID</th>
<th>FLORIDA ID</th>
<th>STUDENT NAME</th>
<th>REQUESTING CTY-SCHOOL</th>
<th>MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111</td>
<td>1301111111</td>
<td>STUDENT1 ONE</td>
<td>SPEEDE FLORIDA STATE UNIVERSITY</td>
<td>ALL RECORDS ARE BEING SENT ELECTRONICALLY.</td>
</tr>
<tr>
<td>222222</td>
<td>1302222222</td>
<td>STUDENT2 TWO</td>
<td>SPEEDE UNIVERSITY OF FLORIDA</td>
<td>ALL RECORDS ARE BEING SENT ELECTRONICALLY.</td>
</tr>
<tr>
<td>333333</td>
<td>1303333333</td>
<td>STUDENT3 THREE</td>
<td>01-0151 GAINESVILLE HIGH SCHOOL</td>
<td>THE REQUESTED RECORD IS BEING SENT ELECTRONICALLY AND THE SCHOOL WILL SEND A PRINTED COPY.</td>
</tr>
<tr>
<td>444444</td>
<td>1304444444</td>
<td>STUDENT4 FOUR</td>
<td>37-0021 LEON HIGH SCHOOL</td>
<td>CANNOT SEND STUDENT'S RECORD AT THIS TIME, PLEASE CONTACT SCHOOL.</td>
</tr>
<tr>
<td>555555</td>
<td>1305555555</td>
<td>STUDENT5 FIVE</td>
<td>37-1091 F.I.U. MAIN</td>
<td>THE SCHOOL WILL BE SENDING ONLY A PRINTED COPY OF THE REQUESTED RECORD.</td>
</tr>
</tbody>
</table>

Figure 2: Outgoing Responses Report

Page Revised February 2003
Outgoing Responses Reports

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.]
<table>
<thead>
<tr>
<th>LOCAL-ID</th>
<th>FLORIDA-ID</th>
<th>NAME-LAST</th>
<th>NAME-FIRST</th>
<th>NAME-MIDDLE</th>
<th>DATE</th>
<th>INST</th>
<th>INSTITUTE NAME</th>
<th>MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE</td>
<td>STUDENT</td>
<td>05/22/91</td>
<td>00-C932</td>
<td>M.D.C.C. - MEDICAL</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND AFTER GRADES ARE POSTED.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1234557</td>
<td>2301234557</td>
<td>SAMPLE</td>
<td>STUDENT</td>
<td>05/23/90</td>
<td>00-C929</td>
<td>M.D.C.C. - NORTH</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. BOTH AN ELECTRONIC AND A PRINTED COPY.</td>
<td></td>
</tr>
<tr>
<td>1234566</td>
<td>2301234566</td>
<td>SAMPLE</td>
<td>STUDENT</td>
<td>05/23/90</td>
<td>37-0041</td>
<td>FRANK HARTSFIELD ELEMENTARY</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT.</td>
<td></td>
</tr>
<tr>
<td>1234567</td>
<td>2301234567</td>
<td>SAMPLE</td>
<td>STUDENT</td>
<td>05/23/90</td>
<td>37-0041</td>
<td>FRANK HARTSFIELD ELEMENTARY</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT.</td>
<td></td>
</tr>
<tr>
<td>1233567</td>
<td>2301233567</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>05/23/90</td>
<td>00-C930</td>
<td>M.D.C.C. - SOUTH</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.</td>
<td></td>
</tr>
<tr>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>05/22/91</td>
<td>00-C931</td>
<td>M.D.C.C. - WOLFSON</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND AFTER GRADES ARE POSTED.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2301234567</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>05/23/90</td>
<td>00-C929</td>
<td>M.D.C.C. - NORTH</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT. PLEASE SEND AFTER GRADES ARE POSTED.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2301234567</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>05/23/90</td>
<td>00-C931</td>
<td>M.D.C.C. - WOLFSON</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2301234567</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>05/23/90</td>
<td>00-C931</td>
<td>M.D.C.C. - WOLFSON</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2301234567</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>05/23/90</td>
<td>00-C930</td>
<td>M.D.C.C. - SOUTH</td>
<td>A PERMANENT RECORD OR TRANSCRIPT HAS BEEN REQUESTED FOR THIS STUDENT, PLEASE SEND A PRINTED COPY ONLY.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
### History: Records Requested / Sent

