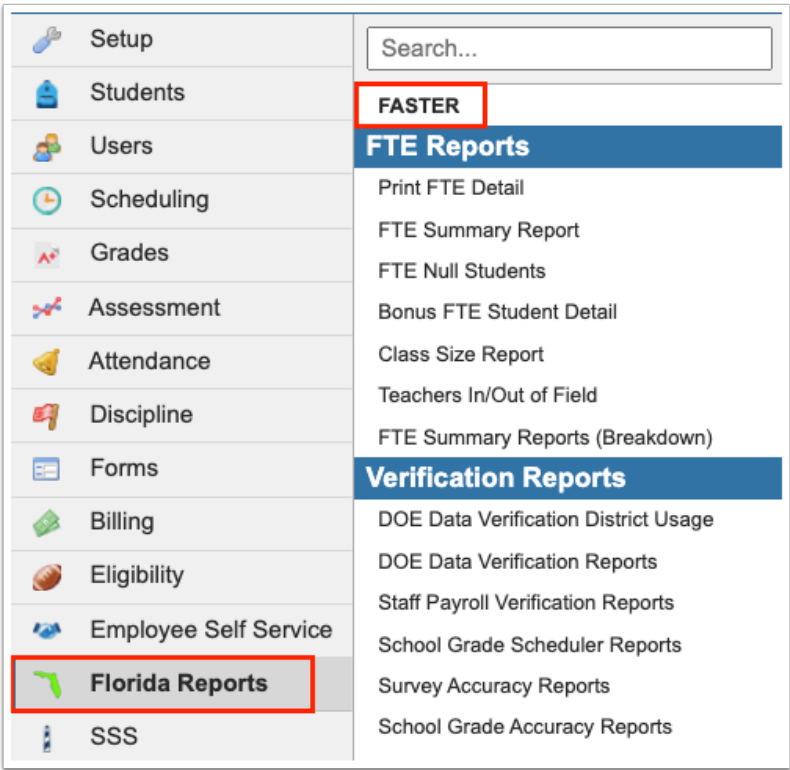


FASTER

The FASTER module allows users to send student transcripts to other schools and colleges, as well as Bright Futures. Using FASTER, districts are also able to accept incoming transcripts from other districts, and much more.

Viewing Outgoing Transcripts

1. From the **Florida Reports** menu, click **FASTER**.



The following tabs are displayed: Incoming Requests, Send Requests, Incoming Transcripts, Outgoing Transcripts, Aging Reports, Reports & Logs, and Setup.

Incoming Requests: School or college is requesting information on a student.

Send Requests: Your school is requesting information from another district.

Incoming Transcripts: A request for a transcript is being sent to you.

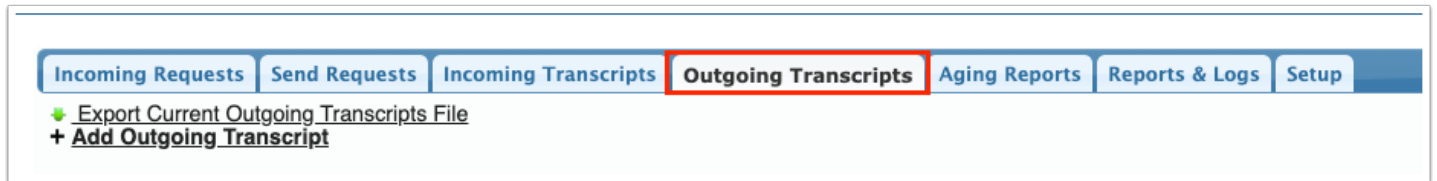
Outgoing Transcripts: To send a transcript out to a Florida high school or college.

Aging Reports: To obtain a listing of all Outgoing/Incoming Aging records.

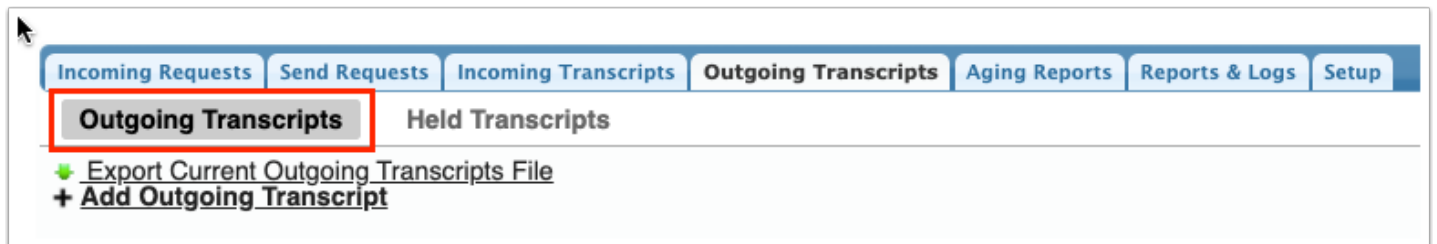
Reports & Logs: To obtain a listing of all Edit/Aging/User/Bright Futures reports as well as a listing of all Outgoing and Log files.

Setup: To define District Wide comments that will be sent on every student's transcript.

2. Click the **Outgoing Transcripts** tab.



3. Click the **Outgoing Transcripts** tab, if more than one tab displays.



4. To view transcripts sent for a specific student, enter the full or partial student name or Student ID in the **Student** text box.

a. Click **More Search Options** to define a subset of students based on shared data, such as grade level, a scheduled course, etc.

A screenshot of the 'Student Search' interface. On the left, there is a text box labeled 'Student' containing the name 'martin'. Below this text box is a link labeled 'More Search Options' with a right-pointing arrow. To the right of the text box, there are several search filters. The 'Report Timeframe' section shows a date range from 'June 30, 2023' to 'September 28, 2023'. Below this, there are three checkboxes: 'Only Use Report Timeframe' (which is checked), 'Errors Only', 'Exclude Bright Futures', and 'Exclude MSIX'. The 'Transcript Status' section has a dropdown menu. The 'Addressed Institution' section has a dropdown menu showing 'N/A'. The 'Student Group' section has a dropdown menu. At the bottom right, there are two checkboxes: 'Search All Schools' and 'Include Inactive Students'. At the very bottom, there are 'Search' and 'Reset' buttons. A red rectangular box highlights the 'Student' text box and the 'More Search Options' link.

5. Set a date range using the **Report Timeframe** pull-downs.

The screenshot shows a search interface for transcripts. A red rectangular box highlights the 'Report Timeframe' section at the top, which includes three date pickers: 'June 30 2023', 'September 28 2023', and a minus sign between them. Below this section are several checkboxes: 'Only Use Report Timeframe' (checked), 'Errors Only', 'Exclude Bright Futures', and 'Exclude MSIX'. There is also a 'Transcript Status' dropdown menu, an 'Addressed Institution' dropdown menu (showing 'N/A'), a 'Student Group' dropdown menu, and two more checkboxes: 'Search All Schools' and 'Include Inactive Students'. At the bottom are 'Search' and 'Reset' buttons.

