

2016-17

Self-Study Training Manual
Online Transcript Entry
and Evaluation System
(OTEEs)
Private Schools

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A. Introduction

The Online Transcript Entry and Evaluation System (OTEES) is an electronic system used to evaluate official transcript data submitted by Florida public high schools and eligible private schools to the Florida Department of Education (FDOE). OTEES evaluates transcript data and makes available an evaluation report for students in grades 9 - 12.

OTEES allows counselors to:

- Provide evaluation reports to students and parents; and
- Match **Florida Financial Aid Applications** (FFAA) to student transcript records.

Private high schools enter transcript data manually. Transcripts should be updated in OTEES three times per year:

- Fall, after schedules are finalized;
- Start of second semester; and
- End of school year.

B. Evaluations

Early Evaluation is an evaluation after the 7th semester of a student's senior year. Information submitted from grade 9 through the end of the first semester of the senior year is called Early Evaluation.

During Early Evaluation counselors may:

- Update and correct information on student transcripts;
- Provide transcript audits to discuss academic progress with students including grade point average (GPA) and ACT®/SAT® test scores through January 31;
- Match demographics on the FFAA and transcript;
- Enter service hours earned on or before January 31 of the senior year; and
- Submit courses in progress for the 8th semester.

Official college entrance exam scores on the ACT®/SAT® are received from the test repository and displayed on the Student Evaluation Report.

Final Evaluation is an evaluation following the 8th semester of a student's senior year. This evaluation includes transcript data from all high school coursework submitted, including the total service hours and test scores through June 30.

During the final evaluation counselors may:

- Update and correct information on student transcripts;
- Match demographic data on the FFAA and the transcript; and
- Enter service hours earned through June 30 of the senior year.

Official college entrance exam scores on the ACT®/SAT® are received from the test repository and displayed on the Student Evaluation Report.

Finish data clean-up and processing before leaving at the end of the school year as initial eligibility Final Evaluation processes run during the summer months.

Mid-year Graduates are students who graduate between September 1 and January 31 of an academic year and plan to enroll at an eligible Florida postsecondary institution in the spring of the same academic year. For example, a mid-year graduate who desires funding for the spring of 2018 must complete the 2017-18 FFAA by August 31, 2017. The student must meet all scholarship requirements applicable for the academic year in which the student graduates. Service hours completed by high school graduation and test scores for test dates through January 31 will be considered in a mid-year graduate's final evaluation. If a student does not graduate mid-year as planned, the student must submit an FFAA for the following academic year.

C. Navigating to the Online Transcript Entry and Evaluation System (OTEES)

Accessing OTEES

- From www.FloridaStudentFinancialAid.org, go to **State Grants, Scholarships & Applications**
- Select **Bright Futures Scholarship***



Welcome to **Florida Student Scholarship & Grant Programs**

1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

State Programs Home	Applications and Updates	Financial Aid Resources	Postsecondary Institutions	High Schools	State Program Links
What's New Florida Legislative Updates and History of Financial Aid Changes	STATE SCHOLARSHIP AND GRANT PROGRAMS <p>The Florida Department of Education, Office of Student Financial Assistance (OSFA), administers a variety of state-funded grants and scholarships to assist Florida residents with the cost of their postsecondary education. Below is a list of grant and scholarship programs administered by OSFA. Students must submit a completed Florida Financial Aid Application (FFAA) to OSFA for programs denoted by an asterisk (*).</p> <ul style="list-style-type: none">Access to Better Learning and Education (ABLE) GrantBright Futures Scholarship*First Generation Matching Grant				
Applicant Quick Links Student Application (for new applicants) View Student Financial Aid History Update My Demographics Check My Status Reinstatement/Restoration					

- Under **Administrator Quick Links**, select **Login to the Online Transcript Entry and Evaluation System**.



Welcome to
Florida Student Scholarship
& **Grant Programs**

1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

[State Programs Home](#) [Applications and Updates](#) [Financial Aid Resources](#) [Postsecondary Institutions](#) [High Schools](#) [State Program Links](#)

Applicant Quick Links

- [Student Application \(for new applicants\)](#)
- [View Student Financial Aid History](#)
- [Update My Demographics](#)
- [Check My Status](#)
- [Reinstatement/Restoration Application \(for returning students\)](#)

Administrator Quick Links

- [Login to the Online Transcript Entry and Evaluation System](#)
- [Bright Futures Course Table \(BFCT\)](#)

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement.

[2016 Bright Futures Florida Legislative Changes](#)

Bright Futures Student Handbook:

Chapter 1: Initial Eligibility Requirements

- Requirements for Scholarship Types (FAS, FMS, GSV, GSC)
- Non-Traditional Students (home-educated, GED, out-of-state, mid-year)

- Authorized users will be required to login with their assigned User ID and password to access the secure pages within OTEES.

After signing onto OTEES for the first time, the password must be changed. If you are unable to use the “Forgot your Password?” prompt, contact a Security Designee for assistance.



Florida Bright Futures Scholarship Program

Online Transcript Entry and Evaluation System (OTEES)

Florida Department of Education
Office of Student Financial Assistance (OSFA)

Florida Bright Futures Scholarship Program

User ID: [Forgot your User ID?](#)

Password: [Forgot your Password?](#)

[Login](#)

OSFA
Office of Student Financial Assistance

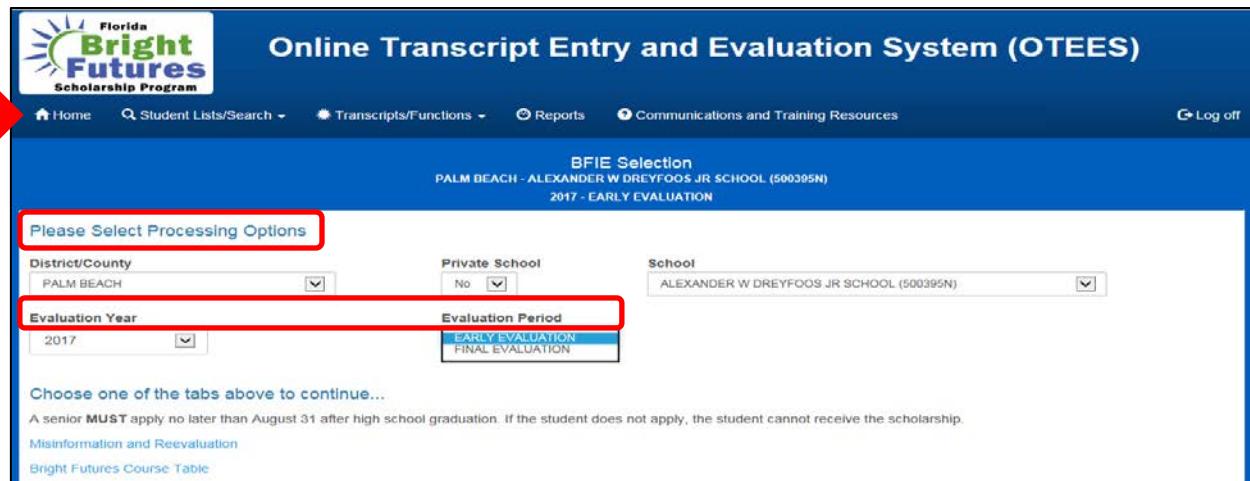
Contact Us

1-888-827-2004
(Toll-Free)

osfa@fldoe.org

D. OTEES Home Page

Please Select Processing Options provides a drop-down menu for the Evaluation Year and Evaluation Period. The **Evaluation Year** is the student's expected year of graduation. For example, students graduating during the 2016-17 academic year will have an **Evaluation Year of 2017**. Use the drop-down arrows in the processing option fields to make selections. Use the menu bar and embedded links for navigating after choosing the processing options.



E. Transcripts/Functions

Transcripts/Functions allow private school counselors access to manually enter transcript data and update the graduation date for all current year graduates.

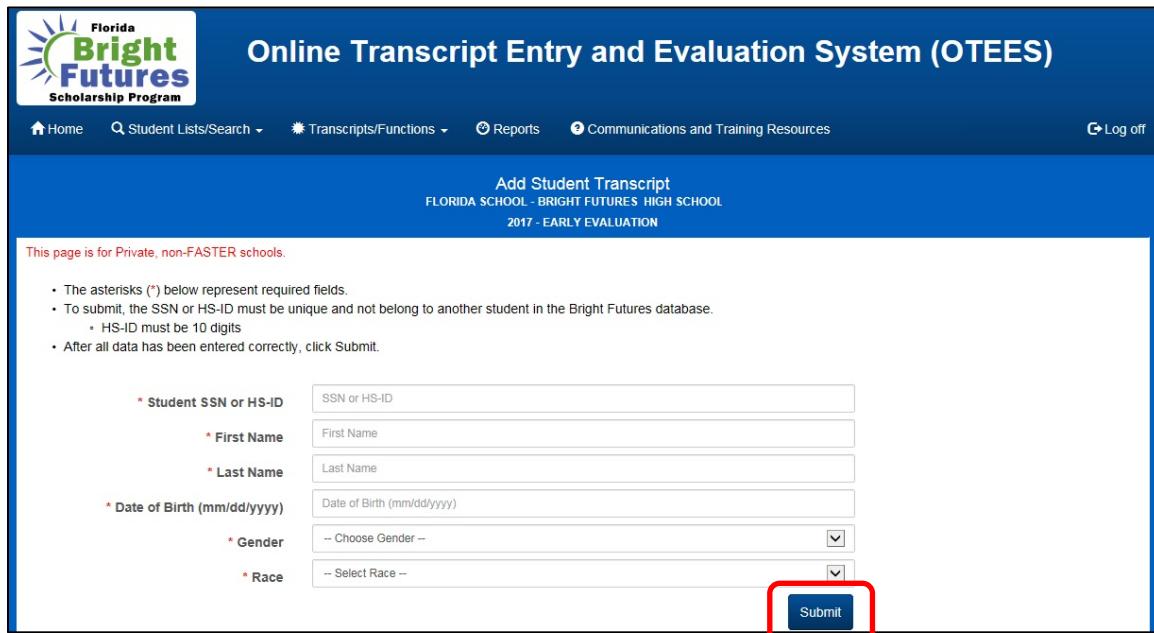
1. Add Student Transcript

Under the **Transcripts/Functions** tab, select **Add Student Transcript**.



