

2016-17

Self-Study Training Manual  
Online Transcript Entry  
and Evaluation System  
(OTEEES)  
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 7<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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](http://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

**Applicant Quick Links**  
Student Application (for new applicants)  
View Student Financial Aid History  
Update My Demographics  
Check My Status  
Reinstatement/Restoration

**STATE SCHOLARSHIP AND GRANT PROGRAMS**

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 (\*).

- Access to Better Learning and Education (ABLE) Grant
- Bright Futures Scholarship\***
- First Generation Matching Grant

- 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

<a href="#">State Programs Home</a>	<a href="#">Applications and Updates</a>	<a href="#">Financial Aid Resources</a>	<a href="#">Postsecondary Institutions</a>	<a href="#">High Schools</a>	<a href="#">State Program Links</a>
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**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 \(BFCT\)](#)



**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*)

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

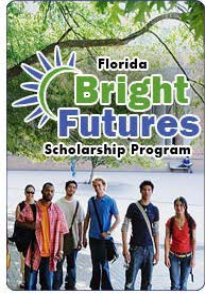
- Authorized users will be required to login with their assigned User ID and password to access the secure pages within OTEES.


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.



## Online Transcript Entry and Evaluation System (OTEES)

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






User ID:

Password:

[Forgot your User ID?](#)

[Forgot your Password?](#)

[Login](#)



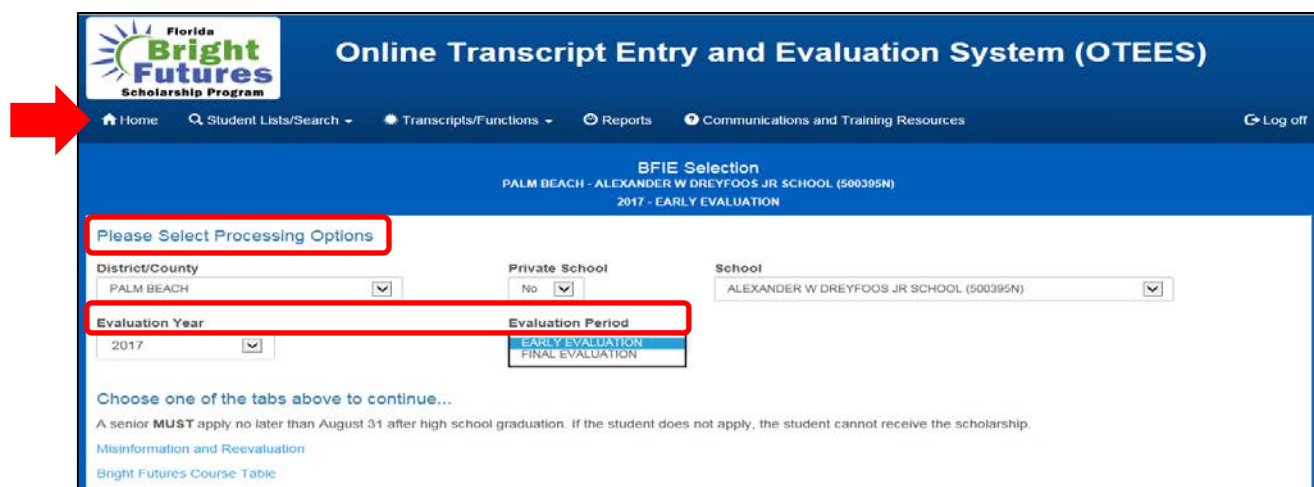
**Contact Us**

☎ 1-888-827-2004  
(Toll-Free)

✉ [osfa@fldoe.org](mailto: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.



The screenshot shows the OTEES Home Page. A red arrow points to the 'Please Select Processing Options' section, which is highlighted with a red box. This section contains three dropdown menus: 'District/County' (set to PALM BEACH), 'Private School' (set to No), and 'School' (set to ALEXANDER W DREYFOOS JR SCHOOL (500395N)). Below these are two more dropdown menus: 'Evaluation Year' (set to 2017) and 'Evaluation Period' (with options EARLY EVALUATION and FINAL EVALUATION). A red box highlights the 'Evaluation Year' and 'Evaluation Period' dropdowns. Below the dropdowns, there is a link to 'Choose one of the tabs above to continue...' and a note: 'A senior MUST apply no later than August 31 after high school graduation. If the student does not apply, the student cannot receive the scholarship.' There are also links for 'Misinformation and Reevaluation' and 'Bright Futures Course Table'.

