

## MEMORANDUM

August 29, 2002

TO: All Senior High Principals

FROM: Information Technology Services  
Office of Information Technology

SUBJECT: **BRIGHT FUTURES 8<sup>TH</sup> SEMESTER PROCESSING**

Between July 5 and July 12, 2002, Information Technology Services (ITS) sent a file of **all seniors** to the Bright Futures 8th Semester *Practice* System (*Practice*–2002 summer evaluation). On July 15, all students who were previously sent to 2002 Bright Futures 7<sup>th</sup> Semester *Production* (*Production* - 2002 early evaluation) were automatically sent to 2002 Bright Futures 8<sup>th</sup> Semester *Production* (*Production* - 2002 summer evaluation). All students can be viewed on the Bright Futures website at [www.firn.edu/doe/brfuture](http://www.firn.edu/doe/brfuture). A student will appear on the Response screen in the FASTER system when the student could not be evaluated by the Bright Futures system because there was missing, incorrect or conflicting information between ISIS and the student's State Student Financial Aid Database (SSFAD) application or a previous Bright Futures evaluation. Schools must review the available reports for Bright Futures and FASTER messages and take appropriate action to resolve these issues. Student records that have FASTER errors will appear on the Response Edit Error Report. Bright Futures students who were not evaluated during the Bright Futures process by the Department of Education will appear on the Electronic Transcript Incoming Requests Report with messages regarding the reason the student was not evaluated. The following should occur:

- Schools must review the messages for 8<sup>th</sup> Semester *Practice* and/or *Production*. The majority of the practice messages are due to the fact that a number of students already exist in the 2003 Early Evaluation *Practice* System (7th Semester *Practice*) because they were sent as 11<sup>th</sup> graders last fall and have since been changed to 12<sup>th</sup> grade. If the student exists in 2003 *Practice*, the record must be deleted. To have the 2003 *Practice* record deleted, contact Ms. Sylvia R. Godoy, Educational Specialist, Student Services, at [Sgodoy@sbab.dade.k12.fl.us](mailto:Sgodoy@sbab.dade.k12.fl.us). After notification is received that the record has been deleted, send the student to Bright Futures 8th Semester through the COURSE TRANSFER/CREDIT EVALUATION SYSTEM in ISIS; Selection 8; SEND TRANSCRIPT-FLORIDA BRIGHT FUTURES. This will send the student to *Production* and will insure that the record will not be lost.
- Action Code 'C' for removing a student transcript request has been added to the list of Action Codes to be used on the Response Screen. When Action Code 'C' is used a message will be sent to Bright Futures that you are not processing the student. **Use Action Code 'C' cautiously. When used, this will eliminate the student from Bright Futures processing.** If a student is eliminated by mistake, please contact Systems User Support at 305-995-3705(0) as soon as possible.

You may use Action Code 'C' when resolving Bright Futures problems as follows:

1. To remove the 11<sup>th</sup> grade transcript requests that have been deleted from the 2003 *Practice* system by Ms. Godoy.
2. If the requested Cty-Schl (County-School) message is 95-0280 – 2002 Bright Future 8<sup>th</sup> Semester *Practice* and it is determined that the student is not a candidate for Bright Futures evaluation (did not file an application on the SSFAD and/or does not meet Bright Futures qualifications). The 2003 *Practice* system includes all seniors and therefore you will have some students that do not meet requirements. You are not required to process these students if they did not file a Florida Financial Aid Application (FFAA).
3. If the requested City-School message is 95-0271 – 2002 Bright Futures 7th Semester *Production*.

4. If the student had a Florida ID with 130XXXXXXX or an incorrect Social Security Number on the Incoming Requests Report and the student is being sent through ISIS Selection 8.
- If the Student is a candidate for Bright Futures, locate the message on the Electronic Transcript Incoming Requests Report. Schools should refer to the "Incoming Requests" Report Messages and Problem-Solving Guide handouts given to school personnel at the various meetings held by the Division of Student Services for possible problem resolutions. A copy of these messages and guide can be obtained by calling Ms. Godoy 305-995-7320.

SPECIAL NOTE: Please be advised that the Bright Futures office has confirmed that August graduates are considered current year graduates and therefore, are eligible for 8<sup>th</sup> semester Bright Futures evaluation. Review the FFAA status of your current August graduates in your school's Bright Futures 2002 Summer *Practice* or *Production* database and send a list of the students that have submitted their FFAA to Ms. Godoy at: [sgodoy@sbab.dade.k12.fl.us](mailto:sgodoy@sbab.dade.k12.fl.us) for processing. Please include the student's full name and their Social Security number.

If you have any questions regarding the Electronic Transcript System, please call Support Services at 305-995-3705(0). If you have questions regarding Bright Futures or State Student Financial Aid Database, please call Ms. Godoy, at 305-995-7320.