6. You can limit the display to only those records that fall within the Report Timeframe by selecting the **Only Use Report Timeframe** check box.
7. Select the **Errors Only** check box to only view outgoing transcripts records that contain an error. See [Resolving Errors](#) for more information.
8. Select the **Exclude Bright Futures** check box to exclude transcript records sent to Bright Futures.
9. Select the **Exclude MSIX** check box to exclude transcript records sent to MSIX.
10. Select the **Transcript Status** from the pull-down to view transcripts that are Pending, Sent, or Response Pending.
11. Select the **Addressed Institution** from the pull-down to view transcripts sent to a specific institution, such as Talented 20.
12. If looking for transcripts sent based on a **Student Group**, select the group from the corresponding pull-down.
13. Select the **Search All Schools** check box to search for students at all schools.
14. Select the **Include Inactive Students** to include inactive students in your search.
 - a. If you select to Include Inactive Students, you can also **Include Previous Years Inactive Students** and/or **Use Most Recent Enrollment** by selecting the corresponding check boxes.
15. Click **Search**.

View all outgoing transcripts by Status, Full Name, Date Created, Gender, Birthdate, Student Identifier, Addressed Institution, and Sending Institution.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

[Back to Search](#)

[Export Current Outgoing Transcripts File](#)

[Add Outgoing Transcript](#)

[Resend Selected](#)
[Delete Selected](#)

3414 Outgoing Transcripts

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input type="checkbox"/>	Sent	Lorente, [REDACTED]	Jun 23, 2020	M	Jul 31, 2003	[REDACTED]	BRIGHT FUTURES: 2281	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Lorente, [REDACTED]	Jun 23, 2020	M	Jul 31, 2003	[REDACTED]	BRIGHT FUTURES: 2281	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Howell, [REDACTED]	Jun 23, 2020	F	Nov 4, 2004	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Howell, [REDACTED]	Jun 23, 2020	F	Nov 4, 2004	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Schultz, [REDACTED]	Jun 23, 2020	F	Sep 26, 2001	[REDACTED]	BRIGHT FUTURES: 2181	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Smith, [REDACTED]	Jun 23, 2020	M	Apr 28, 2005	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL

16. Select the check boxes next the applicable students to resend transcripts or delete an outgoing transcript record.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

[Back to Search](#)

[Export Current Outgoing Transcripts File](#)

[Add Outgoing Transcript](#)

[Resend Selected](#)
[Delete Selected](#)

3414 Outgoing Transcripts 1 Selected

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input checked="" type="checkbox"/>	Sent	Lorente, [REDACTED]	Jun 23, 2020	M	Jul 31, 2003	[REDACTED]	BRIGHT FUTURES: 2281	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Lorente, [REDACTED]	Jun 23, 2020	M	Jul 31, 2003	[REDACTED]	BRIGHT FUTURES: 2281	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Howell, [REDACTED]	Jun 23, 2020	F	Nov 4, 2004	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Howell, [REDACTED]	Jun 23, 2020	F	Nov 4, 2004	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Schultz, [REDACTED]	Jun 23, 2020	F	Sep 26, 2001	[REDACTED]	BRIGHT FUTURES: 2181	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Smith, [REDACTED]	Jun 23, 2020	M	Apr 28, 2005	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input type="checkbox"/>	Sent	Smith, [REDACTED]	Jun 23, 2020	M	Apr 28, 2005	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL

Select the check box in the header to select all listed students at once.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

[Back to Search](#)

[Export Current Outgoing Transcripts File](#)

[Add Outgoing Transcript](#)

[Resend Selected](#)
[Delete Selected](#)

3414 Outgoing Transcripts 3414 Selected

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input checked="" type="checkbox"/>	Sent	Lorente, [REDACTED]	Jun 23, 2020	M	Jul 31, 2003	[REDACTED]	BRIGHT FUTURES: 2281	[REDACTED] HIGH SCHOOL
<input checked="" type="checkbox"/>	Sent	Lorente, [REDACTED]	Jun 23, 2020	M	Jul 31, 2003	[REDACTED]	BRIGHT FUTURES: 2281	[REDACTED] HIGH SCHOOL
<input checked="" type="checkbox"/>	Sent	Howell, [REDACTED]	Jun 23, 2020	F	Nov 4, 2004	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input checked="" type="checkbox"/>	Sent	Howell, [REDACTED]	Jun 23, 2020	F	Nov 4, 2004	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input checked="" type="checkbox"/>	Sent	Schultz, [REDACTED]	Jun 23, 2020	F	Sep 26, 2001	[REDACTED]	BRIGHT FUTURES: 2181	[REDACTED] HIGH SCHOOL
<input checked="" type="checkbox"/>	Sent	Smith, [REDACTED]	Jun 23, 2020	M	Apr 28, 2005	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL
<input checked="" type="checkbox"/>	Sent	Smith, [REDACTED]	Jun 23, 2020	M	Apr 28, 2005	[REDACTED]	BRIGHT FUTURES: 2381	[REDACTED] HIGH SCHOOL

17. Click **Resend Selected** to resend transcripts that have already been sent. This is useful when resending transcripts that weren't successful due to an error. See [Resolving Errors](#) for more information.

18. Click **Delete Selected** to delete outgoing records.

Sending Outgoing Transcripts

1. From the **Florida Reports** menu, click **FASTER**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Search...

FASTER

FTE Reports

Print FTE Detail

FTE Summary Report

FTE Null Students

Bonus FTE Student Detail

Class Size Report

Teachers In/Out of Field

FTE Summary Reports (Breakdown)

Verification Reports

DOE Data Verification District Usage

DOE Data Verification Reports

Staff Payroll Verification Reports

School Grade Scheduler Reports

Survey Accuracy Reports

School Grade Accuracy Reports

2. Click the **Outgoing Transcripts** tab.

Incoming RequestsSend RequestsIncoming Transcripts**Outgoing Transcripts**Aging ReportsReports & LogsSetup

Export Current Outgoing Transcripts File

+ Add Outgoing Transcript

3. Click the **Outgoing Transcripts** tab, if more than one tab displays.

Incoming RequestsSend RequestsIncoming Transcripts**Outgoing Transcripts**Aging ReportsReports & LogsSetup

Outgoing Transcripts

Held Transcripts

Export Current Outgoing Transcripts File

+ Add Outgoing Transcript

4. Click+ **Add Outgoing Transcript**.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging R](#)

[Export Current Outgoing Transcripts File](#)
+ Add Outgoing Transcript

Student Search

Student

[More Search Options](#)

5. Select the applicable options from the pull-down located along the top of the pop-up screen. See the sections below for information on sending transcripts to Florida colleges, Bright Futures, etc. The options displayed and the options selected will differ depending on where the transcripts are being sent.

Send to: BRIGHT FUTURES - Bright Futures Term: - I00 - Q01 Next

Bright Futures Term

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

6. Click **Next**.

FASTER

dname=Florida_Reports/FASTER.php&force_package=SIS&timeframe_only=Y&modfunc=outtranscriptpopup&hel...

- 0021 - SCHOOL - I00 - S01

Next

Academic Evaluations, and Talented Twenty Records)
 res, High School Academic Evaluations, and Talented Twenty Records)

7. Enter the applicable information in order to conduct a student search, and click **Search**. See [Searching for Students](#) for more information.