## 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 screenshot shows the OTEES Home Page. The 'Transcripts/Functions' tab is selected and highlighted with a red box. Below the tab, there is a link to 'Add Student Transcript' which is also highlighted with a red box. The page shows the 'BFIE Selection' section with the text 'PALM BEACH - ALEXANDER W DREYFOOS JR SCHOOL (500395N)' and '2017 - EARLY EVALUATION'.

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.

**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

### Add Student Transcript

FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL  
2017 - EARLY EVALUATION

This page is for Private, non-FASTER schools.

- The asterisks (\*) below represent required fields.
- To submit, the SSN or HS-ID must be unique and not belong to another student in the Bright Futures database.
  - HS-ID must be 10 digits
- After all data has been entered correctly, click Submit.

\* Student SSN or HS-ID:

\* First Name:

\* Last Name:

\* Date of Birth (mm/dd/yyyy):

\* Gender:

\* Race:

**Submit**

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.

**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>

FFAA Status:

\* Current School:

\* (Preferred) SSN:  - OR - \* Student ID:

\* First Name:  \* Street Address:

Middle Name:  \* Address2:

\* Last Name:  \* City:

Suffix:  \* State:

Home Phone:  \* Zip Code:

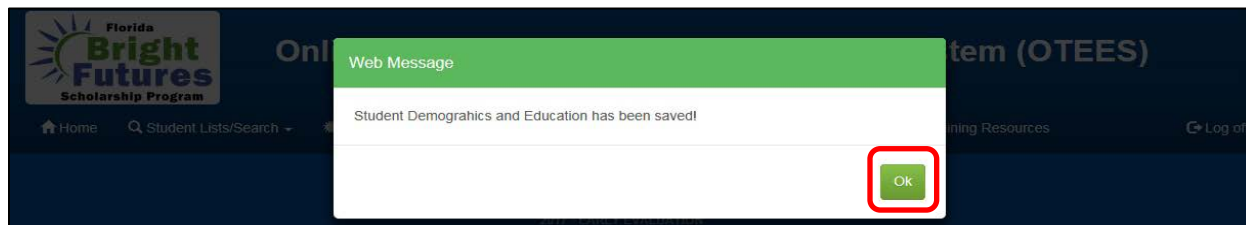
\* Date of Birth (mm/dd/yyyy):

\* Gender:

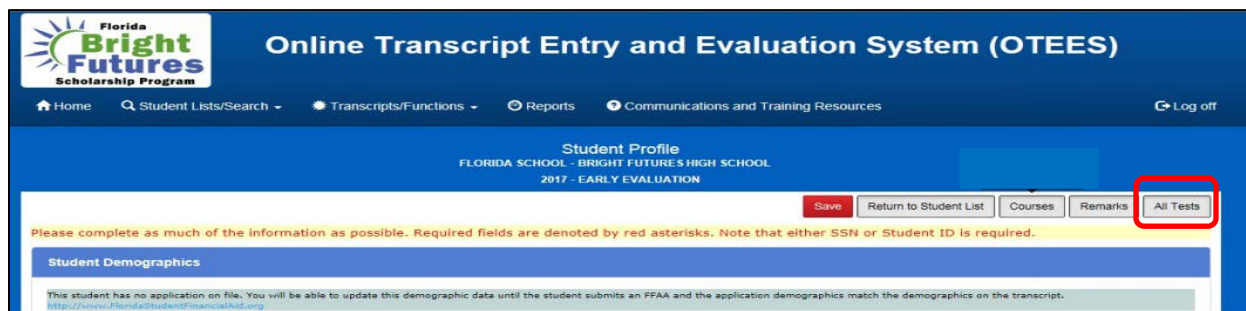
\* Race:

\* Year entered ninth grade:

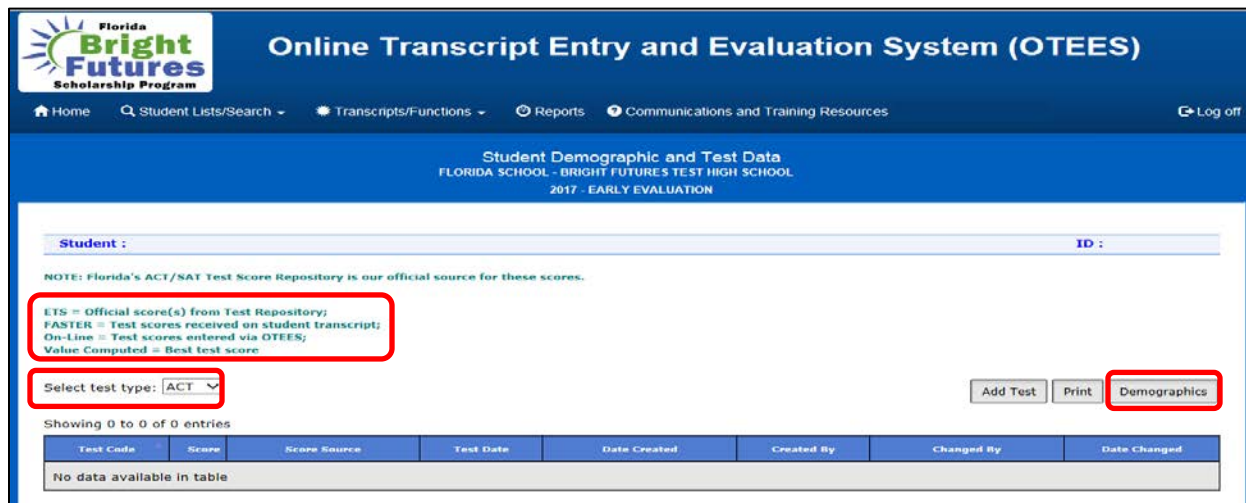
A pop up Web Message box will display confirming **Student Demographics and Education** has been saved! Select Ok.



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

Student Courses  
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.

Previous | 1 | Next

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

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)

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[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
2017-2018	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.



# Online Transcript Entry and Evaluation System (OTEEs)

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## Student Courses

FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL  
2017 - EARLY EVALUATION

2010-2011

2011-2012

2012-2013

2013-2014

2014-2015

2015-2016

2016-2017

2017-2018

[Bright Futures Course Table](#)  
[DOE Course Descriptions](#)  
[DOE Vocational Course Descriptions](#)

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

Student : JOHN DOE

School Year

ID : 9876543210

Save

Delete

New Transcript

Course Summary


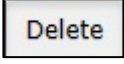
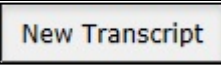

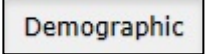
Demographic

Remarks

State Course Number	State Course Name	Local Course Title	Subject	On Line	Course Flags	Final Grade	Credits
				N			
				N			
				N			
				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
- 1200320-Algebra I Hon
- 1200330-Algebra II
- 1200340-Algebra II Hon
- 1206310-Geometry
- 1206320-Geometry Hon
- 1202340-Pre-Calculus
- 1211300-Trigonometry

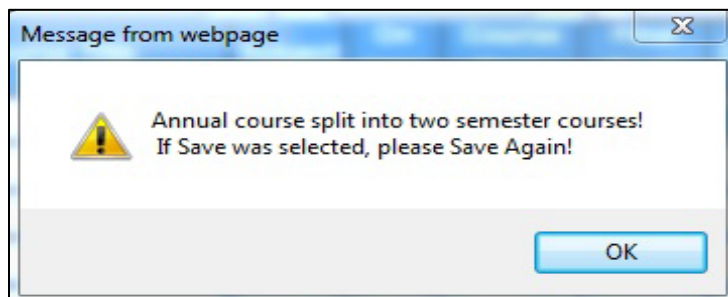
<u>Button</u>	<u>Description</u>
	Saves the courses entered in the table.
	Irrevocably deletes all courses in that academic school year for the student.
	Displays the Add Student Transcript screen.
	Displays the Student Credit Summary screen for the student.
	Displays the Student Profile screen for the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