**Reports of Records Requested/Sent**

<table>
<thead>
<tr>
<th>STUDENT NUMBER</th>
<th>STUDENT NAME</th>
<th>SEND CTY SCHL</th>
<th>DATE SENT</th>
<th>DATE RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000</td>
<td>SAMPLE STUDENT1</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>1111111</td>
<td>SAMPLE STUDENT2</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>2222222</td>
<td>SAMPLE STUDENT3</td>
<td>00U000 SENT TRANSCRIPT</td>
<td>01/14/03</td>
<td></td>
</tr>
<tr>
<td>3333333</td>
<td>SAMPLE STUDENT4</td>
<td>00C000 SENT TRANSCRIPT</td>
<td>01/22/03</td>
<td></td>
</tr>
<tr>
<td>4444444</td>
<td>SAMPLE STUDENT5</td>
<td>960000 UNIDENTIFIED STUDENT</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>5555555</td>
<td>SAMPLE STUDENT6</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>6666666</td>
<td>SAMPLE STUDENT7</td>
<td>SPEEDE SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>7777777</td>
<td>SAMPLE STUDENT8</td>
<td>SPEEDE SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>8888888</td>
<td>SAMPLE STUDENT9</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>9999999</td>
<td>SAMPLE STUDENT10</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>0000001</td>
<td>SAMPLE STUDENT11</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>0000002</td>
<td>SAMPLE STUDENT12</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>0000003</td>
<td>SAMPLE STUDENT13</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>0000004</td>
<td>SAMPLE STUDENT14</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
<tr>
<td>0000005</td>
<td>SAMPLE STUDENT15</td>
<td>960000 SENT PERM/REC</td>
<td>02/27/03</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 5: Transmission Last 30 Days Screen**

The information in the table below is displayed.

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

[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.

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

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
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](image)

▼ Type 2

▼ Enter

The REQUEST PERMANENT RECORD screen will be displayed.
For each Permanent Record you wish to request,

- Type Student ID number.

County Code & School Code.

[No space between codes; e.g., 010151, 00C929]

If you are requesting the Permanent Record, leave the OTHER REQ column blank.

If you have received the electronic transmission of the student’s Permanent Record and want to notify the sending institution that you are still waiting for ESE and/or other non-automated information, type an X in the OTHER REQ column.
The names of the students and the names of the schools will be displayed.

### Figure 3: Request 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 requests electronically via FIRN.
**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](image)

▼ Type **7**

▼ **Enter**

The REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS screen will be displayed.
Requesting Records From Florida Schools

1314-08-M5B9 REQUEST OF PERMANENT RECORD OF STUDENTS NOT IN ISIS

SSN/FLORIDA ID: __________

LAST NAME ______________________
FIRST NAME ________________
MIDDLE NAME ____________

BIRTHDATE __ / __ / __
ETHNIC _
SEX _

REQUEST TO:
COUNTY __
SCHOOL ___

RETURN TO MENU = CLEAR PF1 = SAVE PF12 = RESET SCREEN PA2 = HELP SCREEN

Figure 5: Request of Permanent Record of Students Not In ISIS Screen

Type: Florida ID number (Student's Social Security number plus an X).
Student's Last Name, First Name, Middle Name.
Student's Date of Birth (mm/dd/yy).
Student's Ethnic code and Sex code.
2–digit County Code of the school with the record.
4–digit School Number of the school.

Enter

When all information has been entered correctly,
Press PF1 to save and send requests electronically to FIRN.

Options

PF12 To clear the screen and enter information for another record.
Clear To return to the OUT OF COUNTY ELECTRONIC TRANSFER menu.

Use the HELP screens to find county code and school number.