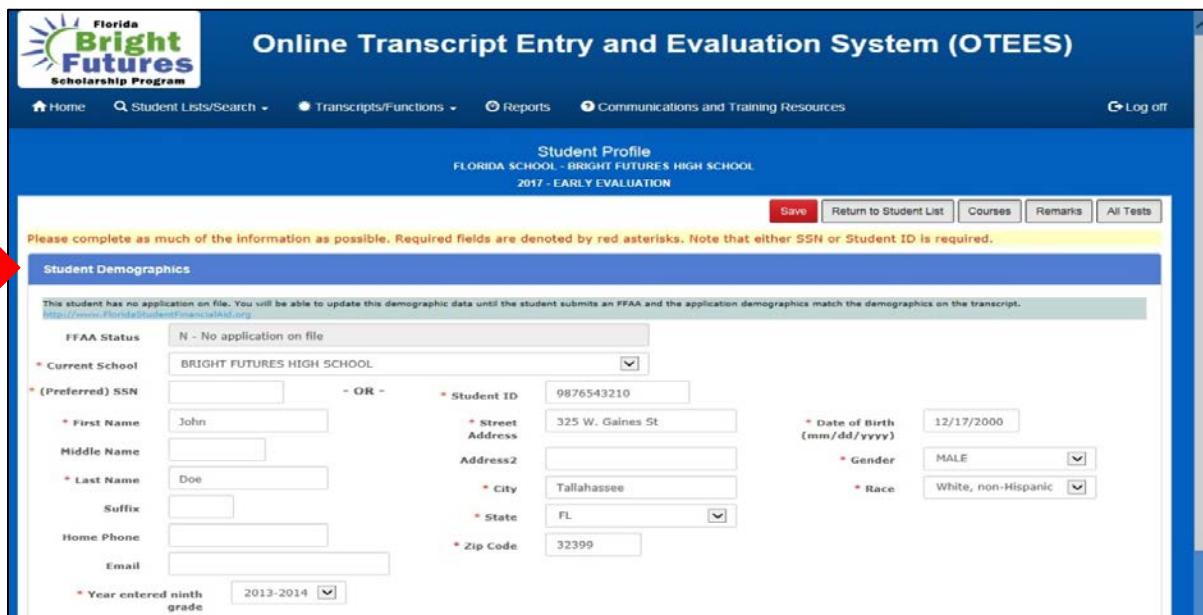
The **Add Student Transcript** screen will display. All student demographic fields, denoted by red asterisks, are required to proceed and used to match the student's transcript with their **Florida Financial Aid Application (FFAA)**. The first field, **Student SSN or HS-ID**, requires either the

student's unique Social Security Number (SSN) or a unique 10 digit High School Identifier (HS-ID). After all data has been correctly entered, select the blue Submit button.



The screenshot shows the 'Add Student Transcript' page of the OTEES system. The page title is 'Online Transcript Entry and Evaluation System (OTEES)'. The sub-section title is 'Add Student Transcript'. The sub-section subtitle is 'FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL 2017 - EARLY EVALUATION'. A note at the top left says 'This page is for Private, non-FASTER schools.' Below this are several input fields with red asterisks indicating required fields: 'Student SSN or HS-ID', 'First Name', 'Last Name', 'Date of Birth (mm/dd/yyyy)', 'Gender', and 'Race'. At the bottom right is a blue 'Submit' button, which is highlighted with a red rectangular box.

After the student demographics are successfully submitted on the **Add Student Transcript** screen, the **Student Profile** screen will display. If the student has an **FFAA** on file, the remaining student demographics will automatically be prefilled on the **Student Profile** screen. If there is no **FFAA** on file for the student, you will be prompted to enter the remaining student demographics in the required fields, denoted by red asterisks. Once all required student demographic fields are filled, select the red **Save** button at the top of the screen.

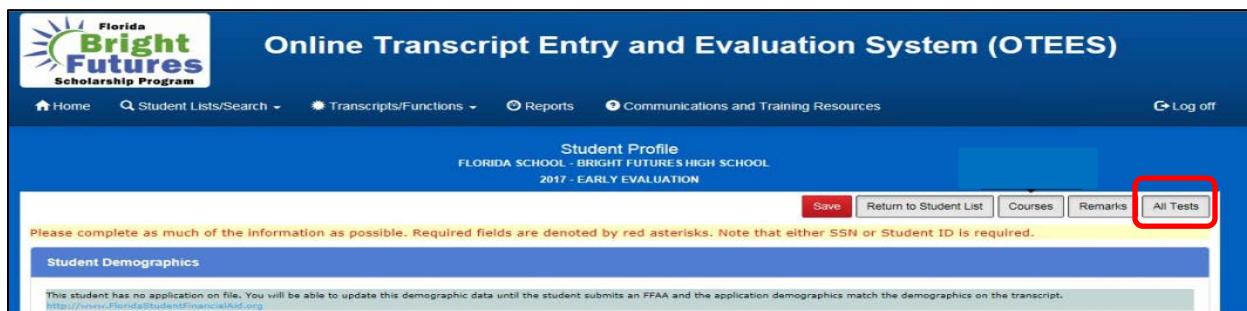


The screenshot shows the 'Student Profile' page of the OTEES system. The page title is 'Online Transcript Entry and Evaluation System (OTEES)'. The sub-section title is 'Student Profile'. The sub-section subtitle is 'FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL 2017 - EARLY EVALUATION'. At the top right are buttons for 'Save', 'Return to Student List', 'Courses', 'Remarks', and 'All Tests'. A red arrow points to the 'Save' button. Below this is a note: 'Please complete as much of the information as possible. Required fields are denoted by red asterisks. Note that either SSN or Student ID is required.' The main section is 'Student Demographics', which includes fields for 'FFAA Status' (N - No Application on file), 'Current School' (BRIGHT FUTURES HIGH SCHOOL), '(Preferred) SSN' (red asterisk), 'First Name' (John), 'Middle Name' (Doe), 'Last Name' (Doe), 'Suffix' (None), 'Home Phone' (None), 'Email' (None), 'Year entered ninth grade' (2013-2014), 'Student ID' (9876543210), 'Street Address' (325 W. Gaines St), 'Address2' (None), 'City' (Tallahassee), 'State' (FL), 'Zip Code' (32399), 'Date of Birth (mm/dd/yyyy)' (12/17/2000), 'Gender' (Male), and 'Race' (White, non-Hispanic).

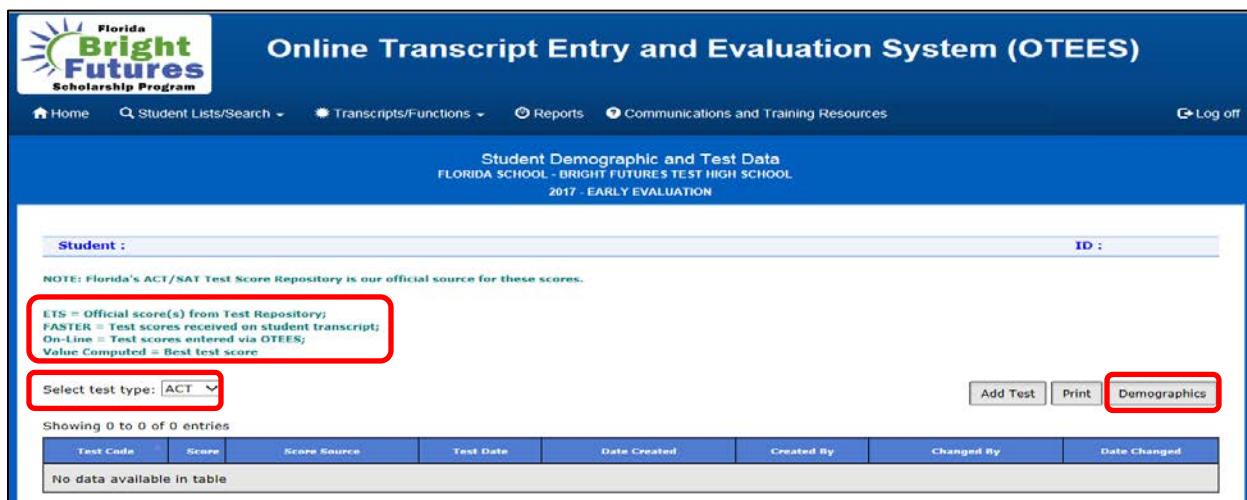
A pop up Web Message box will display confirming **Student Demographics and Education has been saved!** Select Ok.



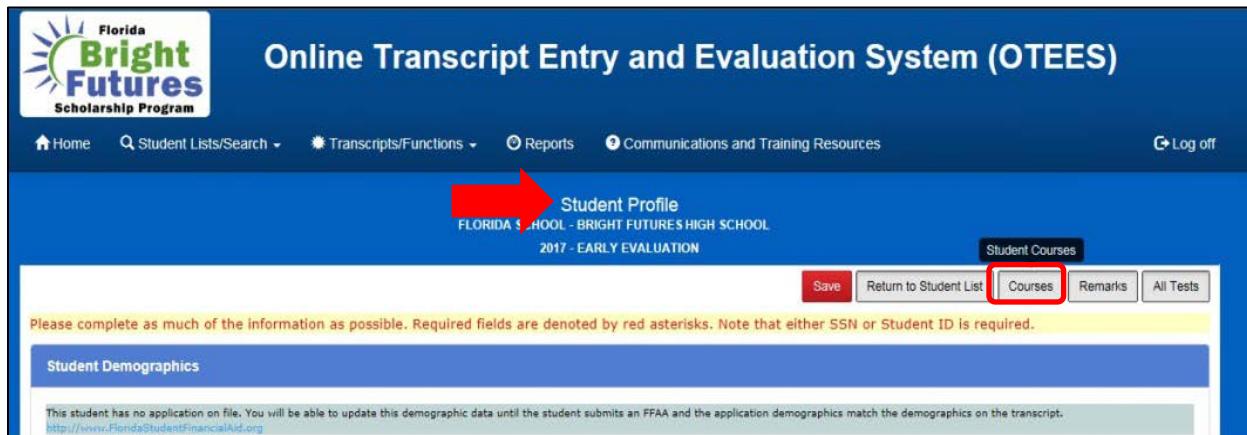
To view or edit test scores, choose **All Tests** at the top of the **Student Profile** screen.



The Legend at the top of the page assists with interpretation of Score Source and Value Computed (Score). **Select test type** provides access to ACT®, SAT® and PERT test scores. **Demographics** is used to return to the previous page.