Send to: ALACHUA - SCHOOL - 100 - S01

Search Screen Simple List Customized List

Student Search

Student Student Group

[More Search Options](#)

☐ Search All Schools
☐ Include Inactive Students

8. Select the check boxes for the applicable students for whom transcripts are to be sent.

Send to: ALACHUA - SCHOOL - 100 - S01

Search Screen Simple List **Customized List** Customize Student List

754 Students 1 Selected








<input type="checkbox"/>	Photo	Student
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne
<input type="checkbox"/>		Acevedo, Angelina
<input type="checkbox"/>		Adler, Alexandria Lynn
<input type="checkbox"/>		Adrian, Lillia
<input type="checkbox"/>		Afonso, <u>Custody Alert</u>

Select the check box in the header to select all students listed.

Send to: ALACHUA - SCHOOL - I00 - S01

Search Screen Simple List **Customized List** Customize Student List

754 Students 754 Selected

<input checked="" type="checkbox"/>	Photo	Student
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne 
<input checked="" type="checkbox"/>		Acevedo, Angelina
<input checked="" type="checkbox"/>		Adler, Alexandria Lynn
<input checked="" type="checkbox"/>		Adrian, Lillia  Avid
<input checked="" type="checkbox"/>		Afonso, Custody Alert




9. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created.

Send to: ALACHUA - SCHOOL - I00 - S01

Search Screen Simple List **Customized List** Customize Student List

754 Students 1 Selected

Search

<input type="checkbox"/>	Photo	Student	Student ID	Grade	Birthdate	Home Language Survey Date
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne 	0060059	11	Jun 2, 2004	Jun 18, 2008
<input type="checkbox"/>		Acevedo, Angelina	0082214	10	Jun 1, 2004	Aug 10, 2018

Next

Sending to Florida Colleges that use FASTER

1. When you select the **+ Add Outgoing Transcript** option, a pop-up will display, as shown in the image shown.

Send to: BRIGHT FUTURES

Bright Futures Term: - I00 - Q01

Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

2. Select FASTER COLLEGES from the **Send to:** pull-down.


Send to: FASTER COLLEGES

BREVARD COMMUNITY COLLEGE (COCOA CAMPUS)

Record

Filter

Code	
I00	BRIGHT FUTURES
	TALENTED 20
	MSIX
S00	COMMONLY USED
	FASTER COLLEGES
Message	SPEEDE/EXPRESS COLLEGES
Code	SPEEDE/EXPRESS OTHER
Q01	01 - ALACHUA
	02 - BAKER
Q02	03 - BAY

 The listed FASTER COLLEGES is maintained by Florida Reports > [School List Setup](#).

3. Select the applicable college from the second school pull-down.

Send to: FASTER COLLEGES

BREVARD COMMUNITY COLLEGE (COCOA CAMPUS)

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Fut
S00	Secondary to Postsecondary Record Transfe

Message Type Codes

Code	Message
Q01	This record is being sent to you at the stude
Q02	This record is being sent to replace a record

Filter

BROWARD COLLEGE (SOUTH CAMPUS)

CHIPOLA COLLEGE (MAIN CAMPUS)

COLLEGE OF CENTRAL FLORIDA (CITRUS COUNTY CAMPUS)

COLLEGE OF CENTRAL FLORIDA (LEVY COUNTY CAMPUS)

COLLEGE OF CENTRAL FLORIDA (OCALA CAMPUS)

DADE AGE/CTE (AMERICAN ADULT AND COMMUNITY ED CENTER)

DADE AGE/CTE (CORAL GABLES ADULT EDUCATION CENTER)

DADE AGE/CTE (D.A. DORSEY TECHNICAL COLLEGE)

DADE AGE/CTE (GEORGE T. BAKER AVIATION TECHNICAL COLLEGE)

DADE AGE/CTE (HIALEAH ADULT EDUCATION CENTER)

4. Select **S00** for message type and **Q01** for the message code.


BREVARD COMMUNITY COLLEGE (COCOA CAMPUS)

-

S00

-

Q01

 For information about these codes, see the [Format and Explanation](#) and the [Code and Message](#) columns.

Send to: FASTER COLLEGES [BREVARD COMMUNITY COLLEGE (COCOA CAMPUS)] [S00] [Q01] Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.
Q05	SPEEDE/ExPRESS response indicating that a transcript was solicited, but the original FASTER request is not identifiable.
Q13	This record is being sent at the request of the student for employment purposes.

5. When all information has been selected and entered, click the **Next** button to continue.

Send to: FASTER COLLEGES [BREVARD COMMUNITY COLLEGE (COCOA CAMPUS)] [S00] [Q01] Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

6. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.

7. Look at the list of students resulting from the search and use the check boxes to select the correct student(s).

Search Screen Simple List Customized List

Student: mart

7 Students 2 Selected

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Calix, [REDACTED]	[REDACTED]	10
<input checked="" type="checkbox"/>		Martin, [REDACTED]	[REDACTED]	09
<input type="checkbox"/>		Martinez, [REDACTED]	[REDACTED]	10

8. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created.

For an up to date list of FASTER message codes please use the following link: [FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS](#)

Sending to SPEEDE/ExPRESS

1. When you select the + **Add Outgoing Transcript** option, a pop-up will display, as shown in the image shown.

Send to: BRIGHT FUTURES

Bright Futures Term:

- I00

- Q01

Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

2. Select SPEEDE/ExPRESS COLLEGES or SPEEDE/ExPRESS OTHER from the **Send to:** pull-down.

Send to: SPEEDE/ExPRESS COLLEGES

FLORIDA GULF COAST UNIVERSITY

- S00

- S01

Record

Filter

Code

BRIGHT FUTURES

I00

TALENTED 20

MSIX

S00

COMMONLY USED

FASTER COLLEGES

Message

SPEEDE/ExPRESS COLLEGES

Code

SPEEDE/ExPRESS OTHER

S01

01 - ALACHUA

02 - BAKER

S02

03 - BAY

The listed SPEEDE/ExPRESS COLLEGES are maintained by Florida Reports > [School List Setup](#).

3. Once SPEEDE/ExPRESS COLLEGES is selected, the other pull-down will populate with corresponding colleges from which to choose. If SPEEDE/ExPRESS OTHER is selected, a text box becomes available instead of a pull-down where you can enter the name of the institution to dictate where transcripts should be sent.

Send to: SPEEDE/ExPRESS COLLEGES - FLORIDA GULF COAST UNIVERSITY - S00 - S01 Next

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.

Filter...


- FLORIDA GULF COAST UNIVERSITY
- FLORIDA MEMORIAL UNIVERSITY
- FLORIDA POLYTECHNIC UNIVERSITY
- FOLSOM LAKE COLLEGE
- FOOTHILL COLLEGE
- FOOTHILL COLLEGE
- FOREST PARK HIGH SCHOOL
- FOREST PARK HIGH SCHOOL
- FORESTVILLE HIGH
- FORESTVILLE HIGH SCHOOL

4. Select **S00** for message type and **S01** for the message code.

Send to: SPEEDE/ExPRESS COLLEGES - FLORIDA GULF COAST UNIVERSITY - S00 - S01 Next

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

 For information about these codes, see the [Format and Explanation](#) and the [Code and Message](#) columns.

