

Talented Twenty Program Tip Sheet for Submitting Data

TRANSCRIPTS

Transcripts may be transmitted each year for the Talented Twenty Program beginning on **February 10, 2020 through March 27, 2020.**

- Do not wait until the last week to submit transcripts in case there are issues/corrections that need to be made.
- Take into account Spring Break and the March deadline when submitting transcripts.
- Be on time. Extending a deadline affects other districts, schools and ultimately the student.

The first point of contact for a high school counselor should always be your district MIS office when needing assistance.

- If submitting multiple transcripts in one day, the system will only process the last transcript sent.
For example:
If a transcript is sent to Talented Twenty (message type=Q20) and then the same transcript is sent again to Bright Futures (message-type=Q01), the daily batch job will only process the later transcript which is the Bright Futures transcript.
- When sending to Talented Twenty (message type=Q20), the transcript will automatically be sent to Bright Futures as well.
- Transcripts are processed nightly Monday-Thursday at 11:00 pm and Saturday 6:00 pm. If transcripts are sent after these times, they will be processed the next day. If you do not see a submitted transcript on the Talented Twenty Program website and you are sure you sent it, wait to check for it the next day, and/or check for the transcript on the FASTER Aging Report and the FASTER X01 Error Report. If submission errors are found, correct the errors and resubmit the transcript. Contact your district Management Information System office for assistance.

COURSE LISTING TIPS

- If the course is not listed, then we did not receive the course in the submitted transcript.
- Make sure the course can be used to meet SUS subject area requirements. Some courses cannot be used.
- When submitting courses in progress, the credit attempted must be populated. The grade will show as 'IP' in the course listing.
- Virtual courses must be submitted by the district to get credit for a subject area.
- The credit attempted and credit earned must be populated so FDOE will know how to count the credit for the course.
- Review the course listing to see if corrections to course information need to be resent in the transcript.

TALENTED TWENTY ONLINE SYSTEM

Talented Twenty Program website: <https://sso.osfaffelp.org/Talented20/login> – a secure website accessed by district users and high school counselors assigned to submit the required data for the Talented Twenty Program.

- If you have forgotten your password or need to change your password, use the options on the Login Menu.
- After 3 unsuccessful log in attempts, your login id will be locked and you must contact Susanne.VanGaasbeek@fldoe.org or Misty.Bradley@fldoe.org to unlock it.

DOWNLOAD ADDRESSES FOR ELIGIBLE TOP 20 PERCENT OF STUDENTS (FOR CURRENT SCHOOL)

- The addresses to be downloaded for eligible students, on the website, will be available the first Monday of April, after the submission window has been closed.
- Please wait until the final posting of the eligible students to send out the Talented Twenty Program award letters.

EVALUATION SUMMARY FOR TOP 20 PERCENT OF STUDENTS

- The listing of graduating seniors is sorted alphabetically by the student's last name.
- If a student is ineligible, the number of missing credits will be displayed under the six subject area categories.
- Click on the Status, highlighted in blue, to view a course listing of how the courses are used to meet the Talented Twenty Program subject area requirements.

EVALUATION SUMMARY FOR ALL STUDENTS (FOR CURRENT SCHOOL)

- The listing of graduating seniors is sorted in descending order by GPA.
- The GPA is an un-weighted calculation based on the credits used in satisfying the 18- or 24-credit state graduation requirement.
- Click on the GPA, highlighted in blue, to view a course listing of how the courses are used to meet the Talented Twenty Program subject area requirements.