

2016-17

Self-Study Training Manual
Online Transcript Entry
and Evaluation System
(OTEEES)
Public Schools

Florida Department of Education
Office of Student Financial Assistance (OSFA)
www.FloridaStudentFinancialAid.org



Table of Contents

A. Introduction.....	2
B. Evaluations	2
C. Navigating to the Online Transcript Entry and Evaluation System (OTEES)	3
D. OTEES Home Page	5
E. Student Lists/Search	5
1. Find Specific Student	5
a. Column Headers: Action	7
b. Column Headers: FFAA Status	8
c. Column Headers: Student ID, Last Name, First Name, MI, Suffix, Graduation Date, Last Sent/Last Received and Potential Award	9
2. All Transcripts	10
3. All Applications	15
F. OSFA Contact Information	15

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.

The Florida Automated System for Transferring Educational Records (FASTER) provides public school districts, state colleges, universities and technical centers with the means to exchange transcripts and other student records electronically. Transcripts are submitted to the High School Transcript Database (HSTD) 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;
- 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;
- 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.

Please 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, then 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

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

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



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*)

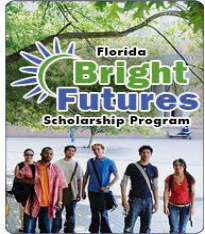
- Login with assigned **User ID** and **Password** credentials.


After signing onto the OTEES for the first time, the password must be changed. If you are unable to use the “Forgot your User ID?” and/or “Forgot your Password?” prompts, please contact OSFA Customer Service 888-827-2004 or email OSFASecurity@fldoe.org.




Online Transcript Entry and Evaluation System (OTEEs)

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





Florida Bright Futures Scholarship Program



OSFA
Office of Student Financial Assistance

User ID:


Password:


Login

[Forgot your User ID?](#)

[Forgot your Password?](#)

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 navigation after choosing the processing options.

The screenshot shows the OTEES (Online Transcript Entry and Evaluation System) home page. The header includes the Florida Bright Futures Scholarship Program logo and the title 'Online Transcript Entry and Evaluation System (OTEES)'. A navigation bar at the top contains links: Home, Student Lists/Search, Transcripts/Functions, Reports, Communications and Training Resources, and Log off. The main content area is titled 'BFIE Selection' and 'PALM BEACH - ALEXANDER W DREYFOOS JR SCHOOL (500395N) 2017 - EARLY EVALUATION'. Below this is the 'Please Select Processing Options' form. It includes dropdown menus for 'District/County' (PALM BEACH), 'Private School' (No), and 'School' (ALEXANDER W DREYFOOS JR SCHOOL (500395N)). There are also dropdowns for 'Evaluation Year' (2017) and 'Evaluation Period' (EARLY EVALUATION, FINAL EVALUATION). Below the form, there is a message: '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. Student Lists/Search

Student Lists/Search provides a counselor access to student transcripts submitted via FASTER.

1. Find Specific Student

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

The screenshot shows the OTEES home page with the 'Student Lists/Search' dropdown menu open. The menu options are: Find Specific Student, All Transcripts, and All Applications. The 'Find Specific Student' option is highlighted.

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.

The screenshot shows the 'Find Specific Student' interface. At the top is the 'Florida Bright Futures Scholarship Program' logo and the title 'Online Transcript Entry and Evaluation System (OTEES)'. Below the title 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. The main heading is 'Find Specific Student'. Below this is a search form with a text input field labeled 'Student SSN or HS-ID', a 'Search' button, and a 'Clear' button. A red rectangle highlights these three elements.

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 screenshot shows a 'Web Message' dialog box. It contains the text 'Student: Jane Smith'. Below this are two radio button options: '2017 Early Evaluation' and '2017 Final Evaluation'. The '2017 Early Evaluation' option is selected and highlighted with a red box. An 'OK' button is located at the bottom right of the dialog.