Access to add a course is located at the top of the **Student Profile** screen by selecting **Courses** or on the **List of Students** screen by selecting the **Action** code **C (Course Summary)**.



Florida Bright Futures Scholarship Program

Online Transcript Entry and Evaluation System (OTEES)

Home Student Lists/Search Transcripts/Functions Reports Communications and Training Resources Log off

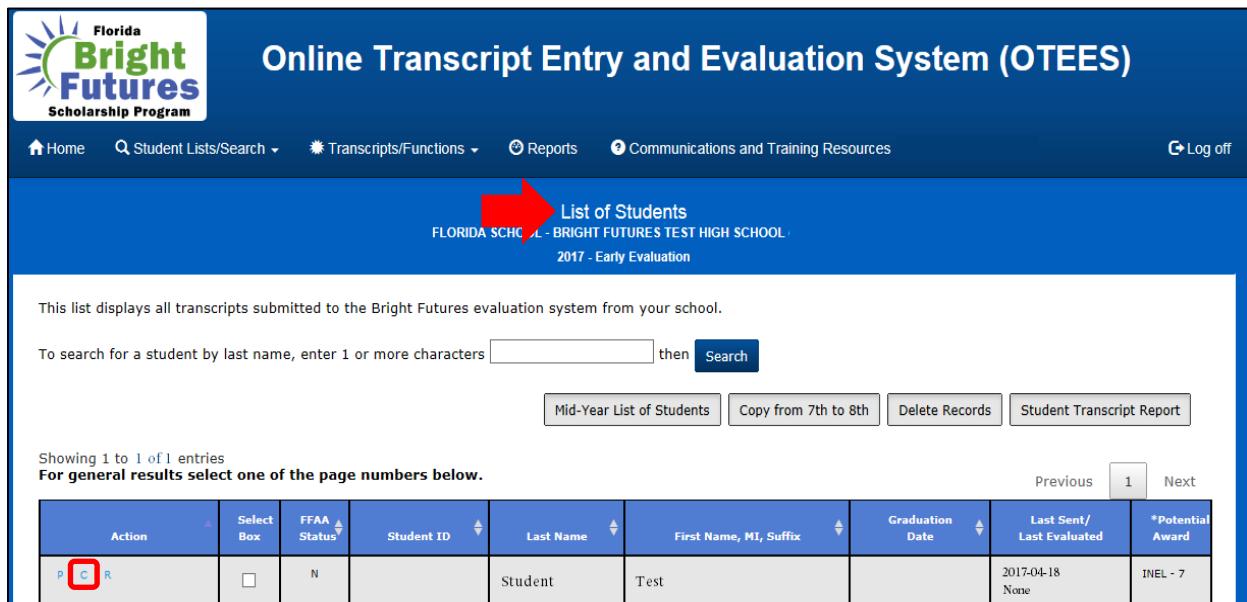
Student Profile
FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL
2017 - EARLY EVALUATION

Save Return to Student List Courses Remarks All Tests

Please complete as much of the information as possible. Required fields are denoted by red asterisks. Note that either SSN or Student ID is required.

Student Demographics

This student has no application on file. You will be able to update this demographic data until the student submits an FFAA and the application demographics match the demographics on the transcript.
<http://www.FloridaStudentFinancialAid.org>



Florida Bright Futures Scholarship Program

Online Transcript Entry and Evaluation System (OTEES)

Home Student Lists/Search Transcripts/Functions Reports Communications and Training Resources Log off

List of Students
FLORIDA SCHOOL - BRIGHT FUTURES TEST HIGH SCHOOL
2017 - Early Evaluation

This list displays all transcripts submitted to the Bright Futures evaluation system from your school.

To search for a student by last name, enter 1 or more characters then **Search**

Mid-Year List of Students Copy from 7th to 8th Delete Records Student Transcript Report

Showing 1 to 1 of 1 entries
For general results select one of the page numbers below.

Action	Select Box	FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Graduation Date	Last Sent/Last Evaluated	*Potential Award
P C R	<input type="checkbox"/>	N		Student	Test		2017-04-18 None	INEL - 7

Previous 1 Next

The **Student Credit Summary** screen will display. On the chart displaying the summary of the total **Credits Earned** by academic **School Year**, under the **School Year** column, select one of the school year links to enter/update the courses taken (or that will be taken) by the student during that academic School Year.



Online Transcript Entry and Evaluation System (OTEES)

[Home](#)[Student Lists/Search](#)[Transcripts/Functions](#)[Reports](#)[Communications and Training Resources](#)[Log off](#)

Student Credit Summary FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL 2017 - EARLY EVALUATION

[Return to Student List](#) [Demographics](#) [Remarks](#)

Student : JOHN DOE ID : 9876543210

Select one of the school year buttons below to enter/update the courses taken by the student during that year. High school courses taken during middle school must be flagged with a '9'.

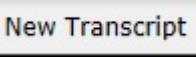
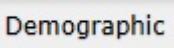
School Year	Courses	Credits Earned	Credits Earned Plus Credits in Progress
2010-2011	0	0.00	0.00
2011-2012	0	0.00	0.00
2012-2013	0	0.00	0.00
2013-2014	0	0.00	0.00
2014-2015	0	0.00	0.00
2015-2016	0	0.00	0.00
2016-2017	0	0.00	0.00
	0	0.00	0.00

The **Student Courses** screen will display a table for the academic **School Year** selected. Use the **School Year** drop down box to display a table for a different academic **School Year**. Links to the **Bright Futures Course Table**, **DOE Course Description** and **DOE Vocational Course Descriptions** are located on the right side of the screen.

NOTE: 8th semester courses should be flagged as courses in the 7th semester.

Save	Delete	New Transcript	Course Summary	Demographic	Remarks		
State Course Number	State Course Name	Local Course Title	Subject	On Line	Course Flags	Final Grade	Credits
				✓	N ✓	✓	✓
				✓	N ✓	✓	✓
				✓	N ✓	✓	✓
				✓	N ✓	✓	✓
				✓	N ✓	✓	✓
				✓	N ✓	✓	✓
				✓	N ✓	✓	✓

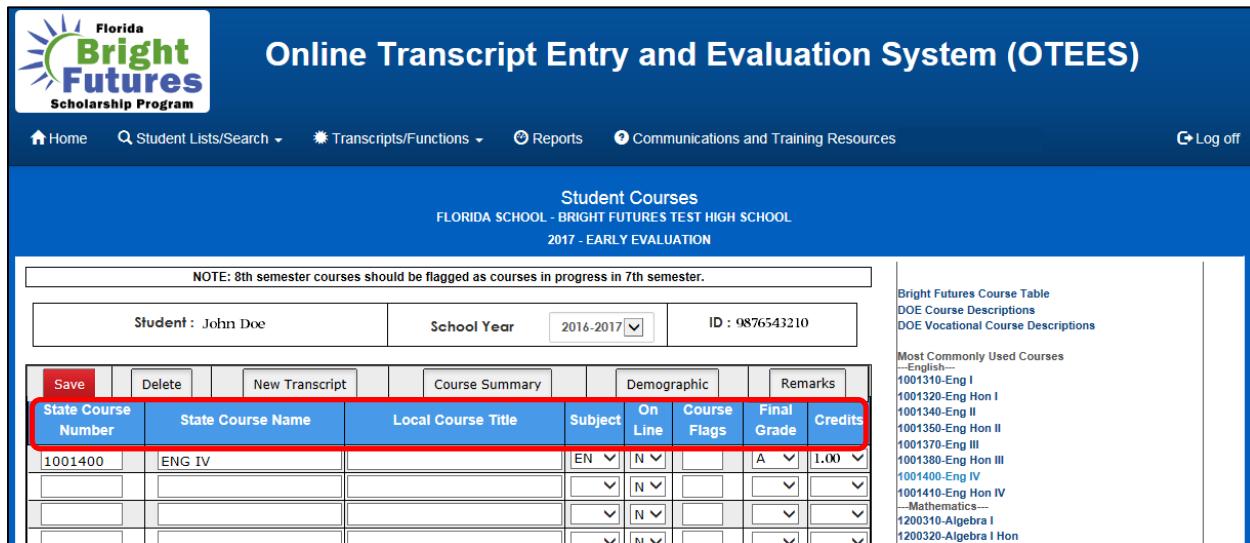
Most Commonly Used Courses
---English---
1001310-Eng I
1001320-Eng Hon I
1001340-Eng II
1001350-Eng Hon II
1001370-Eng III
1001380-Eng Hon III
1001400-Eng IV
1001410-Eng Hon IV
---Mathematics---
1200310-Algebra I Hon
1200320-Algebra II
1200330-Algebra II Hon
1200340-Algebra II Hon
1206310-Geometry
1206320-Geometry Hon
1202340-Pre-Calculus
1211300-Trigonometry

<u>Button</u>	<u>Description</u>
	Saves the courses entered in the table.
	Irrevocably deletes all courses in that academic school year for the student.
	Displays the Add Student Transcript screen.
	Displays the Student Credit Summary screen for the student.
	Displays the Student Profile screen for the student.

<u>Column Header</u>	<u>Description</u>
State Course Number	The seven character course number uniquely identifies the course within the state of Florida. Course numbers with numeric characters are secondary courses and courses that include alpha characters are postsecondary (dual enrollment) courses. Lists of the most commonly used courses by subject area are on the right side of the screen. Selecting a course from the commonly used courses list auto-fills the table with the State Course Number, State Course Name and Subject area.
State Course Name	The title of the course may be abbreviated.
Local Course Title	The title of the course assigned by the high school.
Subject	The course subject area as designated by Course Code Directory (CCD). The course subject area as designated by State University System (SUS).
OnLine	N (no) Y (yes)
Course Flags	High school courses taken during middle school must be flagged with a '9'. The 8 th semester courses should be flagged as courses in progress in 7 th semester with a 'P'.
Final Grade	The fall and spring grade the student earned for each term.
Credits	The maximum credit a student earned for the given course. Each line can have a maximum of .5 credits assigned. Entering 1 credit will automatically split the course line into two separate lines and assign each line a value of .5 credits.

To use the **Most Commonly Used Courses** list, select the next available field under the **State Course Number** column then select a course from the **Most Commonly Used Courses**. The following columns will auto-fill: **State Course Number**, **State Course Name** and **Subject**. The State Course Number, State Course Name and Subject can all be entered manually as well.