Requesting Permanent Records

5–7
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.*
<table>
<thead>
<tr>
<th>DATE RUN</th>
<th>TIME RUN</th>
<th>SCHOOL</th>
<th>LOCAL ID</th>
<th>SAMPLE ID</th>
<th>STUDENT NAME</th>
<th>MIDDLE NAME</th>
<th>REQUESTING CITY</th>
<th>MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/27/03</td>
<td>10:36:23</td>
<td>1134567</td>
<td>1301134567</td>
<td>1307754321</td>
<td>Student Name</td>
<td>Middle Name</td>
<td>City</td>
<td>Requested for this student.</td>
</tr>
</tbody>
</table>

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

Figure 6: Outgoing Requests Report

---

**Florida Automated System for Transferring Educational Records**

5–10 Page Revised February 2003 Miami-Dade County Public Schools — Information Technology Services
### Requesting Permanent Records

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

<table>
<thead>
<tr>
<th>LOCAL ID</th>
<th>FLORIDA ID</th>
<th>STUDENT NAME</th>
<th>BIRTH DATE</th>
<th>SEX</th>
<th>RACE</th>
<th>REQUEST DATE</th>
<th>CYT SCH</th>
<th>MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>122456789X</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>11/08/78</td>
<td>F</td>
<td></td>
<td>16-1621</td>
<td></td>
<td>ALL RECORDS ARE BEING SENT ELECTRONICALLY.</td>
</tr>
<tr>
<td>122456789X</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>11/08/78</td>
<td>F</td>
<td></td>
<td>16-1621</td>
<td></td>
<td>THE REQUESTED STUDENT RECORD IS NOT BEING SENT, THE STUDENT CANNOT BE IDENTIFIED BASED ON THE INFORMATION SUPPLIED.</td>
</tr>
<tr>
<td>122456789X</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>11/08/78</td>
<td>F</td>
<td></td>
<td>16-1621</td>
<td></td>
<td>THE REQUESTED RECORD CANNOT BE SENT ELECTRONICALLY. THE SCHOOL WILL BE SENDING A PRINTED COPY.</td>
</tr>
<tr>
<td>122456789X</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>11/08/78</td>
<td>F</td>
<td></td>
<td>16-1621</td>
<td></td>
<td>THE REQUESTED RECORD CANNOT BE SENT AT THIS TIME. PLEASE HAVE THE STUDENT CONTACT THE SCHOOL.</td>
</tr>
<tr>
<td>122456789X</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>11/08/78</td>
<td>F</td>
<td></td>
<td>16-1621</td>
<td></td>
<td>STUDENT TENTATIVELY IDENTIFIED, BUT DISCREPENCIES EXIST. PLEASE REVIEW YOUR RECORDS AGAINST SENDING SCHOOL'S RECORD.</td>
</tr>
<tr>
<td>122456789X</td>
<td>SAMPLE</td>
<td>STUDENT MIDDLE</td>
<td>11/08/78</td>
<td>F</td>
<td></td>
<td>16-1621</td>
<td></td>
<td>PORTIONS OF THE REQUESTED RECORD ARE BEING SENT ELECTRONICALLY AND THE SCHOOL WILL BE SENDING A PRINTED COPY OF THE RE-</td>
</tr>
</tbody>
</table>

---

**Figure 7: Incoming Responses Report**

DATE RUN 01/27/03
TIME RUN 08.42.51
SCHOOL - 6761  REDLAND MIDDLE

Page Revised February 2003
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.

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.

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

The help screens are reproduced on the following pages.
**Help Screens**

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

<table>
<thead>
<tr>
<th>ACTION CODE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ALL OF STUDENT’S RECORD IS BEING SENT ELECTRONICALLY</td>
</tr>
<tr>
<td>B</td>
<td>SENDING STUDENT’S RECORD ELECTRONICALLY AND SCHOOL IS ALSO SENDING A PRINTED COPY</td>
</tr>
<tr>
<td>C</td>
<td>CANNOT SEND STUDENT’S RECORD AT THIS TIME, PLEASE CONTACT SCHOOL</td>
</tr>
<tr>
<td>D</td>
<td>RECORD BEING SENT TO BOTH THE REQUESTING INSTITUTION AND TO THE DOE TEACHER CERTIFICATION OFFICE</td>
</tr>
<tr>
<td>E</td>
<td>RECORD BEING SENT FOR EMPLOYMENT PURPOSES</td>
</tr>
<tr>
<td>H</td>
<td>SCHOOL SENDING PRINTED COPY OF STUDENT’S RECORD</td>
</tr>
<tr>
<td>S</td>
<td>SENDING STUDENT’S RECORD ELECTRONICALLY, ADDITIONAL INFORMATION BEING SENT IN PRINTED FORM</td>
</tr>
<tr>
<td>X</td>
<td>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’)</td>
</tr>
</tbody>
</table>