Send to: SPEEDE/ExPRESS COLLEGES - FLORIDA GULF COAST UNIVERSITY - S00 - S01 Next

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.
Q05	SPEEDE/ExPRESS response indicating that a transcript was solicited, but the original FASTER request is not identifiable.
Q13	This record is being sent at the request of the student for employment purposes.

5. When all information has been selected and entered, click the **Next** button to continue.

Send to: SPEEDE/ExPRESS COLLEGES - FLORIDA GULF COAST UNIVERSITY - S00 - S01 Next

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

6. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.

Send to: Florida Gulf Coast University - S00 - S01

Search Screen

Simple List

Customized List

Student Search

Student

martin

Student Group

CSHS 12th Grade

☐ Search All Schools

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

More Search Options

Search

Reset

7. Look at the list of students resulting from the search and use the check boxes to select the correct student(s).

Send to: Florida Gulf Coast University - S00 - S01

Search Screen

Simple List

Customized List

Student: martin

6 Students

2 Selected

Search

05:52 PM

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Martin, [redacted]	[redacted]	09
<input checked="" type="checkbox"/>		Martinez, [redacted]	[redacted]	10
<input type="checkbox"/>		Martinez, [redacted]	[redacted]	09
<input checked="" type="checkbox"/>		Martinez-Benitez, [redacted]	[redacted]	11

8. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created.

For an up to date list of FASTER message codes please use the following link: [FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS](#)

Sending to Florida School Districts

1. When you select the + **Add Outgoing Transcript** option, a pop-up will display, as shown in the image shown.

Send to: BRIGHT FUTURES - Bright Futures Term: - I00 - Q01 Next

Bright Futures Term

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

2. Select the county from the **Send to:** pull-down.

Send to: 06 - BROWARD - 0011 - DEERFIELD BEACH ELEMENTARY SCHOOL - I00 - S01 Next

Record Code Filter...

I00	06 - BROWARD	uations, and Talented Twenty Records)
S00	07 - CALHOUN	ool Academic Evaluations, and Talented Twenty Records)
	08 - CHARLOTTE	
	09 - CITRUS	
	10 - CLAY	
	11 - COLLIER	
	12 - COLUMBIA	
	13 - MIAMI-DADE	
	14 - DESOTO	r similar arrangement.
	15 - DIXIE	
	Record represents postsecondary feedback data.	
Q05	SPEEDE/ExPRESS response indicating that a transcript was solicited, but the original FASTER request is not identifiable.	
Q13	This record is being sent at the request of the student for employment purposes.	

3. Select the school from the second pull-down once populated.

Send to: 06 - BROWARD - 0011 - DEERFIELD BEACH ELEMENTARY SCHOOL - I00 - S01 Next

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.
Q05	SPEEDE/ExPRESS response indicating that a transcript was solicited, but the original FASTER request is not identifiable.
Q13	This record is being sent at the request of the student for employment purposes.


0011 - DEERFIELD BEACH ELEMENTARY SCHOOL
0021 - POMPANO BEACH MIDDLE SCHOOL
0031 - OAKLAND PARK ELEMENTARY SCHOOL
0041 - NORTH SIDE ELEMENTARY SCHOOL
0063 - ADULT CENTER
0100 - HOSPITAL HOMEBOUND SERVICES
0101 - DANIA ELEMENTARY SCHOOL
0111 - HOLLYWOOD HILLS ELEMENTARY SCHOOL
0121 - HOLLYWOOD CENTRAL ELEMENTARY SCHOOL
0131 - GULFSTREAM ACADEMY OF HALLANDALE BEACH

4. Select **I00** for message type and **Q01** for the message code.

Send to: 06 - BROWARD - 0011 - DEERFIELD BEACH ELEMENTARY SCHOOL - I00 - Q01 Next

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

 For information about these codes, see the [Format and Explanation](#) and the [Code and Message](#) columns.

Send to: 06 - BROWARD 0011 - DEERFIELD BEACH ELEMENTARY SCHOOL I00 S01 **Next**

Record Type Codes	
Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes	
Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.
Q05	SPEEDE/ExPRESS response indicating that a transcript was solicited, but the original FASTER request is not identifiable.
Q13	This record is being sent at the request of the student for employment purposes.

5. When all information has been selected and entered, click the **Next** button to continue.

Send to: 06 - BROWARD 0011 - DEERFIELD BEACH ELEMENTARY SCHOOL I00 Q01 **Next**

Record Type Codes	
Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes

6. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.

Send to: - DEERFIELD BEACH SCHOOL - I00 - Q01

Search Screen Simple List Customized List

Student Search

Student

[More Search Options](#)

Student Group: CSHS Canettes

- ☐ Search All Schools
- ☒ Include Inactive Students
- ☐ Include Previous Years Inactive Students
- ☐ Use Most Recent Enrollment

Search **Reset**

7. Look at the list of students resulting from the search and use the check boxes to select the correct student(s).

Send to: - DEERFIELD BEACH / SCHOOL - I00 - Q01 Next

Search Screen **Simple List** Customized List

Student: martin

6 Students 2 Selected

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Martin, [REDACTED]	[REDACTED]	09
<input checked="" type="checkbox"/>		Martinez, [REDACTED]	[REDACTED]	10
<input type="checkbox"/>		Martinez, [REDACTED]	[REDACTED]	09
<input checked="" type="checkbox"/>		Martinez-Benitez, [REDACTED]	[REDACTED]	11

8. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created. You will then click the **Close** button.

Send to: - DEERFIELD BEACH SCHOOL - I00 - Q01

Close

9. Upon closing the pop-up window, you will be returned to the main FASTER screen where the outgoing transcripts selected will appear in the listed **Outgoing Transcripts**.

Incoming Requests Send Requests Incoming Transcripts **Outgoing Transcripts** Aging Reports Reports & Logs Setup

Report Timeframe: April 10 2018 - April 10 2018 Go

Student Group: Student Group N/A

☐ Show All Schools
 ☐ Include Inactive Students
 ☐ Only Use Report Timeframe

Export FASTER file Resend Selected Delete Selected
 + Add Outgoing Transcript Search

206 Outgoing Transcripts

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution
<input type="checkbox"/>	Header Error	Munchmeyer, [REDACTED]	Nov 1, 2017	M	Aug 20, 2000	[REDACTED]	FLORIDA GULF COAST UNIVERSITY - MAIN CAMPUS
<input type="checkbox"/>	Sent Errors	Munoz, [REDACTED]	Jun 13, 2017	M	Jul 9, 2001	[REDACTED]	BRIGHT FUTURES: 1980
<input type="checkbox"/>	Sent Errors	Nekhaila, [REDACTED]	Jun 13, 2017	F	Dec 14, 2000	[REDACTED]	BRIGHT FUTURES: 1980
<input type="checkbox"/>	Sent Errors	Norrie, [REDACTED]	Jun 13, 2017	M	Jan 19, 2001	[REDACTED]	BRIGHT FUTURES: 1980
<input type="checkbox"/>	Sent Errors	NYMAN, [REDACTED]	Oct 3, 2017	F	Sep 2, 1999	[REDACTED]	UNIV OF NORTH FLA CENTRAL CAMP

For an up to date list of FASTER message codes please use the following link: [FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS](#)

1. When you select the **+ Add Outgoing Transcript** option, a pop-up will display, as shown in the image shown.

2. Select BRIGHT FUTURES from the **Send to:** pull-down. Note: Bright Futures is normally selected by default.

3. Enter the **Bright Futures Term** in the provided text box. In the example shown, 0 is an acceptable Term. See the Format and Explanations columns in the Bright Futures Term section for more information.