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

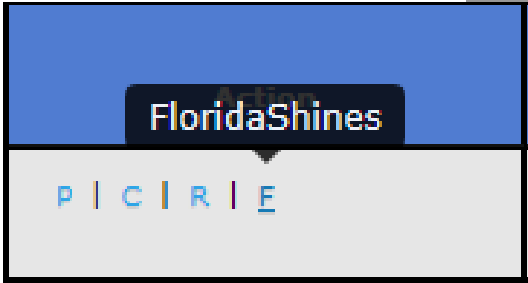
The screenshot shows the 'Transcript' section of the OTEES system. A red arrow points to the 'Transcript' heading. Below the heading is a table with the following columns: Action, FFAA Status, Student ID, Last Name, First Name, MI, Suffix, Graduation Date, Last Sent/Last Evaluated, and Potential Award. The first row of data shows 'P | C | R | F' for Action, and 'Smith' and 'Jane' for Last Name and First Name, MI, Suffix respectively. Above the table are buttons for 'Copy from 7th to 8th', 'Delete Records', and 'Printable Page'.

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

a. Column Headers: Action

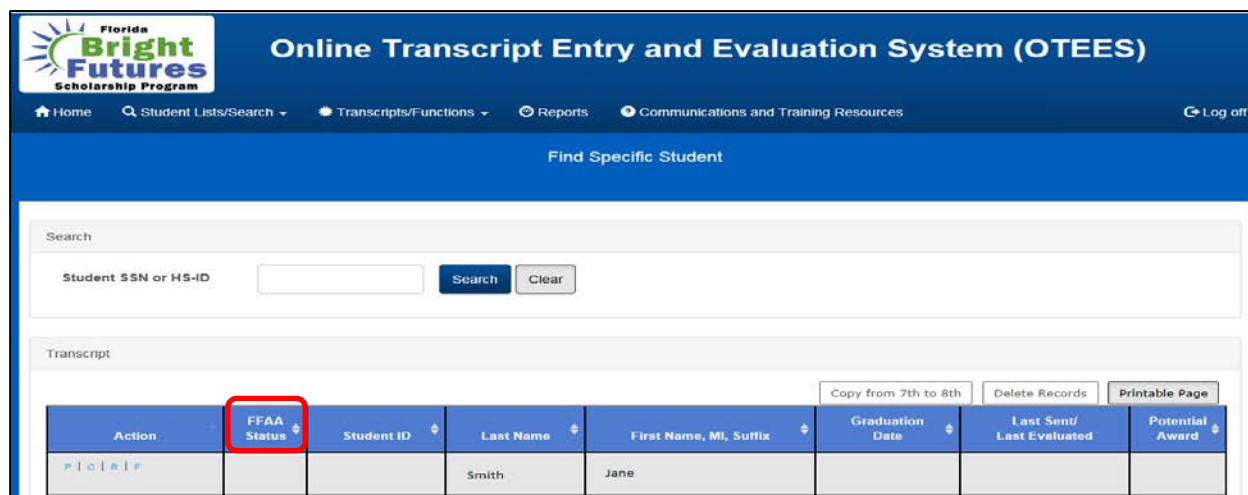
Action Code Descriptions – Display of these codes will vary depending upon security access level.

	<p>P (Profile) – Student Demographics and Student Education Status</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>C (Course Summary) – Student Credit Summary</p> <p>Public schools will send an updated transcript via FASTER to update course data.</p>
	<p>R (Report) – Florida’s Bright Futures Scholarship System Student Evaluation</p> <p>Provides the Student Evaluation Report.</p>

	<p>F (FloridaShines) – FloridaShines displays the unofficial view of the student’s evaluation report.</p>
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b. Column Headers: FFAA Status

The **FFAA Status** column header provides a link to a legend which explains each of the designations in the column. It will open in a separate window.



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 Search Clear


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 E			Smith	Jane			

Florida's Bright Futures Scholarship Program FFAA Status Code Descriptions

The code listed in the FFAA Status column header indicates the results of the student’s preliminary FFAA evaluation.