Enter data in the Course Flags column as necessary. High school courses taken during middle school must be flagged with a '9'. The 8th semester courses should be flagged as courses in progress in 7th semester with a 'P'. You will need to select the **Final Grade** and **Credits** from the corresponding drop down box.

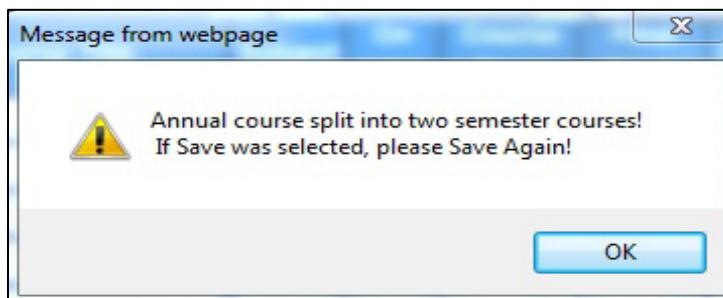


NOTE: 8th semester courses should be flagged as courses in progress in 7th semester.

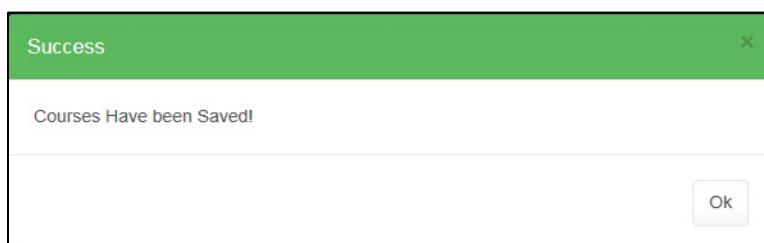
Student : John Doe		School Year	2016-2017	ID : 9876543210					
Save	Delete	New Transcript	Course Summary		Demographic		Remarks		
State Course Number	State Course Name	Local Course Title	Subject	On Line	Course Flags	Final Grade	Credits		
1001400	ENG IV		EN	N		A	1.00		

Bright Futures Course Table
DOE Course Descriptions
DOE Vocational Course Descriptions
Most Commonly Used Courses
—English—
1001310-Eng I
1001320-Eng Hon I
1001340-Eng II
1001350-Eng Hon II
1001370-Eng III
1001380-Eng Hon III
1001400-Eng IV
1001410-Eng Hon IV
—Mathematics—
1200310-Algebra I
1200320-Algebra I Hon

After selecting 1 credit from the drop down box and selecting Save or another field a pop-up Message box will appear, indicating **Annual course split into two semester courses! If Save was selected, please Save Again!**



To save data entered in the table, the State Course Number, State Course Name, Subject, Final Grade, and Credits columns must be complete. Select Save and a pop-up message box will display, indicating **Courses Have been Saved!**

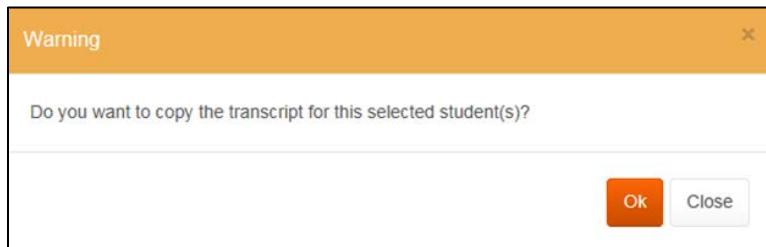


When 7th (Early) semester transcript data has been entered and 8th (Final) semester courses flagged as in progress (Courses Flags column – “P”) the user may copy the transcript by selecting “Copy from 7th to 8th.”

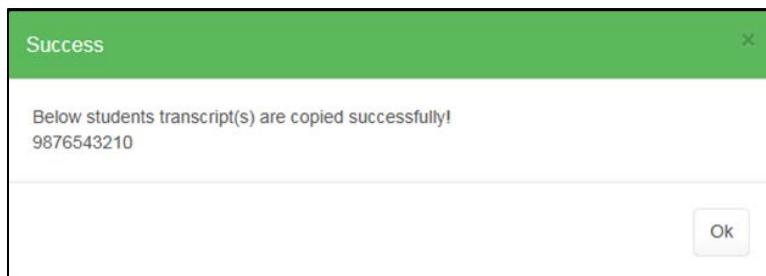
In Early Evaluation on the List of Students screen, use the **Select Box** column to select up to 10 students per page and then select the **Copy from 7th to 8th** button.

Transcript records should be copied from 7th to 8th when all transcript data has been updated and 8th semester courses are flagged as courses in progress in 7th semester.

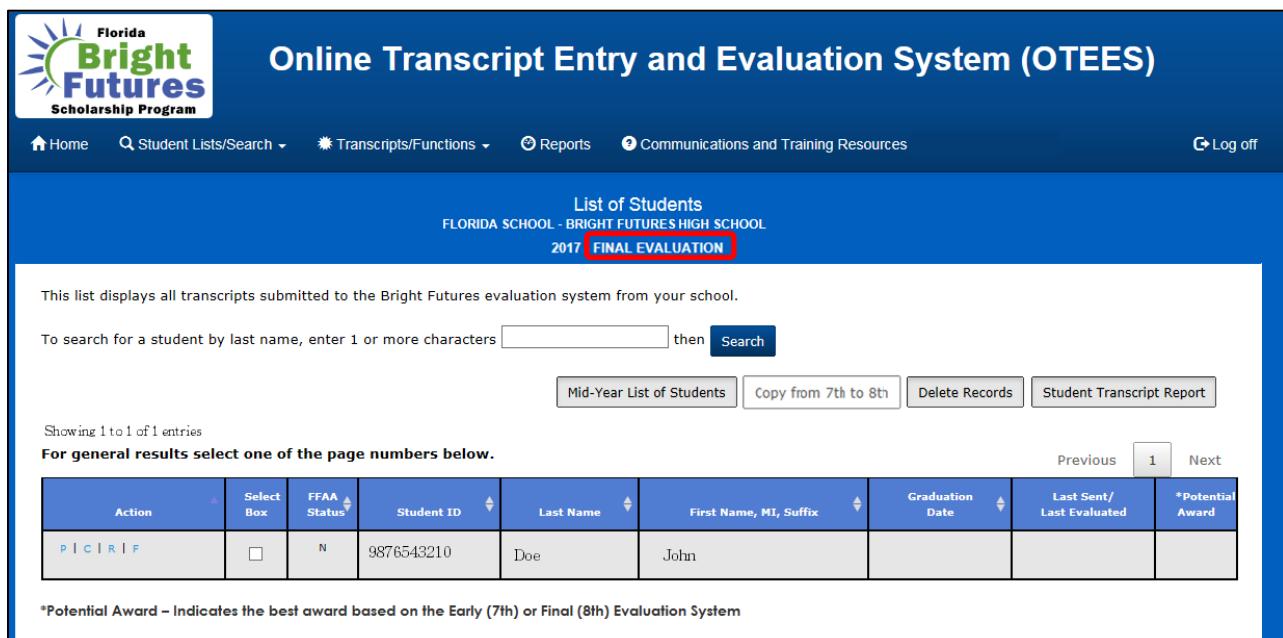
A Warning message box will display asking, **Do you want to copy the transcript for this selected student(s)?** Select OK.



A Success message box will display, confirming the **student transcript(s) that were copied successfully**.



The student record will now display in both Early and Final Evaluation.

A screenshot of the 'Online Transcript Entry and Evaluation System (OTEES)' interface. The top navigation bar includes the Florida Bright Futures Scholarship Program logo, 'Home', 'Student Lists/Search', 'Transcripts/Functions', 'Reports', 'Communications and Training Resources', and 'Log off'. The main content area is titled 'List of Students' under 'FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL' for '2017 FINAL EVALUATION'. A sub-header states, 'This list displays all transcripts submitted to the Bright Futures evaluation system from your school.' A search bar allows users to enter a student's last name and click 'Search'. Below the search bar are buttons for 'Mid-Year List of Students', 'Copy from 7th to 8th', 'Delete Records', and 'Student Transcript Report'. A table displays student records, showing 1 to 1 of 1 entries. The table columns are: Action, Select Box, FFAA Status, Student ID, Last Name, First Name, MI, Suffix, Graduation Date, Last Sent/Last Evaluated, and *Potential Award. The first record in the table is for student ID 9876543210, last name Doe, first name John. A note at the bottom states, '*Potential Award – Indicates the best award based on the Early (7th) or Final (8th) Evaluation System'. Navigation links 'Previous', '1', and 'Next' are also present.

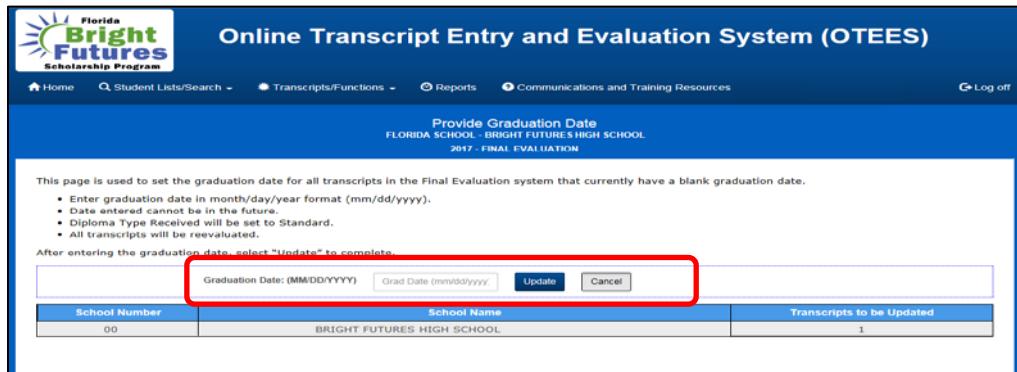
Remember, once a record is copied from **Early to Final Evaluation**, any new edits/changes made to the **Early Evaluation** record must also be made in **Final Evaluation**.