Send to: BRIGHT FUTURES - Bright Futures Term: 0 I00 - Q01

Bright Futures Term

Format	Explanation
	Breakdown:
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

4. Select **S00** for Record Type Code and then select the appropriate message type code, such as Q01.

Send to: BRIGHT FUTURES - Bright Futures Term: 0 S00 - Q01 Next

Bright Futures Term

Format	Explanation
	Breakdown:
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students

i Separate Bright Future transmissions need to be made for different Term codes.

i For information about these codes, see the Format and Explanation and the Code and Message columns.

Send to: BRIGHT FUTURES - Bright Futures Term: 0 - S00 - Q01 Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.

5. When all information has been selected and entered, click the **Next** button to continue.

Send to: BRIGHT FUTURES - Bright Futures Term: 0 - S00 - Q01 Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

6. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.

FASTER

sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Florida_Reports/FASTER.php&force_package=SIS&timeframe_only=Y&include_top=

Send to: BRIGHT FUTURES: 0000 - S00 - Q01

Search Screen Simple List Customized List

Student Search

Student

Student Group

☐ Search All Schools

☐ Include Inactive Students




[More Search Options](#)

7. Look at the list of students resulting from the search and use the check boxes to select the correct student(s).

Search Screen **Simple List** Customized List

Student: mart

7 Students 2 Selected

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Calix, [REDACTED]	[REDACTED]	10
<input checked="" type="checkbox"/>		Martin, [REDACTED]	[REDACTED]	09
<input type="checkbox"/>		Martinez, [REDACTED]	[REDACTED]	10

i FASTER has a 1GB limit on how many transcripts can be processed at one time. Focus processes 9000 transcripts per night.

8. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created.

i For an up to date list of FASTER message codes please use the following link: [FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS](#)

Sending Transcripts to MSIX

1. When you select the + **Add Outgoing Transcript** option, a pop-up will display, as shown in the image shown.

Send to: BRIGHT FUTURES **Bright Futures Term:** [] - I00 - Q01 **Next**

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

2. Select MSIX from the **Send to:** pull-down.

Send to: MSIX - I00 - Q01 MSIX School Year: 2022-2023 Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.

3. Select the Record Type Code: I00 or S00 from the provided pull-down.

Send to: MSIX - I00 - Q01 MSIX School Year: 2022-2023 Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)


Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.

4. Select any of the Message Type Codes S01 - Q20 from the provided pull-down.

Send to: MSIX - I00 - Q01 MSIX School Year: 2022-2023 Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.

 For information about these codes, see the Format and Explanation and the Code and Message columns.

Send to: MSIX - I00 - Q01 MSIX School Year: 2022-2023 Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.
Q05	SPEEDE/ExPRESS response indicating that a transcript was solicited, but the original FASTER request is not identifiable.
Q13	This record is being sent at the request of the student for employment purposes.
Q14	This record is being sent to both the DOE Teacher Certification Office and to the institution specified by the student.
Q20	This record is being sent to Talented Twenty.

5. Select the MSIX School Year.

Send to: MSIX - I00 - Q01 MSIX School Year: 2022-2023 Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.
Q03	This transcript is being sent due to a joint program, articulated agreement, or similar arrangement.
Q04	Record represents postsecondary feedback data.

6. When all information has been selected and entered, click the **Next** button to continue.

Send to: MSIX - I00 - Q01 MSIX School Year: 2022-2023 Next

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.

7. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.

https://demo.focusschoolsoftware.com/lizetteg/Modules.php?modname=Florida_Reports/FASTER.php&force_package=SIS&LO_direction=1&LO_page_show_all=1&page=1&inc...

Send to: MSIX - I00 - Q01

Search Screen Simple List Customized List

Student Search

Student

Student Group N/A

☐ Search All Schools

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

[More Search Options](#)

Search Reset

8. Look at the list of students resulting from the search and use the check boxes to select the correct student(s).

Search Screen Simple List Customized List

Student: mart

7 Students 2 Selected

Search

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Calix, [REDACTED]	[REDACTED]	10
<input checked="" type="checkbox"/>		Martin, [REDACTED]	[REDACTED]	09
<input checked="" type="checkbox"/>		Martinez, [REDACTED]	[REDACTED]	10

9. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created.

i For an up to date list of FASTER message codes please use the following link: [FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS](#)

Sending Transcripts to Talented Twenty

1. When you select the **+ Add Outgoing Transcript** option, a pop-up will display, as shown in the image shown.

Send to: BRIGHT FUTURES - Bright Futures Term: - I00 - Q01 Next

Bright Futures Term

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

2. Select Talented Twenty from the **Send to:** pull-down.

Send to: TALENTED 20 - Talented 20 Term: - I00 - Q20 Next

Talented 20 Term

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

3. Enter the **Talented 20 Term** in the provided text box, such as 0 (zero).

Send to: TALENTED 20 - Talented 20 Term: 0 - I00 - Q20 Next

Talented 20 Term

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

4. Select the Record Type Code: I00 or S00 from the provided pull-down.


Send to: TALENTED 20 - Talented 20 Term: 0 - 100 S00 Q20 Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

5. Select any of the Message Type Codes S01 - Q20 from the provided pull-down.

Send to: TALENTED 20 - Talented 20 Term: 0 - 100 Q20 Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

 For information about these codes, see the Format and Explanation and the Code and Message columns.

Send to: TALENTED 20 - Talented 20 Term: 0 - 100 Q20 Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students
YY	This is the two-byte graduation year: Example: "09" would mean that the student graduated during the 2008-2009 academic year
YYSP	(YY) Graduation Year, (S) Early or Summer Evaluation, (P) Practice or Production. Click here for more information.

Record Type Codes	
Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes	
Code	Message
Q01	This record is being sent to you at the student's request.
Q02	This record is being sent to replace a record previously sent.

6. When all information has been selected and entered, click the **Next** button to continue.

Send to: TALENTED 20 - Talented 20 Term: 0 - 100 - Q20 Next

Format	Explanation
Breakdown:	
P	This sets whether the transcript is to be used for either Practice or Production: 0 = Practice (Evaluated exactly the same as Production, but no award notifications are sent to students) 1 = Production
S	This is the evaluation term: 7 = 7th semester 8 = 8th semester 0 = 0th semester evaluation; used only when submitting Talented 20 transcript for early admit students

7. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.

https://demo.focusschoolsoftware.com/lizetteg/Modules.php?modname=Florida_Reports/FASTER.php&force_package=SIS&LO_direction=1&LO_page_show_all=1&pa

Send to: TALENTED 20: 0000 - 100 - Q20

Search Screen Simple List Customized List

Student Search

Student

▶ **More Search Options**

Student Group N/A

☐ Search All Schools

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

Search Reset

8. Look at the list of students resulting from the search and use the check boxes to select the correct student(s).

Search Screen **Simple List** Customized List

Student: mart


7 Students 2 Selected

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Calix, [REDACTED]	[REDACTED]	10
<input checked="" type="checkbox"/>		Martin, [REDACTED]	[REDACTED]	09
<input checked="" type="checkbox"/>		Martinez, [REDACTED]	[REDACTED]	10

9. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created.