Online Transcript Entry and Evaluation System (OTEEs)

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

Florida's Bright Futures Scholarship Program FFAA Status Code Descriptions

Post Date: 01/23/2007

Student List


In the practice system, the FFAA Status column indicates the results of the student's preliminary FFAA evaluation. Each student's record will indicate one of the following codes:

- B** The student has an FFAA on file and has requested an official Bright Futures eligibility evaluation. A transcript must be sent to the Bright Futures production evaluation system when appropriate for early and end-of-year evaluations.
- A** The student has an FFAA on file; however, the SSFAD did not estimate the student potentially eligible for Bright Futures. It is possible for a student to be eligible for Bright Futures even though the SSFAD did not list Bright Futures. You are encouraged to send a transcript to the Bright Futures production evaluation system if you choose, after a practice review.
- 52** The student is either ineligible to participate (the student answered 'yes' to the felony question) or has requested that her/his transcripts not be evaluated for Bright Futures. A transcript will be rejected if submitted to the Bright Futures production evaluation system.
- 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. Use your FFAA List of Applicants to reconcile the information on your student transcripts with their applications. A transcript with "N" status will be rejected if submitted to the Bright Futures production evaluation system.

The Bright Futures practice evaluation system includes only FFAA indicators for students you have submitted to the practice evaluation system. It is not intended to be a complete list of all FFAA applicants.

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



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

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

- **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.

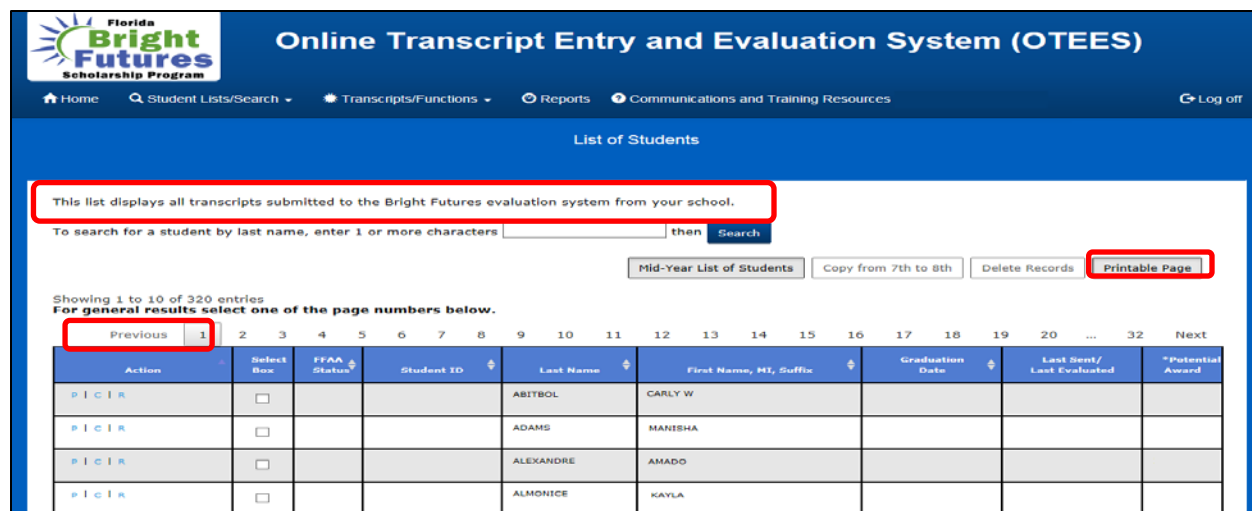
- **Last Sent/Last Evaluated:** The column provides the date when the transcript was downloaded from the HSTD and the date when the transcript was last evaluated in OTEES.
- **Potential Award:** The potential award provides information on the status of initial eligibility after the evaluation.

2. All Transcripts

To view all student transcripts, submitted via FASTER for the selected evaluation year, choose **All Transcripts**. The **List of Students** displays all transcripts submitted to the Bright Futures evaluation system from the school identified in the **Processing Options** school field.