<u>Column Header</u>	<u>Description</u>
<b>State Course Number</b>	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.
<b>State Course Name</b>	The title of the course may be abbreviated.
<b>Local Course Title</b>	The title of the course assigned by the high school.
<b>Subject</b>	The course subject area as designated by Course Code Directory (CCD). The course subject area as designated by State University System (SUS).
<b>OnLine</b>	N (no) Y (yes)
<b>Course Flags</b>	High school courses taken during middle school must be flagged with a '9'. The 8 <sup>th</sup> semester courses should be flagged as courses in progress in 7 <sup>th</sup> semester with a 'P'.
<b>Final Grade</b>	The fall and spring grade the student earned for each term.
<b>Credits</b>	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 8<sup>th</sup> semester courses should be flagged as courses in progress in 7<sup>th</sup> semester with a 'P'. You will need to select the **Final Grade** and **Credits** from the corresponding drop down box.

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!**

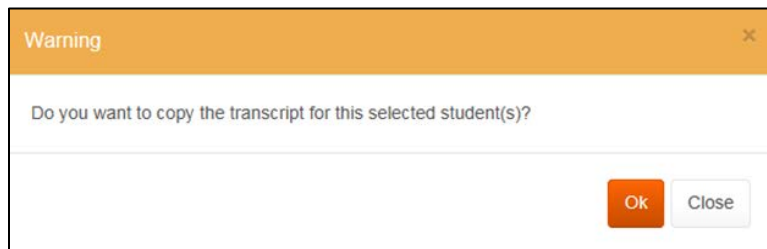


When 7<sup>th</sup> (Early) semester transcript data has been entered and 8<sup>th</sup> (Final) semester courses flagged as in progress (Courses Flags column – “P”) the user may copy the transcript by selecting “**Copy from 7<sup>th</sup> to 8<sup>th</sup>.**”

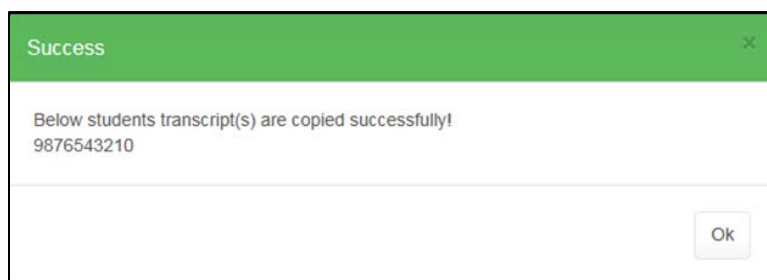
In **Early Evaluation** on the **List of Students** screen, use the **Select Box** column to select up to 10 students per page and then select the **Copy from 7<sup>th</sup> to 8<sup>th</sup>** button.

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

## Online Transcript Entry and Evaluation System (OTEEs)

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[Log off](#)

### List of Students

FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL

2017 **FINAL 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.**

[Previous](#)

1

[Next](#)

Action	Select Box	FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Graduation Date	Last Sent/Last Evaluated	*Potential Award
<a href="#">P</a> <a href="#">I</a> <a href="#">C</a> <a href="#">I</a> <a href="#">R</a> <a href="#">I</a> <a href="#">F</a>	<input type="checkbox"/>	N	9876543210	Doe	John			

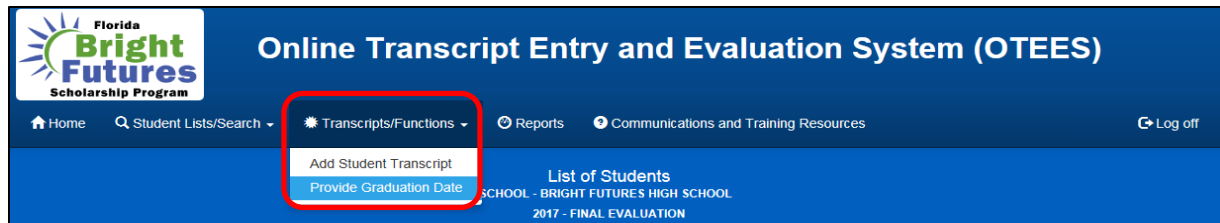
\*Potential Award – Indicates the best award based on the Early (7th) or Final (8th) Evaluation System

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.