For an up to date list of FASTER message codes please use the following link: [FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS](#)

Holding Transcripts to be Sent at a Later Date

 The setting "Enable FASTER to "Hold" transcripts to send at a later date" must be enabled in the [Setup tab](#) in order to use this functionality.

1. From the **Florida Reports** menu, click **FASTER**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Search...

FASTER

FTE Reports

Print FTE Detail

FTE Summary Report

FTE Null Students

Bonus FTE Student Detail

Class Size Report

Teachers In/Out of Field

FTE Summary Reports (Breakdown)

Verification Reports

DOE Data Verification District Usage

DOE Data Verification Reports

Staff Payroll Verification Reports

School Grade Scheduler Reports

Survey Accuracy Reports

School Grade Accuracy Reports

2. Click the **Outgoing Transcripts** tab.

Incoming Requests

Send Requests

Incoming Transcripts

Outgoing Transcripts


Aging Reports


Reports & Logs

Setup

Outgoing Transcripts

Held Transcripts

 [Export Current Outgoing Transcripts File](#)

 [Add Outgoing Transcript](#)

3. Click the **Outgoing Transcripts** tab, if more than one tab displays.

Incoming Requests
Send Requests
Incoming Transcripts
Outgoing Transcripts
Aging Reports
Reports & Logs
Setup

Outgoing Transcripts
Held Transcripts

Export Current Outgoing Transcripts File
+ Add Outgoing Transcript

4. Click+ Add Outgoing Transcript.

Incoming Requests
Send Requests
Incoming Transcripts
Outgoing Transcripts
Aging Reports
Reports & Logs
Setup

Outgoing Transcripts
Held Transcripts

Export Current Outgoing Transcripts File
+ Add Outgoing Transcript

5. Select the applicable options from the pull-down located along the to of the pop-up screen.

See the following sections for information on sending transcripts to [Sending to Florida Colleges that use FASTER](#), [Sending to SPEEDE/ExPRESS](#), [Sending to Florida School Districts](#), [Sending Transcripts to Bright Futures](#), [Sending Transcripts to MSIX](#), and [Sending Transcripts to Talented Twenty](#).

The options displayed and the options selected will differ depending on where the transcripts are being sent.

Send to: FASTER COLLEGES
BREVARD COMMUNITY COLLEGE (COCOA CAMPUS)
S00
S01
Next

☐ Hold Transcripts for Future Send

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes

Code	Message
S01	The requested record is being sent (record follows).
S02	The requested record is not being sent because the student cannot be identified based on the information supplied.
S03	The requested record cannot be sent electronically. It will be mailed.

6. Select the **Hold Transcripts for Future Send** check box to send the transcript at a later date.

Send to: FASTER COLLEGES
BREVARD COMMUNITY COLLEGE (COCOA CAMPUS)
S00
S01
Next

☒ Hold Transcripts for Future Send

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Message Type Codes

Code	Message
S01	The requested record is being sent (record follows).
S02	The requested record is not being sent because the student cannot be identified based on the information supplied.
S03	The requested record cannot be sent electronically. It will be mailed.

7. Click **Next**.

The screenshot shows the FASTER application interface. At the top, the browser address bar displays the URL: `fname=Florida_Reports/FASTER.php&force_package=SIS&timeframe_only=Y&modfunc=outtranscriptpopup&hel...`. Below the address bar, there are several dropdown menus: a school selection menu showing '0021 - SCHOOL', a dropdown showing 'I00', and another dropdown showing 'S01'. To the right of these menus, a button labeled 'Next' is highlighted with a red rectangular box. Below the dropdowns, there is a light blue horizontal bar containing the text 'Academic Evaluations, and Talented Twenty Records)'. Below this bar, another light blue horizontal bar contains the text 'res, High School Academic Evaluations, and Talented Twenty Records)'. A mouse cursor is visible in the top left corner of the application window.

8. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.



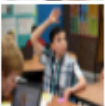


The screenshot shows the 'Student Search' section of the FASTER application. At the top, it says 'Send to: ALACHUA - SCHOOL - I00 - S01'. Below this, there are three tabs: 'Search Screen' (which is selected), 'Simple List', and 'Customized List'. The 'Student Search' section contains a text input field labeled 'Student' with the value 'martin'. To the right of this field is a 'Student Group' dropdown menu showing 'N/A'. Below the 'Student' field is a link labeled 'More Search Options'. To the right of the 'Student Group' dropdown are two checkboxes: 'Search All Schools' and 'Include Inactive Students'. At the bottom right of the search section, there are two buttons: 'Search' (highlighted with a red rectangular box) and 'Reset'. A mouse cursor is visible in the bottom left corner of the application window.

9. Select the check boxes for the applicable students for whom transcripts are to be sent.

Send to: ALACHUA - SCHOOL - I00 - S01

Search Screen Simple List **Customized List** Customize Student List

754 Students 1 Selected



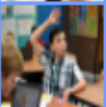


<input type="checkbox"/>	Photo	Student
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne 504
<input type="checkbox"/>		Acevedo, Angelina
<input type="checkbox"/>		Adler, Alexandria Lynn
<input type="checkbox"/>		Adrian, Lillia Avid
<input type="checkbox"/>		Afonso, Custody Alert

Select the check box in the header to select all students listed.




Send to: ALACHUA - SCHOOL - I00 - S01

Search Screen Simple List **Customized List** Customize Student List


754 Students 754 Selected

<input checked="" type="checkbox"/>	Photo	Student
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne 504
<input checked="" type="checkbox"/>		Acevedo, Angelina
<input checked="" type="checkbox"/>		Adler, Alexandria Lynn
<input checked="" type="checkbox"/>		Adrian, Lillia Avid
<input checked="" type="checkbox"/>		Afonso, Custody Alert

10. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER transcript was created.

Send to: ALACHUA -		SCHOOL - I00 - S01				Next	
Search Screen		Simple List		Customized List		Customize Student List	
754 Students		1 Selected				Search	
<input type="checkbox"/>	Photo	Student	Student ID	Grade	Birthdate	Home Language Survey Date	
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne 	0060059	11	Jun 2, 2004	Jun 18, 2008	
<input type="checkbox"/>		Acevedo, Angelina	0082214	10	Jun 1, 2004	Aug 10, 2018	

Sending Held Transcripts

 The setting "Enable FASTER to "Hold" transcripts to send at a later date" must be enabled in the [Setup tab](#) in order to use this functionality.