RETURN TO SCREEN = CLEAR

**Figure 1: School Help Screen**

**Help Menu**

<table>
<thead>
<tr>
<th>ACTION CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF1</td>
<td>DISTRICT SCREEN</td>
</tr>
<tr>
<td>PF2</td>
<td>DISTRICT/SCHOOL SCREEN</td>
</tr>
<tr>
<td>PF3</td>
<td>SCHOOL ACTION CODES (* FOR USE IN SEND TRANSCRIPT/PERMANENT RECORD)</td>
</tr>
<tr>
<td>PF4</td>
<td>UNIDENTIFIED STUDENT CODES (* FOR USE IN UNIDENTIFIED STUDENTS)</td>
</tr>
<tr>
<td>PF5</td>
<td>INDIVIDUAL SCHOOL INFORMATION SCREEN</td>
</tr>
<tr>
<td>PF6</td>
<td>SPEEDE/EXPRESS ADDRESSES</td>
</tr>
</tbody>
</table>

RETURN TO SCREEN = CLEAR

**Figure 2: Help Menu Screen**
The following help screens are accessed from the HELP MENU.

### District Screen

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

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

---

**Figure 3: District Screen**

**Figure 4: District Screen**
Help Screens

District/School 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,

\[\text{Press } \text{Clear} \text{ to return to the HELP MENU.}\]

\[\text{Press } \text{PF1} \text{ to display the list of Florida School Districts.}\]
Help Screens

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

1. Type district number.
2. Tab to SCHOOL NAME.
3. Type school name.
4. Enter

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

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 6: District/School Screen

Figure 7: District/School Help Screen

Clear to return to the HELP MENU.
Help Screens

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.

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.

\[\text{▼} \quad \text{Tab} \quad \text{to SCHOOL NAME.}\]

\[\text{▼} \quad \text{Type school name.}\]

\[\text{▼} \quad \text{Enter}\]

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

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.

Figure 11: District/School Help Screen

■ Clear to return to the HELP MENU.
Help Screens

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

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Sending Student’s Record Unsolicited</td>
</tr>
<tr>
<td>C</td>
<td>Sending a Corrected or Updated Student Record</td>
</tr>
<tr>
<td>J</td>
<td>Sending Student’s Record for a Joint Program, Articulated Agreement or Similar Arrangement</td>
</tr>
<tr>
<td>E</td>
<td>Sending at Student’s Request for Employment Purposes</td>
</tr>
<tr>
<td>F</td>
<td>Sending Student’s Record Both to DOE Teacher Certification Office and County/School</td>
</tr>
</tbody>
</table>

RETURN TO SCREEN = CLEAR

Figure 12: School Action Screen

Unidentified Student Codes

<table>
<thead>
<tr>
<th>Action Codes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For use in Unidentified Students</td>
</tr>
<tr>
<td></td>
<td>Take 1 of following actions for each student</td>
</tr>
<tr>
<td>1. ENTER STUDENT ID</td>
<td></td>
</tr>
<tr>
<td>2. ENTER ALL ‘D’S IN STUDENT ID FIELD, INDICATING STUDENT CANNOT BE IDENTIFIED</td>
<td></td>
</tr>
<tr>
<td>3. ENTER ALL ‘H’S IN STUDENT ID FIELD, INDICATING ONLY A PRINTED COPY OF STUDENT’S RECORDS IS BEING SENT</td>
<td></td>
</tr>
</tbody>
</table>

Figure 13: Unidentified Student Codes Screen
**Individual School Information**

![Individual School Information Screen]

**Figure 14: Individual School Information Screen**

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

- **Enter** *(In this sample, School Number "00U973" was typed.)*

![Individual School Information Screen]

**Figure 15: Individual School Information Screen**