2. Provide Graduation Date

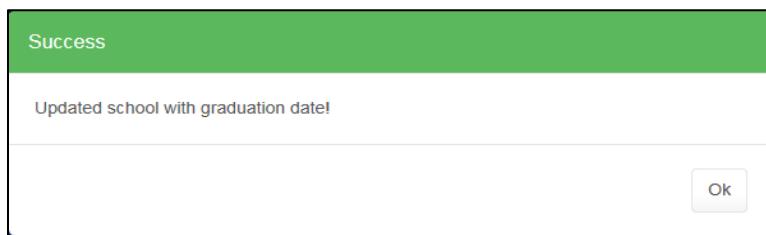
To add the graduation date to all transcript records, in **Final Evaluation**, under the **Transcripts/Functions** tab, select **Provide Graduation Date**.



The **Provide Graduation Date** screen will display.



Enter the graduation date in the month/day/year format and select **Update**. The date entered cannot be in the future. The Diploma Type Received will be set to standard. A Success message box will display indicating the graduation date was updated. Select **Ok**. All Transcripts will then be reevaluated.



F. Student Lists/Search

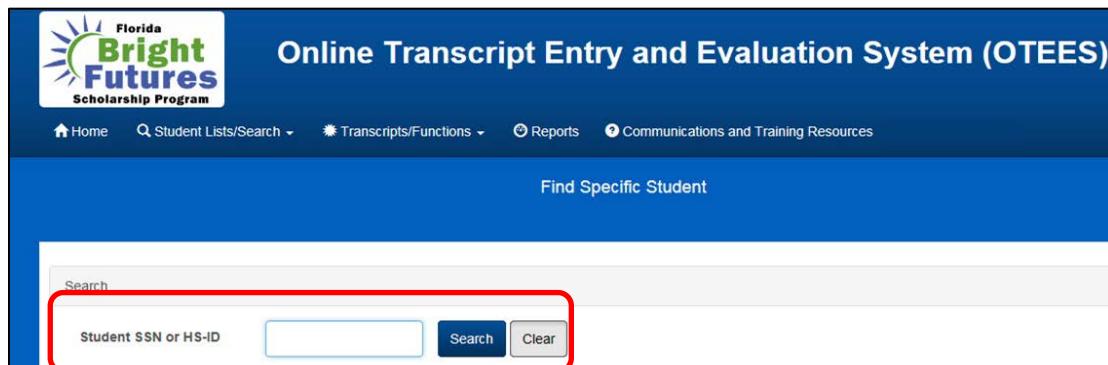
Student Lists/Search provides a counselor access to student transcripts already entered in OTEES.

1. Find Specific Student

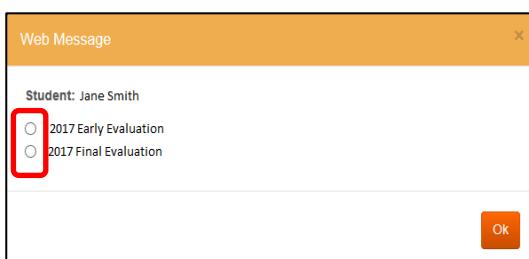
To search for an individual student's transcript, select **Student Lists/Search** and **Find Specific Student**.



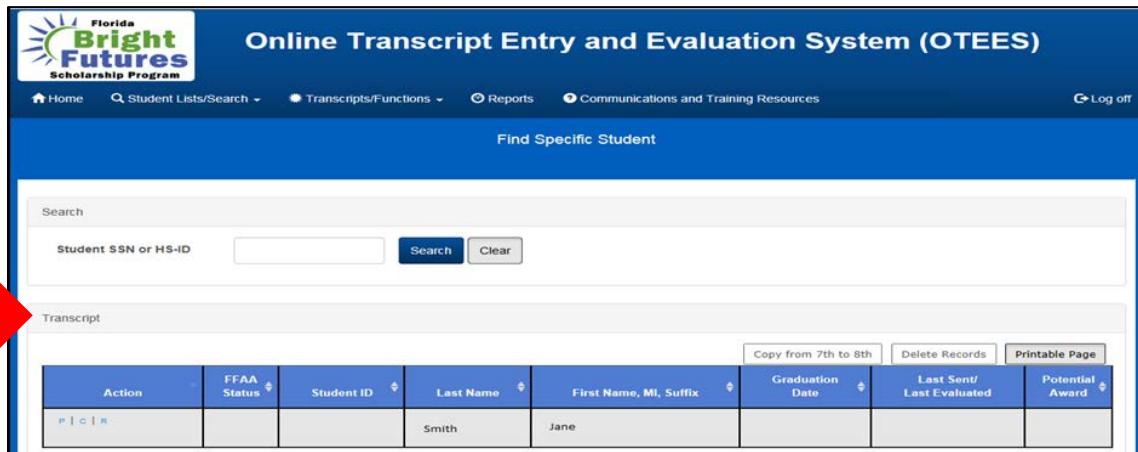
On the **Find Specific Student** screen, enter the Social Security Number (SSN) or High School Identification Number (HS-ID) and select **Search**. Note: Select **Clear** before searching for an additional student.



If the student has a transcript in both early and final evaluation, the evaluation period will need to be selected from the message box.



The individual student transcript data will be available in the **Transcript** section.

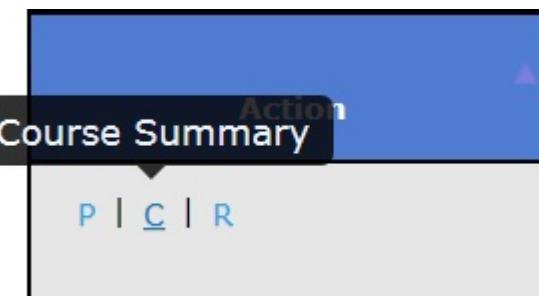


The screenshot shows the OTEES interface with the 'Transcript' section selected. The table has the following structure:

Action	FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Graduation Date	Last Sent/Last Evaluated	Potential Award
P C R			Smith	Jane			

a. Column Headers: Action

Action Code Descriptions – Display of these codes will vary depending upon security access level.

	<p>P (Profile) – Student Demographics and Student Education Status Counselors may update or correct student demographic information until this information is matched to a student's FFAA. Afterwards, only the student may update demographics on the FFAA. On this screen, service hours can be edited (in either early or final evaluation) and the high school graduation date and diploma type can be edited in final evaluation.</p>
	<p>C (Course Summary) – Student Credit Summary On this screen, private schools will manually update course data.</p>



Action Report
P | C | R

R (Report) – Florida's Bright Futures Scholarship System Student Evaluation
Provides the Student Evaluation Report.

b. Column Headers: FFAA Status

The **FFAA Status** column header provides a link to the code descriptions. The FFAA Status Code Description will open in a separate window.


Online Transcript Entry and Evaluation System (OTEES)

Home Student Lists/Search Transcripts/Functions Reports Communications and Training Resources Log off

Find Specific Student
FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL

Search

SSN or HS-ID

Search
Clear

Transcript

Copy from 7th to 8th Delete Records Student Transcript Report

Action	FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Graduation Date	Last Sent/Last Evaluated	Potential Award

Potential Award – Indicates the best award based on the Early (7th) or Final (8th) Evaluation System

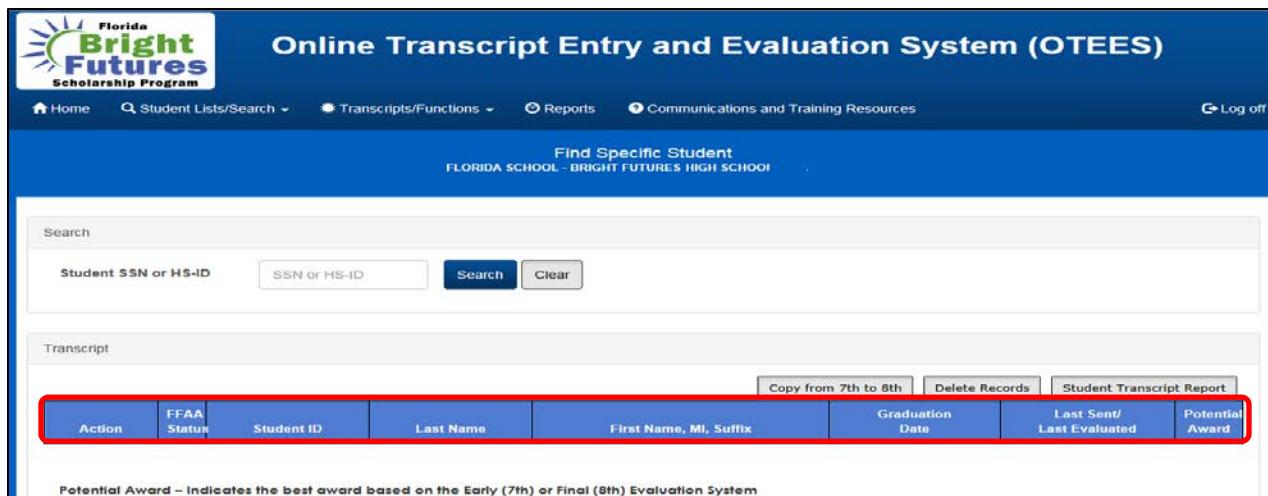
FFAA Status Code Descriptions

The FFAA Status column indicates the results of the student's preliminary evaluation. Each student's record will reflect one of the following codes:

- B The student has an FFAA and has requested an official Bright Futures (BF) eligibility evaluation. A transcript must be sent to the BF evaluation system for an evaluation to take place.
- A The student has an FFAA on file; however, the State Student Financial Aid Database (SSFAD) did not estimate the student eligible for BF. It is possible for a student to be eligible for BF with this status. BF encourages you to send the student's transcript to the BF evaluation system for an official evaluation.
- N The student does not have an FFAA on file or has an FFAA on file with information in one of the matching fields differing from the district or school and therefore is not interfacing with the High School Transcript Database. From the Student Lists/Search tab select All Applicants to see the information on your student applications to reconcile with their transcripts. A transcript with "N" status will not receive a Final evaluation if submitted to the Bright Futures system.
- 52 The student answered 'Yes' to the felony question or has requested that her/his transcript not be evaluated for Bright Futures. The student is ineligible to participate.

Private high schools using the "On-line Transcript Entry and Evaluation System" data entry screen to enter a new student will provide the student's SSN (or unique local student ID if SSN is not available), first name, last name, date of birth, gender, and ethnicity. The Bright Futures system will search the SSFAD system for the student's FFAA. If an FFAA is found, the student's demographic information will pre-fill on the screen. If an FFAA is not found for the student, you may enter the student's demographic information. When the student completes an FFAA, the FFAA demographic information will automatically update the Bright Futures system demographic information.

c. Column Headers: Student ID, Last Name, First Name, MI, Suffix, Graduation Date, Last Sent/Last Received and Potential Award



- **Student ID:** Student ID may be the student Social Security Number or High School Identification Number.
- **Last Name, First Name, MI, Suffix:** This information is provided by the high school on a student transcript.