1. From the **Florida Reports** menu, click **FASTER**.

Setup	Search...
Students	FASTER
Users	FTE Reports
Scheduling	Print FTE Detail
Grades	FTE Summary Report
Assessment	FTE Null Students
Attendance	Bonus FTE Student Detail
Discipline	Class Size Report
Forms	Teachers In/Out of Field
Billing	FTE Summary Reports (Breakdown)
Eligibility	Verification Reports
Employee Self Service	DOE Data Verification District Usage
Florida Reports	DOE Data Verification Reports
SSS	Staff Payroll Verification Reports
	School Grade Scheduler Reports
	Survey Accuracy Reports
	School Grade Accuracy Reports

2. Click the **Outgoing Transcripts** tab.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

[Outgoing Transcripts](#)
[Held Transcripts](#)

[Export Current Outgoing Transcripts File](#)
[+ Add Outgoing Transcript](#)

3. Click the **Held Transcripts** tab.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Held Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

[Outgoing Transcripts](#)
[Held Transcripts](#)

[Export Current Outgoing Transcripts File](#)
[+ Add Outgoing Transcript](#)

4. To send transcripts for a specific student, enter part of the student's name or the Student ID in the **Student** text box.

a. Click **More Search Options** to define a subset of students based on shared data, such as grade level, a scheduled course, etc.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Held Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

[Outgoing Transcripts](#)
[Held Transcripts](#)

[Export Current Outgoing Transcripts File](#)
[+ Add Outgoing Transcript](#)

Student Search

Student

[More Search Options](#)

Report Timeframe:
 June 30 2023 - September 28 2023

☒ Only Use Report Timeframe
☐ Errors Only
☐ Exclude Bright Futures
☐ Exclude MSIX

Transcript Status:

Addressed Institution:

Student Group

☐ Search All Schools
☐ Include Inactive Students

5. Set a date range using the **Report Timeframe** pull-downs.

Report Timeframe:
 June ▾ 30 ▾ 2023 ▾ - September ▾ 28 ▾ 2023 ▾

☒ **Only Use Report Timeframe**
☐ **Errors Only**
☐ **Exclude Bright Futures**
☐ **Exclude MSIX**

Transcript Status:
 ▾

Addressed Institution:
 N/A ▾

Student Group ▾
☐ **Search All Schools**
☐ **Include Inactive Students**

Search **Reset**

6. You can limit the display to only those records that fall within the Report Timeframe by selecting the **Only Use Report Timeframe** check box.
7. Select the **Errors Only** check box to view held transcripts records that contain an error. See [Resolving Errors](#) for more information.
8. Select the **Exclude Bright Futures** check box to exclude transcript records sent to Bright Futures.
9. Select the **Exclude MSIX** check box to exclude transcript records sent to MSIX.
10. Select the **Transcript Status** from the pull-down to view transcripts that are Pending, Sent, or Response Pending.
11. Select the **Addressed Institution** from the pull-down to view transcripts sent to a specific institution, such as Talented 20.
12. If looking for transcripts sent based on a **Student Group**, select the group from the corresponding pull-down.
13. Select the **Search All Schools** check box to search for students at all schools.
14. Select the **Include Inactive Students** to include inactive students in your search.
 - a. If you select to Include Inactive Students, you can also **Include Previous Years Inactive Students** and/or **Use Most Recent Enrollment** by selecting the corresponding check boxes.
15. Click **Search**.

View all held transcripts by Status, Full Name, Date Created, Gender, Birthdate, Student Identifier, Addressed Institution, and Sending Institution.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Outgoing Transcripts **Held Transcripts**

[Back to Search](#)
[Export Current Outgoing Transcripts File](#)
[+ Add Outgoing Transcript](#)
[Send Selected](#)
[Delete Selected](#)

1 Outgoing Transcript

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input type="checkbox"/>	Held...	Abe, Charlie Noel	Sep 29, 2023	F	Apr 6, 2007	79	BRIGHT FUTURES: 0000	HIGH SCHOOL

[+ Add Outgoing Transcript](#)

16. Select the check boxes next the applicable students to send transcripts or delete a held transcript record.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Outgoing Transcripts **Held Transcripts**

[Back to Search](#)
[Export Current Outgoing Transcripts File](#)
[+ Add Outgoing Transcript](#)
[Send Selected](#)
[Delete Selected](#)

1 Outgoing Transcript 1 Selected

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input checked="" type="checkbox"/>	Held...	Abe, Charlie Noel	Sep 29, 2023	F	Apr 6, 2007	79	BRIGHT FUTURES: 0000	HIGH SCHOOL

[+ Add Outgoing Transcript](#)

Select the check box in the header to select all listed students at once.

[Back to Search](#)
[Export Current Outgoing Transcripts File](#)
[+ Add Outgoing Transcript](#)

884 Outgoing Transcripts 884 Selected

<input checked="" type="checkbox"/>	Status	Full Name
<input checked="" type="checkbox"/>	Sent	Abel, Emma Lorraine
<input checked="" type="checkbox"/>	Sent	Aceved
<input checked="" type="checkbox"/>	Sent	Adler,
<input checked="" type="checkbox"/>	Sent	Adrian

17. Click **Send Selected** to send held transcripts.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Outgoing Transcripts **Held Transcripts**

[Back to Search](#)
[Export Current Outgoing Transcripts File](#)
[+ Add Outgoing Transcript](#)
[Send Selected](#)
[Delete Selected](#)

1 Outgoing Transcript 1 Selected

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input checked="" type="checkbox"/>	Held...	Abe, Charlie Noel	Sep 29, 2023	F	Apr 6, 2007	79	BRIGHT FUTURES: 0000	HIGH SCHOOL

[+ Add Outgoing Transcript](#)

18. Click **Delete Selected** to delete held records.

Incoming RequestsSend RequestsIncoming TranscriptsOutgoing TranscriptsAging ReportsReports & LogsSetup

Outgoing TranscriptsHeld Transcripts

Back to Search

Export Current Outgoing Transcripts FileAdd Outgoing Transcript

Send SelectedDelete Selected

Search

1 Outgoing Transcript 1 Selected

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input checked="" type="checkbox"/>	Held...	Abe, Charlie Noel	Sep 29, 2023	F	Apr 6, 2007	79	BRIGHT FUTURES: 0000	HIGH SCHOOL

Add Outgoing Transcript

19. Click the student name in the **Full Name** column to open Students > [Student Info](#).

20. Click **Export Current Outgoing Transcripts File** to download a file of all held transcripts.

Incoming RequestsSend RequestsIncoming TranscriptsOutgoing TranscriptsAging ReportsReports & LogsSetup

Outgoing TranscriptsHeld Transcripts

Back to Search

Export Current Outgoing Transcripts FileAdd Outgoing Transcript

1 Outgoing Transcript 1 Selected

	Status	Full Name
<input checked="" type="checkbox"/>	Held...	Abel, Emmatte Lorianne

Add Outgoing Transcript

https://livedemo.focusschoolsoftware.com/writers02/Modules.php?modname=Florida_Reports/FASTER.php&next_modname=Florida_...

livedemo.focusschoolsoftware.com/writers02/Modules.php?modname=Florida_Reports/FASTER.php&next_modna...