The screenshot shows the 'Provide Graduation Date' screen. It includes instructions on how to enter the graduation date and a table of schools to be updated. The 'Update' button is highlighted.

This page is used to set the graduation date for all transcripts in the Final Evaluation system that currently have a blank graduation date.

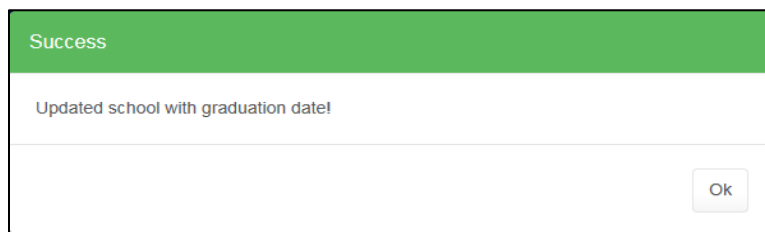
- Enter graduation date in month/day/year format (mm/dd/yyyy).
- Date entered cannot be in the future.
- Diploma Type Received will be set to Standard.
- All transcripts will be reevaluated.

After entering the graduation date, select "Update" to complete.

Graduation Date: (MM/DD/YYYY)  Grad Date (mm/dd/yyyy)

School Number	School Name	Transcripts to be Updated
00	BRIGHT FUTURES HIGH SCHOOL	1

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.

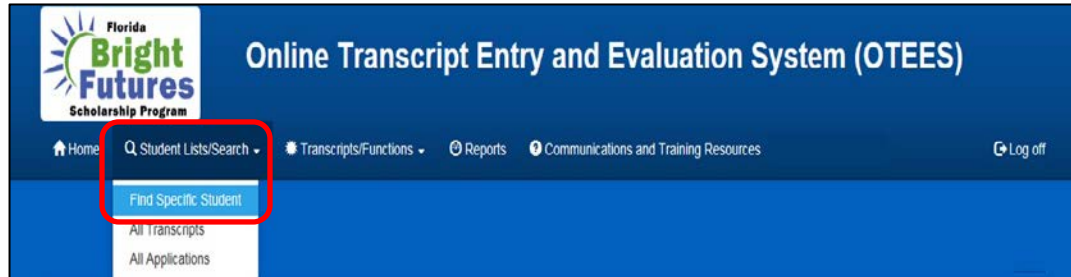


## F. Student Lists/Search

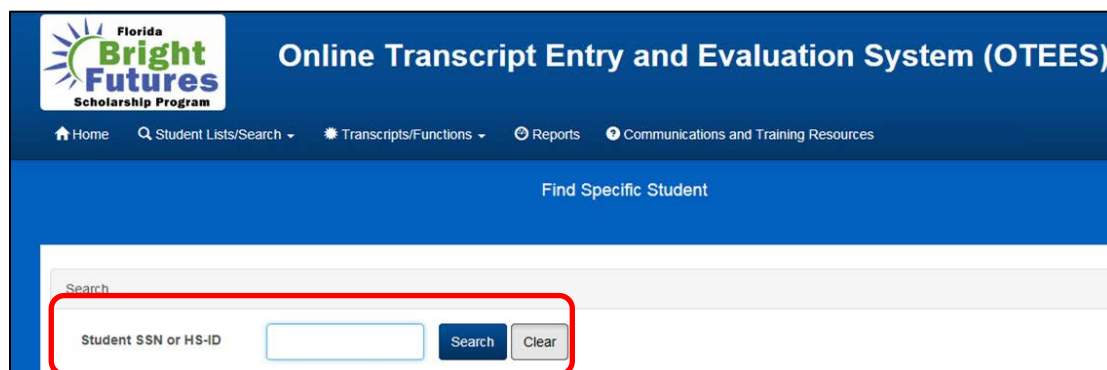
**Student Lists/Search** provides a counselor access to student transcripts already entered in OTEES.