- **Graduation Date:** Graduation date is provided in Final Evaluation only.
- **Last Sent/Last Evaluated:** The column provides the date when the transcript was entered into the system and the date when the transcript was last evaluated in OTEES.
- **Potential Award:** The potential award provides information on the status of initial eligibility after the evaluation.

2. All Transcripts

To view all student transcripts already entered, choose **All Transcripts**. The **List of Students** displays all transcripts entered to the Bright Futures evaluation system from the school identified in the **Processing Options** school field.



The **List of Students** displays 10 student records per page. To navigate the list, select **Previous**, **Next** or the numbers at the top of the list of each page. Use the search box to find individual students by entering the entire last name or a partial spelling of the last name. Column headers are defined on pages 16 through 19. Select the arrows on the column headers to sort the **List of Students** by field.

The screenshot shows the 'List of Students' page. The top navigation bar is identical to the homepage. Below it, a message states: 'This list displays all transcripts submitted to the Bright Futures evaluation system from your school.' A search bar is provided with the placeholder 'To search for a student by last name, enter 1 or more characters' and a 'Search' button. Below the search bar are buttons for 'Mid-Year List of Students', 'Copy from 7th to 8th', 'Delete Records', and 'Student Transcript Report' (which is highlighted with a red box). A message at the bottom says: 'Showing 1 to 10 of 320 entries. For general results select one of the page numbers below.' A navigation bar at the bottom includes buttons for 'Previous', page numbers 1 through 20, '... 32', and 'Next'. The main table displays student data with columns for Action, Select Box, FFAA Status, Student ID, Last Name, First Name, MI, Suffix, Graduation Date, Last Sent/Last Evaluated, and *Potential Award. The first four rows of the table are highlighted with a red box.

Action	Select Box	FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Graduation Date	Last Sent/Last Evaluated	*Potential Award
P I C I R	<input type="checkbox"/>			ABITBOL	CARLY W			
P I C I R	<input type="checkbox"/>			ADAMS	MANISHA			
P I C I R	<input type="checkbox"/>			ALEXANDRE	AMADO			
P I C I R	<input type="checkbox"/>			ALMONICE	KAYLA			

To print or save the list of students, select the **Student Transcript Report** button. The list of students will open in a new window. Select the save icon and choose PDF from the drop down menu. A message box will appear at the bottom of the screen, select open. Once the PDF version of the list is displayed, print as normal.

Number of Transcripts: 3

FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Graduation Date	Last Sent/Last Evaluated	Weighted GPA	Service Hours	Potential Award
N	****_**_****	Doe	Jane		2016-12-13 2016-12-13	2.9	0	
N	****_**_****	Doe	John		2016-12-13 2016-12-13	3.0	0	
N	****_**_****	Smith	Jane		2016-12-11 2016-12-12	3.5	0	

*Potential Award – Indicates the best award based on the Early (7th) or Final (8th) Evaluation System

Do you want to open or save StudentTranscript.pdf from test.osaffelp.org?

Open (highlighted with a red box) Save Cancel X

The List of Students screen provides access to the Student Evaluation Report. In the Action column, select action code R. The student evaluation is a report that opens in a new window. To navigate the pages, use the arrows at the top or type in the page number.

FILE
DISTRICT:
SCHOOL:
SCHOOL

Florida's Bright Futures Scholarship System
Student Evaluation

2016 EARLY EVALUATION SYSTEM
Submit a Florida Financial Aid Application (FFAA) no later than August 31 of your graduation year.
No FFAA = No Funds

Do you want to open or save EvaluationReport.pdf from sso.osaffelp.org?

Open (highlighted with a red box) Save Cancel X

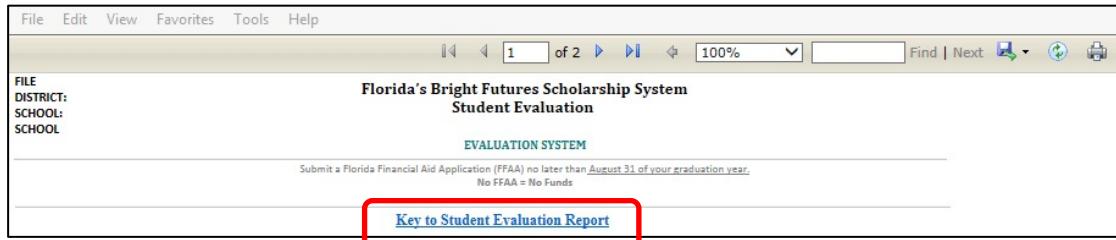
To print or save, select the floppy disk icon to and select PDF from the drop down menu.

A pop-up provides the option to open, save, or cancel request.

Do you want to open or save EvaluationReport.pdf from sso.osaffelp.org?

Open (highlighted with a red box) Save Cancel X

Select **Key to Student Evaluation Report** for a detailed description of the report.



The evaluation report has three (3) sections, Section 1 and 2 are on the first page of the report and Section 3 is on the second page.

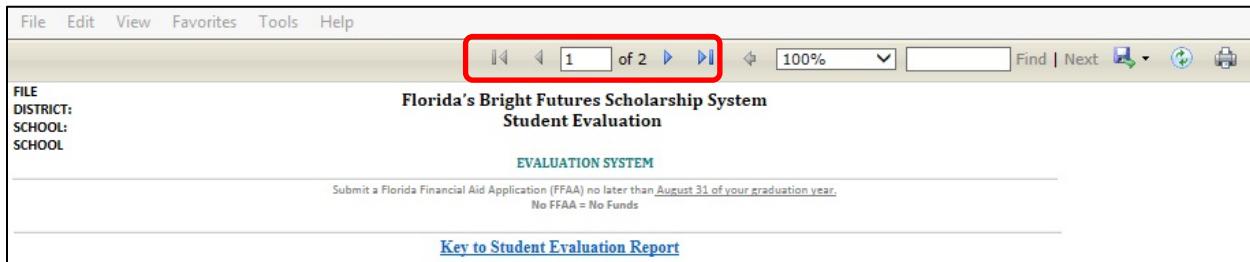
Section 1 displays: demographics, potential award status, APP (FFAA) status, highest test scores, service hours and special academic programs completed.

Key to Student Evaluation Report					
SECTION 1			SECTION 2		
STUDENT NAME: Doe, Jane	SSN:	HS-ID:	POTENTIAL AWARD STATUS:		
EVALUATION DATE:	DIPLOMA TYPE:	GRADUATION DATE:	APP (FFAA) SUBMITTED:		
HIGHEST TEST SCORES	MAXIMUM SECTION SCORES		SERVICE HOURS:		
ACT COMPOSITE:	READING -	MATH -	IB CURRICULUM:		
SAT COMBINED:	READING -	MATH -	IB DIPLOMA:		
PERT SCORES:	READING -	MATH -	AICE CURRICULUM:		
CPT SCORES:	READING -	WRITING -	AICE DIPLOMA:		
	ALGEBRA -	SENTENCE SKILLS -	NATIONAL MERIT SCHOLAR/ FINALIST:		
			NATIONAL HISPANIC:		
			NATIONAL ACHIEVEMENT		

Section 2 provides a summary of the student's progress toward Bright Futures awards. A summary of course credits as well as GPA and quality points (QPTS) is provided under the each award. Missing criteria for each award is shown at the bottom of section 2.

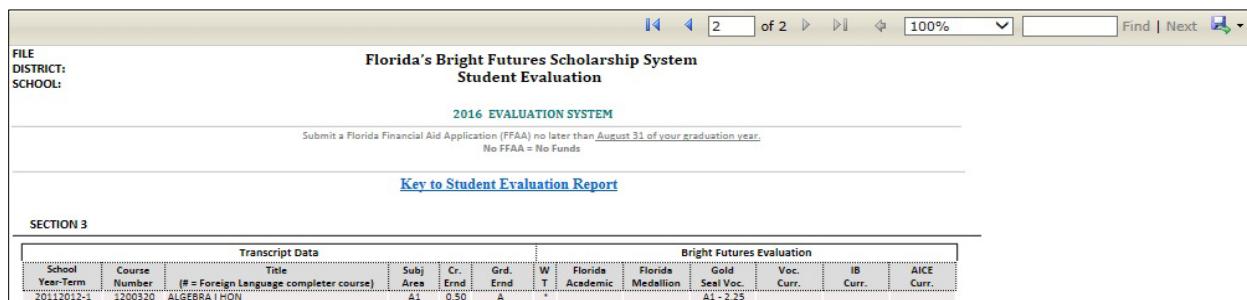
SECTION 2					
Credit shown in SECTION 2 reflects the credit reported on the transcript through various means.					
FLORIDA ACADEMIC		FLORIDA MEDALLION		GOLD SEAL VOCATIONAL	
EN:	0.00	EN	0.00	GSV CREDITS	
MA:	0.00	MA	0.00	EN:	0.00
SC:	0.00	SC	0.00	A1:	0.00
FL:	0.00	FL	0.00	GE:	0.00
SS:	0.00	SS	0.00	MA:	0.00
X2:	0.00	X2	0.00	BI:	0.00
TOTAL:	0.00	TOTAL:	0.00	EQ:	0.00
QPTS:	0.00	QPTS:	0.00	AG:	0.00
GPA:	0.00	GPA:	0.00	AM:	0.00
				EC:	0.00
				WH:	0.00
				PE:	0.00
				PF:	0.00
				VOCATIONAL CREDITS IN PROGRAM	
				0	
MISSING		MISSING		MISSING	
MISSING		MISSING		MISSING	

Use the arrow at the top of the Student Evaluation report to navigate to Section 3 on page 2.