Use the search box to find individual students by entering the entire last name or a partial spelling of the last name.



To print or save the list of students, select the **Printable Page** button. To page through the list of students, use the arrows at the top of the page or enter a page number. Select the save icon and choose the format from the **Export drop-down menu** to download the student list and save or print. Available formats for download include XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file and Word. To return to the List of Students, close the printable page.

<div> <div> 1 of 1 </div> <div>100%</div> <div>Find Next</div> </div>																										
<h2>Florida's Bright Futures Scholarship Program</h2> <h3>List of Students</h3> <h4>FLORIDA SCHOOL - BRIGHT FUTURES TEST HIGH SCHOOL</h4> <h4>EARLY EVALUATION</h4> <p>Number of Transcripts: 1</p> <table> <tr> <th>FFAA Status</th><th>Student ID</th><th>Last Name</th><th>First Name, MI, Suffix</th><th>Created/ Edited</th><th>Graduation Date</th><th>Last Sent/ Last Evaluated</th><th>* Best Award</th><th>Service Hours</th></tr> <tr> <td>N</td><td>***_**_****</td><td>Doe</td><td>John</td><td>2016-09-13 2016-11-04</td><td></td><td>2016-11-04 2016-11-04</td><td>INEL - 7</td><td>0</td></tr> </table> <p>*Best Award – Indicates the best award based on the Early (7th) or Final (8th) Evaluation System</p>									FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Created/ Edited	Graduation Date	Last Sent/ Last Evaluated	* Best Award	Service Hours	N	***_**_****	Doe	John	2016-09-13 2016-11-04		2016-11-04 2016-11-04	INEL - 7	0
FFAA Status	Student ID	Last Name	First Name, MI, Suffix	Created/ Edited	Graduation Date	Last Sent/ Last Evaluated	* Best Award	Service Hours																		
N	***_**_****	Doe	John	2016-09-13 2016-11-04		2016-11-04 2016-11-04	INEL - 7	0																		

The **List of Students** displays 10 student records per page. To navigate, select the numbers at the top of each page. Column headers are defined on pages 8 and 9.



Online Transcript Entry and Evaluation System (OTEES)

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

List of Students

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](#)
[Printable Page](#)

Showing 1 to 10 of 320 entries
For general results select one of the page numbers below.

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[11](#)
[12](#)
[13](#)
[14](#)
[15](#)
[16](#)
[17](#)
[18](#)
[19](#)
[20](#)
[...](#)
[32](#)
[Next](#)

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"/>			ABITROL	EARLY W			

Select the arrows on the column headers to sort the **List of Students** by field.

The letters in the **Action** column provide access to student reports.

Profile (P) – Provides Student Demographics and Student Education Status in two sections.

Florida Bright Futures Scholarship Program

Online Transcript Entry and Evaluation System (OTEEs)

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

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.floridabrightfutures.org>

FFAA Status: N - No application on file

* Current School: F W BUCHHOLZ HIGH SCHOOL (010431N)

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

* First Name: John * Street Address: 325 W. Gaines St * Date of Birth (mm/dd/yyyy): 11-01-2000

Middle Name: * Address2: * Gender: M

* Last Name: Doe * City: Tallahassee * Race: White

Suffix: * State: FL

Home Phone: * Zip Code: 32399

Email:

* Year entered ninth: 2013-2014

Student Education Status

Service Hours Completed: 0

☐ Working toward earning a standard high school diploma

☐ IB Diploma ☐ National Merit Scholar: Not Applicable

☐ AICE Diploma ☐ National Achievement Scholar: Not Applicable

☐ Home-Educated ☐ National Hispanic Scholar: Not Applicable

☐ Home-Educated District Confirmation Letter

TEST SCORES: To see a student's test scores. Select the All Tests button located above the Student Demographics

To view test scores, choose **All Tests** at the top of the page. 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.