## 1. Find Specific Student

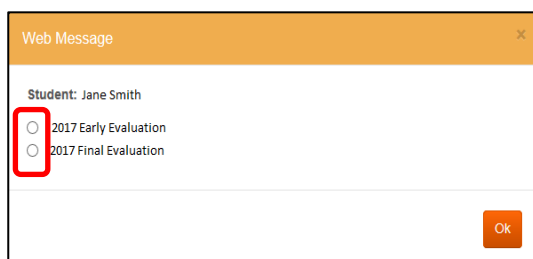
To search for an individual student's transcript, select **Student Lists/Search** and **Find Specific Student**.



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.

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

Find Specific Student

Search

Student SSN or HS-ID

Transcript

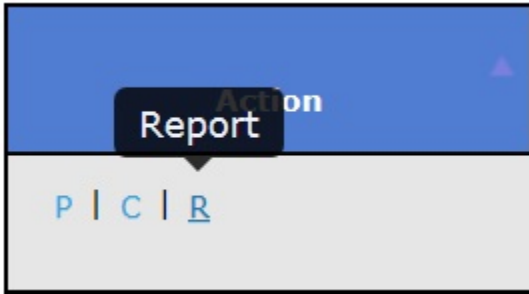
Copy from 7th to 8th Delete Records Printable Page

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><b>P (Profile) – Student Demographics and Student Education Status</b></p> <p>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><b>C (Course Summary) – Student Credit Summary</b></p> <p>On this screen, private schools will manually update course data.</p>



**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

Student SSN or HS-ID

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

Florida Bright Futures Scholarship Program

## Online Transcript Entry and Evaluation System (OTEE)

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

Find Specific Student  
FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL

Search

Student SSN or HS-ID 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

- **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.

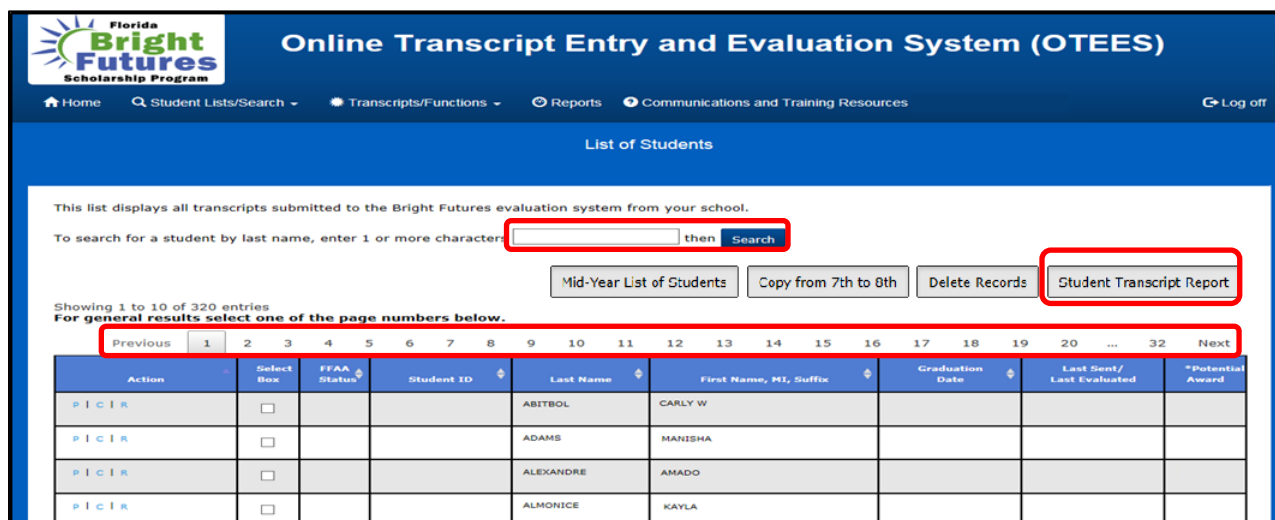
- **Graduation Date:** Graduation date is provided in Final Evaluation only.
- **Last Sent/Last Evaluated:** The column provides the date when the transcript was entered into the system and the date when the transcript was last evaluated in OTEES.
- **Potential Award:** The potential award provides information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



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.