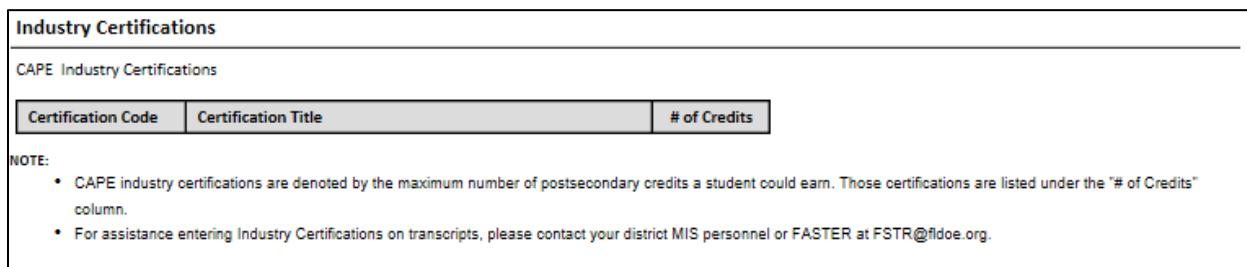
Section 3:

- Provides a list of the courses with grades and credits applied toward each award.



Transcript Data							Bright Futures Evaluation						
School Year-Term	Course Number	Term	Subj Area	Cr. Ernd	Grd. Ernd	W T	Florida Academic	Florida Medallion	Gold Seal Voc.	Loc. Curr.	IB Curr.	AICE Curr.	
10112012-1	1200320	ALGEBRA I MON		A1	0.50	A			A1 - 2.25				

- Includes information regarding CAPE Industry Certifications.



Certification Code	Certification Title	# of Credits

NOTE:

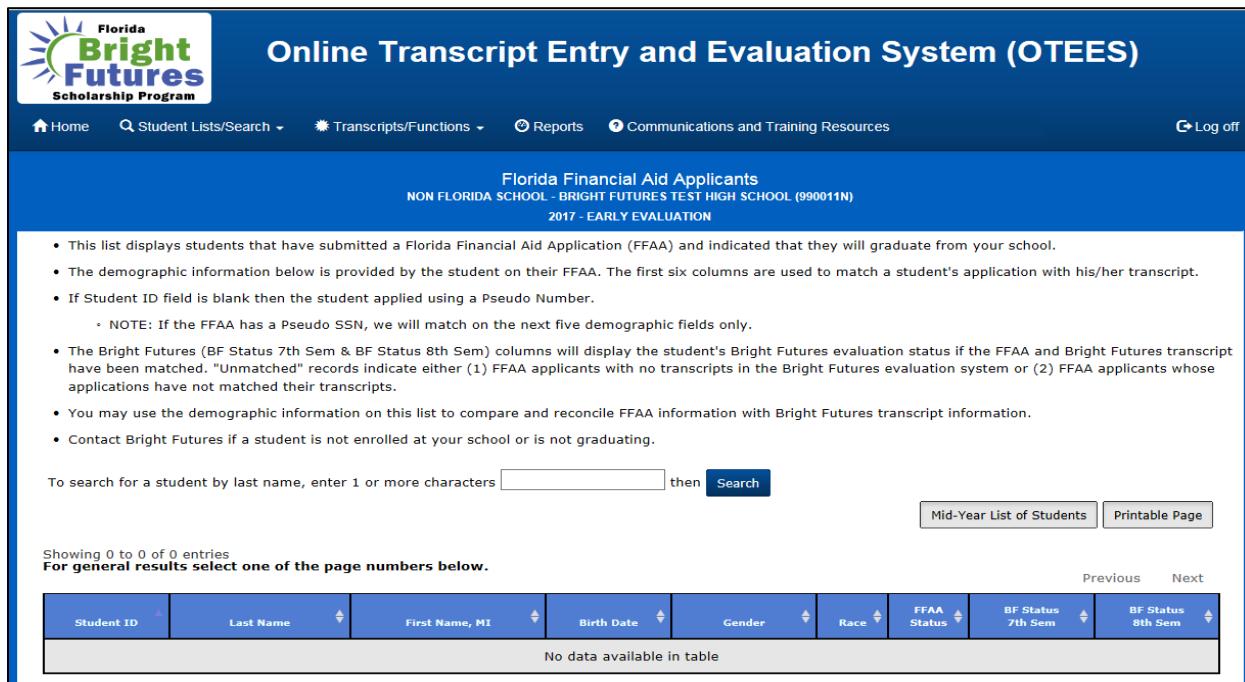
- CAPE industry certifications are denoted by the maximum number of postsecondary credits a student could earn. Those certifications are listed under the "# of Credits" column.
- For assistance entering Industry Certifications on transcripts, please contact your district MIS personnel or FASTER at FSTR@fldoe.org.

3. All Applications

Under **Student Lists/Search**, select **All Applications**



All Applications displays **Florida Financial Aid Applicants**. This list displays students that have submitted an FFAA and indicated your school as their graduating school.



The screenshot shows the OTEES interface with the following details:

- Header:** Florida Bright Futures Scholarship Program, Online Transcript Entry and Evaluation System (OTEES).
- Navigation:** Home, Student Lists/Search, Transcripts/Functions, Reports, Communications and Training Resources, Log off.
- Title:** Florida Financial Aid Applicants, NON FLORIDA SCHOOL - BRIGHT FUTURES TEST HIGH SCHOOL (990011N), 2017 - EARLY EVALUATION.
- List Description:** This list displays students that have submitted a Florida Financial Aid Application (FFAA) and indicated that they will graduate from your school. The demographic information below is provided by the student on their FFAA. The first six columns are used to match a student's application with his/her transcript. If Student ID field is blank then the student applied using a Pseudo Number. NOTE: If the FFAA has a Pseudo SSN, we will match on the next five demographic fields only. The Bright Futures (BF Status 7th Sem & BF Status 8th Sem) columns will display the student's Bright Futures evaluation status if the FFAA and Bright Futures transcript have been matched. "Unmatched" records indicate either (1) FFAA applicants with no transcripts in the Bright Futures evaluation system or (2) FFAA applicants whose applications have not matched their transcripts. You may use the demographic information on this list to compare and reconcile FFAA information with Bright Futures transcript information. Contact Bright Futures if a student is not enrolled at your school or is not graduating.
- Search:** To search for a student by last name, enter 1 or more characters in the input field and click Search.
- Buttons:** Mid-Year List of Students, Printable Page.
- Table Headers:** Student ID, Last Name, First Name, MI, Birth Date, Gender, Race, FFAA Status, BF Status 7th Sem, BF Status 8th Sem.
- Table Content:** No data available in table.

Columns provide the demographic information that students provided on the FFAA. Use this list to reconcile demographic information on the FFAA with the information on the transcript.

Navigation of the Florida Financial Aid Applicants List is similar to the navigation of the List of Students.

G. Reports

Reports provide access to three report options:

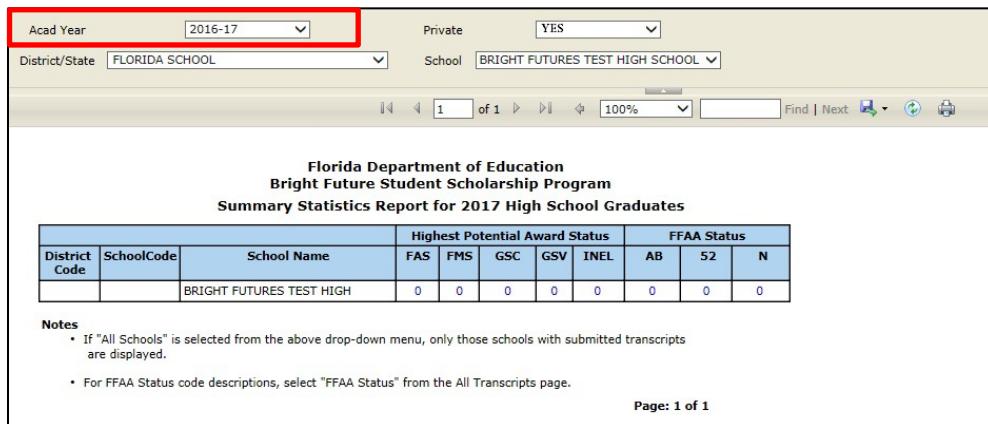
- **Students Summary Statistics Report** – displaying the current total number of students:
 - Highest potential Bright Futures Scholarship award status (including ineligible); and
 - FFAA Status code, by academic year for transcripts submitted.
- **Student Initial Eligibility Report** – displaying the total number of graduates initially eligible for each Bright Futures Scholarship award by academic year.
- **Multiple Student Evaluation Reports** – allows authorized users to request all student evaluation reports by Evaluation Year and will then generate the requested report overnight.

To access **Reports**, select **Reports** from the menu bar and then the **Reports** screen will be displayed. The name of each report is a link to that specific report, which will open in a separate window. After selecting a specific report, your school's information will be automatically displayed for the current academic year.



The screenshot shows the OTEES interface. At the top, there is a logo for the Florida Bright Futures Scholarship Program. Below the logo, the title "Online Transcript Entry and Evaluation System (OTEES)" is displayed. The menu bar includes links for Home, Student Lists/Search, Transcripts/Functions, Reports (which is highlighted with a red box), Communications and Training Resources, and Log off. The main content area is titled "Reports" and "FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL 2017 - EARLY EVALUATION". Below this, there are three links: "Students Summary Statistics Report", "Students Initial Eligibility Report", and "Multiple Student Evaluation Reports". A "Help" button is located in the bottom right corner of the content area.

1. Students Summary Statistics Report



The screenshot shows the "Students Summary Statistics Report" page. At the top, there are dropdown menus for "Acad Year" (set to 2016-17), "Private" (set to YES), "District/State" (set to FLORIDA SCHOOL), and "School" (set to BRIGHT FUTURES TEST HIGH SCHOOL). Below these are standard navigation controls (Find, Next, Print, etc.). The main content area is titled "Florida Department of Education Bright Future Student Scholarship Program Summary Statistics Report for 2017 High School Graduates". It contains a table with the following data:

District Code	SchoolCode	School Name	Highest Potential Award Status				FFAA Status		
			FAS	FMS	GSC	GSV	INEL	AB	S2
		BRIGHT FUTURES TEST HIGH	0	0	0	0	0	0	0

Notes

- If "All Schools" is selected from the above drop-down menu, only those schools with submitted transcripts are displayed.
- For FFAA Status code descriptions, select "FFAA Status" from the All Transcripts page.