Florida Bright Futures Scholarship Program

Online Transcript Entry and Evaluation System (OTEEs)

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

Student Demographic and Test Data

NON FLORIDA SCHOOL - BRIGHT FUTURES TEST HIGH SCHOOL (990011N)
2017 - EARLY EVALUATION

Student : ID :

NOTE: Florida's ACT/SAT Test Score Repository is our official source for these scores.

ETS = Official score(s) from Test Repository;
 FASTER = Test scores received on student transcript;
 On-Line = Test scores entered via OTEEs;
 Value Computed = Best test score

Select test type: ☒ ACT ☐ SAT ☐ PERT

Showing 0 to 0 of 0 entries

Add Test Print Demographics Remarks

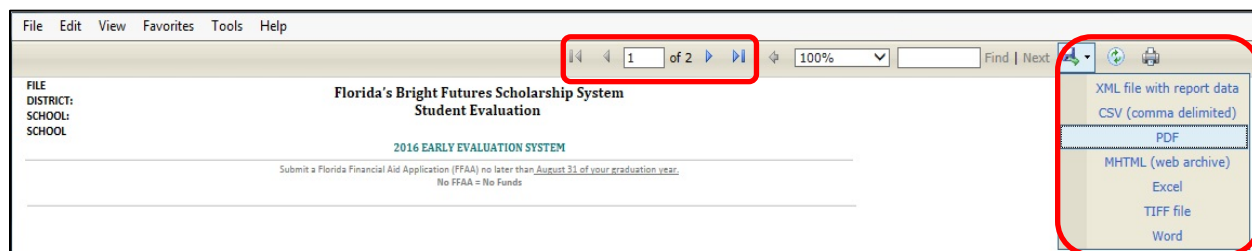
Test Code	Score	Score Source	Test Date	Date Created	Created By	Changed By	Date Changed
No data available in table							

- **Remarks** provides a field for entering comments.
- **Demographics** is used to return to the previous page.

Course Summary (C) – Public schools update transcripts through FASTER transmissions.

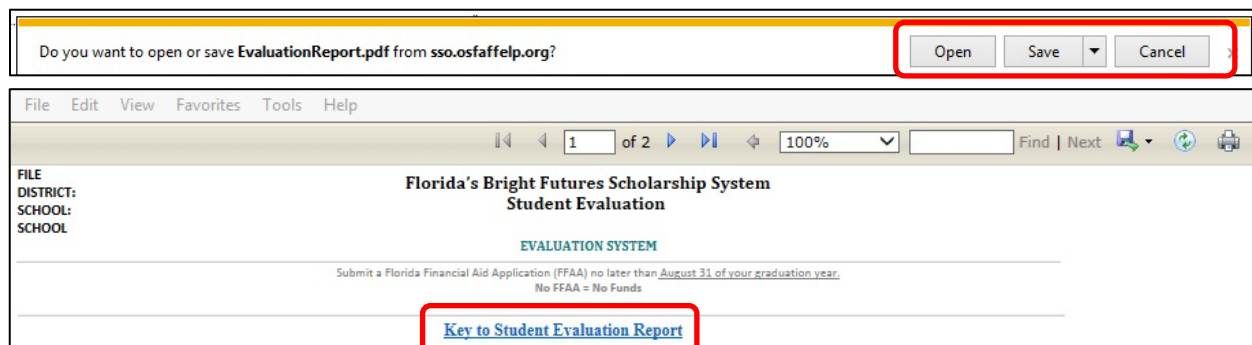
Report (R) – Florida's Bright Futures Scholarship System Student Evaluation

Access the Evaluation Report via the action code R in the Action column of the Specific Student or List of Students screens. The student evaluation is a report which opens in a new window. To navigate the pages use the arrows at the top or type in the page number.



To print or save, select the disk icon to download the report in a specific format.

After selecting the preferred format, a pop-up provides the option to open, save, or cancel request.