Florida's Bright Futures Scholarship Program

List of Students

FLORIDA SCHOOL - BRIGHT FUTURES HIGH SCHOOL

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.osfaffelp.org?

Open Save Cancel

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 Edit View Favorites Tools Help

1 of 2

100%

Find | Next

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

XML file with report data  
CSV (comma delimited)  
PDF  
MHTML (web archive)  
Excel  
TIFF file  
Word

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.osfaffelp.org?

Open Save Cancel

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

FILE DISTRICT: SCHOOL: SCHOOL:

**Florida's Bright Futures Scholarship System  
Student Evaluation**

**EVALUATION SYSTEM**

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

[Key to Student Evaluation 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**

STUDENT NAME: Doe, Jane SSN: HS-ID: POTENTIAL AWARD STATUS:  
EVALUATION DATE: DIPLOMA TYPE: GRADUATION DATE:

HIGHEST TEST SCORES: MAXIMUM SECTION SCORES

ACT COMPOSITE: READING - MATH - ENGLISH - SCIENCE -  
SAT COMBINED: READING - MATH -  
PERT SCORES: READING - MATH - WRITING -  
CPT SCORES: READING - ALGEBRA - SENTENCE SKILLS -

APP (FFAA) SUBMITTED:  
SERVICE HOURS:  
IB CURRICULUM:  
IB DIPLOMA:  
AICE CURRICULUM:  
AICE DIPLOMA:  
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	
				GSV CREDITS	
EN:	0.00	EN:	0.00	EN:	0.00
MA:	0.00	MA:	0.00	MA:	0.00
SC:	0.00	SC:	0.00	SC:	0.00
FL:	0.00	FL:	0.00	FL:	0.00
SS:	0.00	SS:	0.00	SS:	0.00
X2:	0.00	X2:	0.00	X2:	0.00
TOTAL:	0.00	TOTAL:	0.00	TOTAL:	0.00
QPTS:	0.00	QPTS:	0.00	QPTS:	0.00
GPA:	0.00	GPA:	0.00	GPA:	0.00
MISSING		MISSING		MISSING	

VOCATIONAL CREDITS IN PROGRAM

TOTAL: 0.00  
QPTS: 0.00  
GPA: 0.00



**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 for Florida Financial Aid Applicants. The header includes the Florida Bright Futures Scholarship Program logo and the title "Online Transcript Entry and Evaluation System (OTEEs)". The navigation bar contains links for Home, Student Lists/Search, Transcripts/Functions, Reports, and Communications and Training Resources, along with a Log off button.

The main content area is titled "Florida Financial Aid Applicants" and "NON FLORIDA SCHOOL - BRIGHT FUTURES TEST HIGH SCHOOL (990011N) 2017 - EARLY EVALUATION". It contains a list of instructions for using the system, a search bar, and a table of results.

Instructions:

- 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 bar: To search for a student by last name, enter 1 or more characters [input field] then [Search button]

Buttons: [Mid-Year List of Students] [Printable Page]

Showing 0 to 0 of 0 entries  
For general results select one of the page numbers below.

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.

## 1. Students Summary Statistics Report

District Code	School Code	School Name	Highest Potential Award Status					FFAA Status		
			FAS	FMS	GSC	GSV	INEL	AB	52	N
		BRIGHT FUTURES TEST HIGH	0	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**.

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





## 2. Student Initial Eligibility Report

Acad Year
2016-17

Private
YES

District/State
FLORIDA SCHOOL

School
BRIGHT FUTURES TEST HIGH SCHOOL

1 of 1
100%
Find | Next

**Florida Department of Education  
Bright Future Student Scholarship Program  
Initial Eligibility By School and Program Award for 2017 Graduates**

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

Page: 1 of 1

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

<b>District Name</b>	Prefilled district name
<b>School Name</b>	Prefilled school name
<b>Award</b>	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
<b>Unduplicated Eligible</b>	Actual number of eligible students
<b>School Total</b>	Total initially eligible students per school
<b>District Total</b>	Total initially eligible students per district