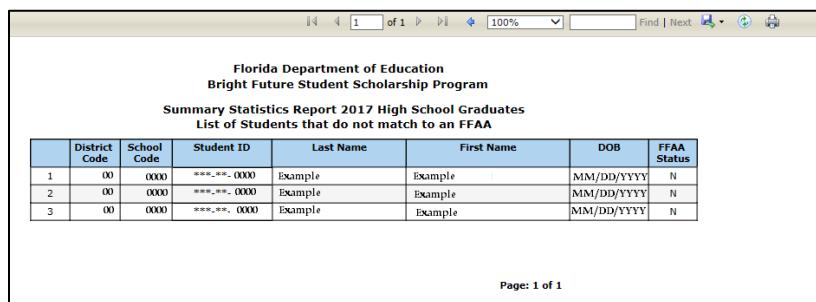
Page: 1 of 1

For all reports, the top part of the screen allows users to select the academic year from the drop down box of the **Acad Year** field. The following fields are fixed and will be automatically prefilled based on user login credentials: **Private**, **District/State**, and **School**.

<u>Column Header</u>	<u>Description</u>
District Code	Numerical value used to identify school district
School Code	Numerical value used to identify school
School Name	Prefilled school name
Highest Potential Award Status	Number of students who received specific award

• FAS	Florida Academic Scholars
• FMS	Florida Medallion Scholars
• GSC	Gold Seal CAPE (Career and Professional Education) Scholars
• GSV	Gold Seal Vocational Scholars
• INEL	Ineligible for a Bright Futures Scholarship Program Award
FFAA Status	Indicates the results of the student's preliminary evaluation for the Florida Financial Aid Application by way of one of the following codes: AB, 52, or N.
• AB	(AB) Student has an FFAA on file: <ul style="list-style-type: none"> • (A) Student may or may not be eligible for Bright Futures; or • (B) Bright Futures eligibility evaluation requested.
• 52	Student answered 'Yes' to the felony question or has requested that her/his transcript not be evaluated for Bright Futures. The student is ineligible to participate.
• N	Student does not have an FFAA on file or has an FFAA on file with information in one of the matching fields differing from the district or school and therefore is not interfacing with the High School Transcript Database.

The numerical values in the report's table provide a link to a list of specific students corresponding to that particular number. All lists have the same layout (as seen in the picture below): District Code, School Code, Student ID, Last Name, First Name, DOB, and FFAA Status.



	District Code	School Code	Student ID	Last Name	First Name	DOB	FFAA Status
1	00	0000	***-**-0000	Example	Example	MM/DD/YYYY	N
2	00	0000	***-**-0000	Example	Example	MM/DD/YYYY	N
3	00	0000	***-**-0000	Example	Example	MM/DD/YYYY	N

Page: 1 of 1

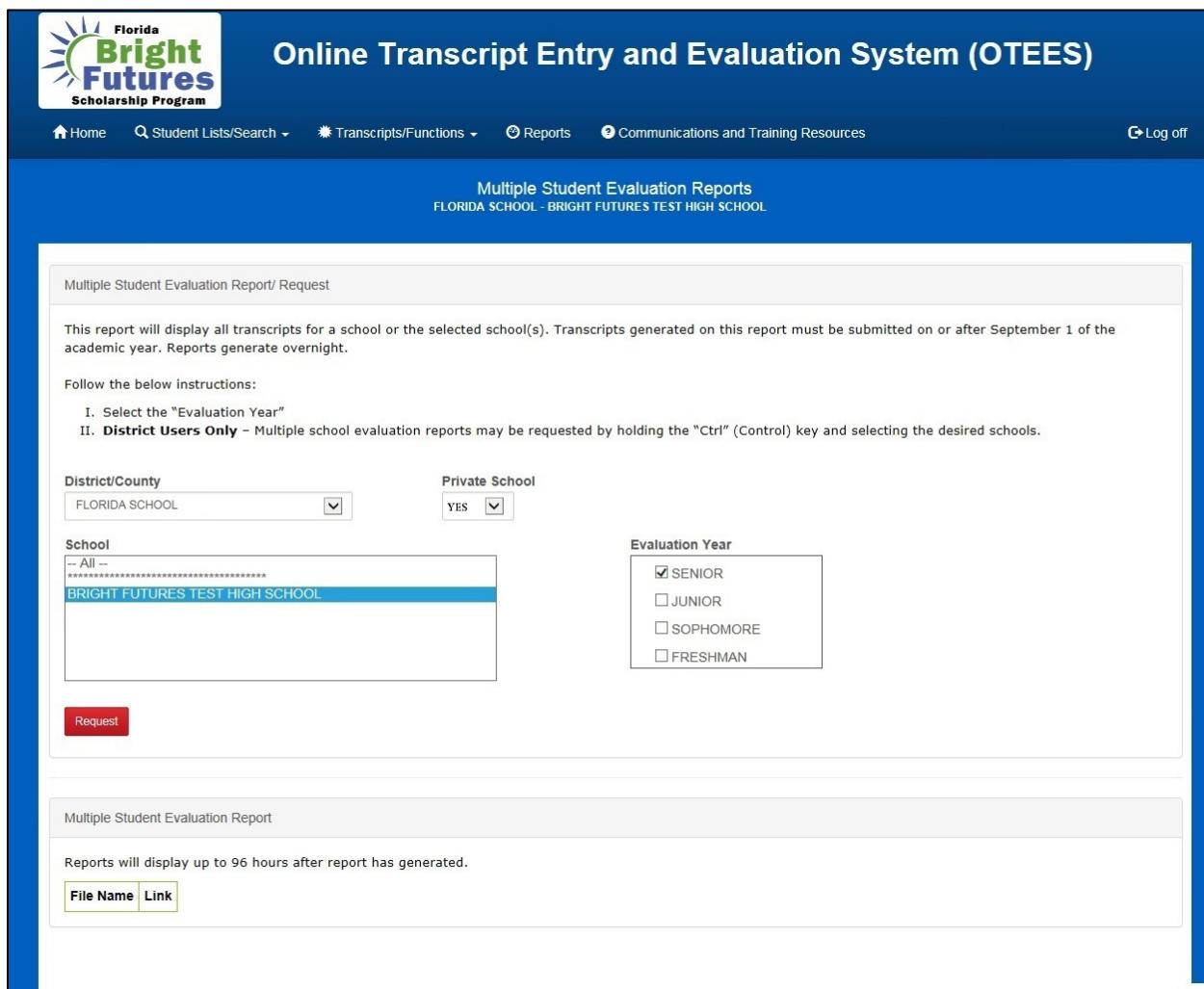
2. Student Initial Eligibility Report

District Name	School Name	Award	Unduplicated Eligible
FLORIDA SCH	BRIGHT FUTURES TEST HIGH SCHOOL	FAS	0
		FMS	0
		GSC	0
		GSV	0
		School Total	0
	District Total	0	

All fields in the report's table are view only.

District Name	Prefilled district name
School Name	Prefilled school name
Award	Bright Futures Scholarship Award Status
• FAS	Florida Academic Scholars
• FMS	Florida Medallion Scholars
• GSC	Gold Seal CAPE (Career and Professional Education) Scholars
• GSV	Gold Seal Vocational
Unduplicated Eligible	Actual number of eligible students
School Total	Total initially eligible students per school
District Total	Total initially eligible students per district

3. Multiple Student Evaluation Reports



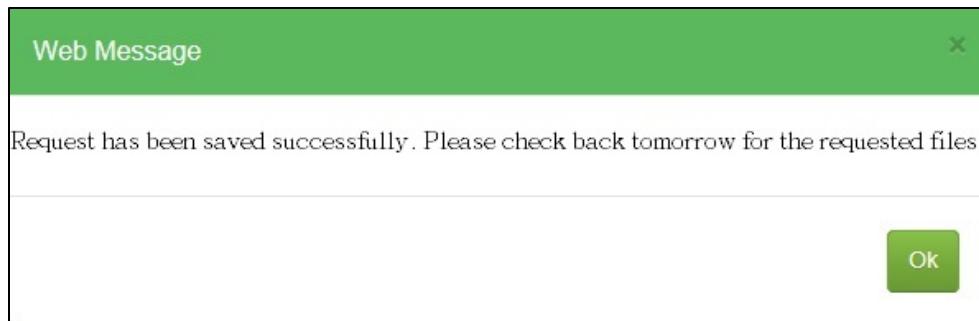
The screenshot shows the 'Multiple Student Evaluation Reports' page. At the top, there is a logo for 'Florida Bright Futures Scholarship Program'. The main title is 'Online Transcript Entry and Evaluation System (OTees)'. Below the title, there are navigation links: Home, Student Lists/Search, Transcripts/Functions, Reports, Communications and Training Resources, and Log off. The page header also displays the title 'Multiple Student Evaluation Reports' and the location 'FLORIDA SCHOOL - BRIGHT FUTURES TEST HIGH SCHOOL'. The main content area is titled 'Multiple Student Evaluation Report/ Request'. It contains instructions: 'This report will display all transcripts for a school or the selected school(s). Transcripts generated on this report must be submitted on or after September 1 of the academic year. Reports generate overnight.' It also lists instructions: 'I. Select the "Evaluation Year"' and 'II. **District Users Only** - Multiple school evaluation reports may be requested by holding the "Ctrl" (Control) key and selecting the desired schools.' There are two dropdown menus: 'District/County' (set to 'FLORIDA SCHOOL') and 'Private School' (set to 'YES'). A list of schools shows '-- All --' and 'BRIGHT FUTURES TEST HIGH SCHOOL'. On the right, there is a 'Evaluation Year' section with checkboxes for 'SENIOR' (checked), 'JUNIOR', 'SOPHOMORE', and 'FRESHMAN'. A red 'Request' button is at the bottom left. Below this, there is a 'Multiple Student Evaluation Report' section with a note: 'Reports will display up to 96 hours after report has generated.' It includes 'File Name' and 'Link' buttons.

The Multiple Student Evaluation Reports screen allows the authorized user to request all student evaluation reports per evaluation year for students with transcripts submitted. The report will generate the student evaluation reports the following day.

The following fields are fixed and prefilled based on user login credentials: **Private**, **District/State**, and **School**.

Select the Evaluation Years for which you would like to be included on the report and then select Request.

Select Ok, when the following web message appears, "Request has been saved successfully. Please check tomorrow for the requested files."



When available, the requested files will populate at the bottom of the **Multiple Student Evaluation Report** screen.

Multiple Student Evaluation Report

Reports will display up to 96 hours after report has generated.

File Name	Link
Bright Futures High School	Download

H. OSFA Contact Information

For assistance, please call OSFA 888-827-2004 and request to speak with a Bright Futures program specialist.