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

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			
								AE: 0.00			
								GE: 0.00			
								MA: 0.00			
								BI: 0.00			
								EQ: 0.00			
								AG: 0.00			
								AH: 0.00			
								EC: 0.00			
								WH: 0.00			
								PE: 0.00			
								PF: 0.00			
								VOCATIONAL CREDITS IN PROGRAM			
								TOTAL: 0.00			
								QPTS: 0.00			
								GPA: 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			
MISSING				MISSING				MISSING			

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

File Edit View Favorites Tools Help

1 of 2
100%
Find | Next

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](#)

Section 3 provides a list of the courses with grades and credits applied toward each award.

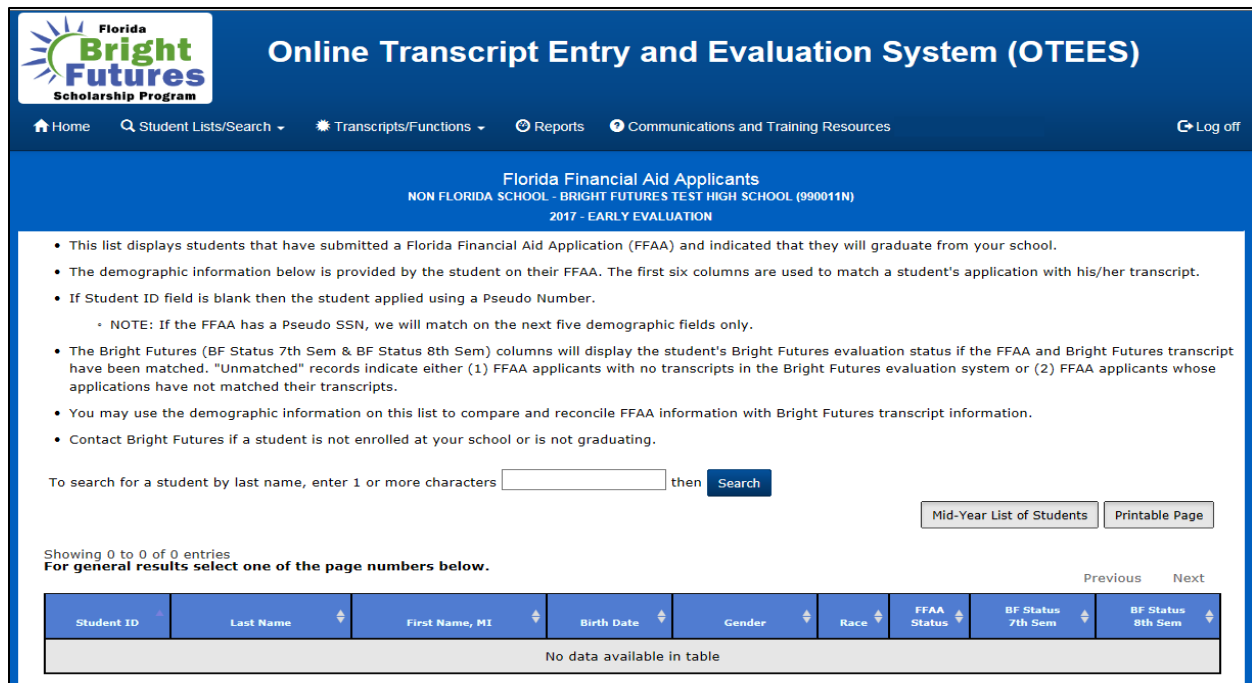
SECTION 3											
Transcript Data						Bright Futures Evaluation					
School Year-Term	Course Number	Title (# = Foreign Language completer course)	Subj Area	Cr. Enrd	Grd. Enrd	W T	Florida Academic	Florida Medallion	Gold Seal Voc.	Voc. Curr.	IB Curr.
20112012-1	1200320	ALGEBRA 1	A1	0.50	A	+			A1 - 2.25		

3. All Applications

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



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



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.

F. OSFA Contact Information

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