### 3. Multiple Student Evaluation Reports

The screenshot shows the 'Multiple Student Evaluation Reports' page in the OTEES system. The page has a blue header with the 'Florida Bright Futures Scholarship Program' logo and the title 'Online Transcript Entry and Evaluation System (OTEEs)'. Below the header is a navigation bar with links: Home, Student Lists/Search, Transcripts/Functions, Reports, and Communications and Training Resources. A 'Log off' link is in the top right corner. The main content area is titled 'Multiple Student Evaluation Reports' and 'FLORIDA SCHOOL - BRIGHT FUTURES TEST HIGH SCHOOL'. It contains a section for 'Multiple Student Evaluation Report/ Request' with instructions and a form. The instructions state that the report will display all transcripts for a school or selected school(s) and must be submitted on or after September 1 of the academic year. The form includes fields for 'District/County' (pre-filled with 'FLORIDA SCHOOL'), 'Private School' (pre-filled with 'YES'), 'School' (a dropdown menu with 'BRIGHT FUTURES TEST HIGH SCHOOL' selected), and 'Evaluation Year' (checkboxes for SENIOR, JUNIOR, SOPHOMORE, and FRESHMAN, with 'SENIOR' checked). A red 'Request' button is at the bottom of the form. Below the form is a section for 'Multiple Student Evaluation Report' with a message: 'Reports will display up to 96 hours after report has generated.' and a table with columns 'File Name' and 'Link'.

Multiple Student Evaluation Report/ Request

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.

Follow the below instructions:

I. Select the "Evaluation Year"

II. **District Users Only** – Multiple school evaluation reports may be requested by holding the "Ctrl" (Control) key and selecting the desired schools.

District/County: FLORIDA SCHOOL

Private School: YES

School: -- All --  
BRIGHT FUTURES TEST HIGH SCHOOL

Evaluation Year:  
☒ SENIOR  
☐ JUNIOR  
☐ SOPHOMORE  
☐ FRESHMAN

Request

Multiple Student Evaluation Report

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

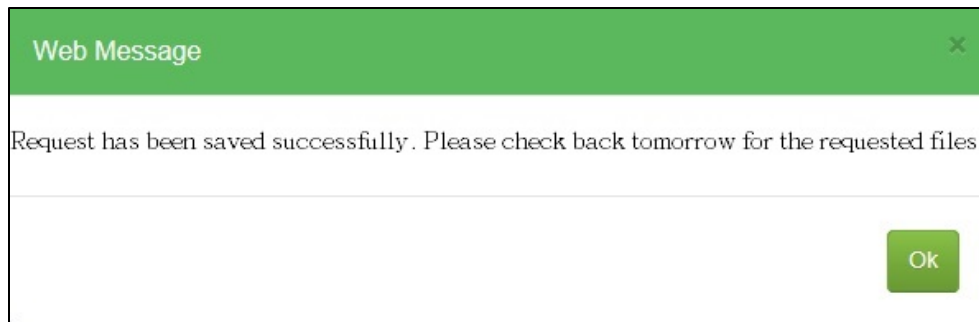
File Name	Link
-----------	------

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.

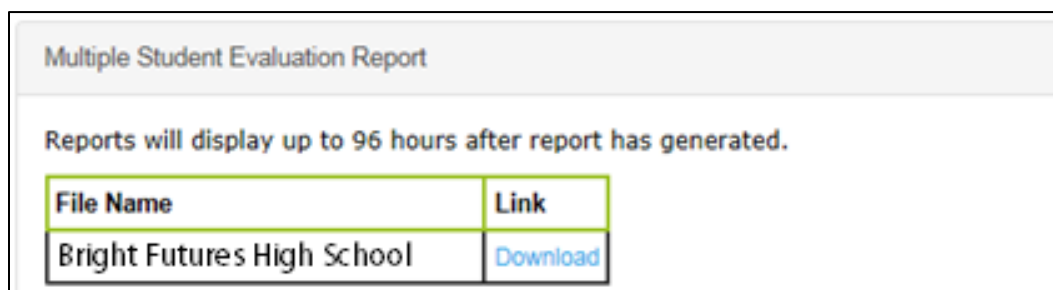
The following fields are fixed and prefilled based on user login credentials: **Private**, **District/State**, and **School**.

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.



## H. OSFA Contact Information

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