S000000060059000150000000000990041S01P0000060059ABELEMMATTE LORIANNE
S0100000600599900410000060059ABELEMMATTE LORIANNE NNNNYFW
S020000060059990041800000000P120150821F120040825F220070824K120040825K220070824J12003100
S030000060059990041200820090000000P
S04000006005999004144032SCHOOL20082009KG35010050READ E
S04000006005999004144032SCHOOL20082009KG35010090WRIT E
S04000006005999004144032SCHOOL20082009KG35012020MATH GRADE K
S04000006005999004144032SCHOOL20082009KG35020000SCI E
S04000006005999004144032SCHOOL20082009KG35021000SOC STUDIES E
S030000060059990041200920100135010040LANG ARTS E
S04000006005999004144032SCHOOL200920100135010050READ E
S04000006005999004144032SCHOOL200920100135010090WRIT E
S04000006005999004144032SCHOOL200920100135012030MATH GRADE ONE
S04000006005999004144032SCHOOL200920100135020020SCIENCE GRADE ONE
S04000006005999004144032SCHOOL200920100135021000SOC STUDIES E
S030000060059990041201020110235010040LANG ARTS E
S04000006005999004144032SCHOOL201020110235010050READ E
S04000006005999004144032SCHOOL201020110235010090WRIT E
S04000006005999004144032SCHOOL201020110235012040MATH GRADE TWO
S04000006005999004144032SCHOOL201020110235020030SCIENCE GRADE TWO

Back to Student ListBack to User ListPrint

MessengerHelpLogout

21. Click **Back to Search** to return to the student search.

Incoming RequestsSend RequestsIncoming TranscriptsOutgoing TranscriptsAging ReportsReports & LogsSetup

Outgoing TranscriptsHeld Transcripts

Back to Search

Export Current Outgoing Transcripts FileAdd Outgoing Transcript

Send SelectedDelete Selected

Search

1 Outgoing Transcript 1 Selected

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input checked="" type="checkbox"/>	Held...	Abe, Charlie Noel	Sep 29, 2023	F	Apr 6, 2007	79	BRIGHT FUTURES: 0000	HIGH SCHOOL

Add Outgoing Transcript

Resolving Errors in Outgoing Transcripts

1. You may receive error messages after submitting outgoing transcripts.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: April 10 2018 - April 10 2018 Go

Student Group: Student Group N/A

☐ Show All Schools
 ☐ Include Inactive Students
 ☐ Only Use Report Timeframe

[Export FASTER file](#)
Resend Selected
Delete Selected

+ Add Outgoing Transcript

206 Outgoing Transcripts

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution
	Header Error	Munchmeyer, [REDACTED]	Nov 1, 2017	M	Aug 20, 2000	[REDACTED]	FLORIDA GULF COAST UNIVERSITY - MAIN CAMPUS
	Sent Errors	Munoz, [REDACTED]	Jun 13, 2017	M	Jul 9, 2001	[REDACTED]	BRIGHT FUTURES: 1980
	Sent Errors	Nekhalla, [REDACTED]	Jun 13, 2017	F	Dec 14, 2000	[REDACTED]	BRIGHT FUTURES: 1980

2. To resolve these errors you must click on the **yellow triangle** next to the status.

			Status
			Sent Errors
			Sent Errors
			Sent Errors

Clicking on the yellow triangle expands the error and shows the record type, field, columns, description, and link to help to resolve the error.

<input type="checkbox"/>		Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
<input type="checkbox"/>			Sent Errors	Munoz, [REDACTED]	Jun 13, 2017	M	Jul 9, 2001	[REDACTED] BRIGHT FUTURES: 1980	[REDACTED]

SEQ	Record Type	Field	Columns	Value Sent	Description
001	COURSE:	COURSE NAME	0077-0096		COURSE NAME MUST NOT BE BLANK

SEQ	Record Type	Row Sent
001	COURSE:	I044400061558 [REDACTED] LARGO SCHOOL 201320140730101005

Resend - Delete

3. Click on the student's name to open Students > [Student Info](#) to correct the data and save.

Export FASTER file
+ Add Outgoing Transcript

206 Outgoing Transcripts

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution
Sent Errors	Munoz, [REDACTED]	Jun 13, 2017	M	Jul 9, 2001	[REDACTED]	BRIGHT FUTURES: 1980

SEQ	Record Type	Field	Columns	Value Sent	Description
001	COURSE:	COURSE NAME	0077-0096		COURSE NAME MUST NOT BE BLANK

4. Once data has been corrected, you can resend transcripts by clicking the **Resend** button or by selecting each record using the check boxes, then clicking **Resend Selected**. If needed, you can also delete the record via the **Delete** button or by selecting each record using the check boxes, then clicking **Delete Selected**.

Export FASTER file
+ Add Outgoing Transcript

206 Outgoing Transcripts 2 Selected

Resend Selected Delete Selected

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
Sent Errors	Nekhaila, [REDACTED]	Jun 13, 2017	F	Dec 14, 2000	[REDACTED]	BRIGHT FUTURES: 1980	[REDACTED]
Sent Errors	Norrie, [REDACTED]	Jun 13, 2017	M	Jan 19, 2001	[REDACTED]	BRIGHT FUTURES: 1980	[REDACTED]

SEQ	Record Type	Field	Columns	Value Sent	Description
001	COURSE:	COURSE NAME	0077-0096		COURSE NAME MUST NOT BE BLANK

SEQ	Record Type	Row Sent
001	COURSE:	I044400061558 [REDACTED] LARGO SCHOOL 201320140730101005

Resend - Delete

If the error is in the header of the record, the record must be deleted and resent. Be sure to double check the message type/code and/or SPEEDE/ExPRESS number.

Export FASTER file
+ Add Outgoing Transcript

206 Outgoing Transcripts 2 Selected

Status	Full Name	Date Created	Gender	Birthdate
Header Error	Mendez, [REDACTED]	Nov 1, 2017	F	Nov 17, 1999
Sent Errors	Miranda, [REDACTED]	Jun 13, 2017	F	Sep 11, 2000

Sending Requests

1. From the **Florida Reports** menu, click **FASTER**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Search...

FASTER

FTE Reports

Print FTE Detail

FTE Summary Report

FTE Null Students

Bonus FTE Student Detail

Class Size Report

Teachers In/Out of Field

FTE Summary Reports (Breakdown)

Verification Reports

DOE Data Verification District Usage

DOE Data Verification Reports

Staff Payroll Verification Reports

School Grade Scheduler Reports

Survey Accuracy Reports

School Grade Accuracy Reports

2. Click the **Send Requests** tab.

Incoming RequestsSend RequestsIncoming TranscriptsOutgoing TranscriptsAging ReportsReports & LogsSetup

Report Timeframe: June 30 2023 - September 29 2023

Student Group: Student Group

☐ Show All Schools

[Export Current Outgoing Requests File](#)

[+ Add Outgoing Request](#)

No Requests were found.

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier
--------	-----------	--------------	--------	-----------	--------------------

[+ Add Outgoing Request](#)

3. Click **+ Add Outgoing Request**.

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Reports	Reports & Logs	Setup
-----------------------------------	-------------------------------	--------------------------------------	--------------------------------------	-------------------------------	------------------------------------	-----------------------

Report Timeframe: June ▼ 30 ▼ 2023 ▼ - September ▼ 29 ▼ 2023 ▼

Student Group: Student Group ▼

☐ Show All Schools

[Export Current Outgoing Requests File](#)

+ Add Outgoing Request

No Requests were found.

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier
+ Add Outgoing Request					

4. Next select the district and the school from the corresponding pull-downs from where you would like to request records.

Send to: 08 - CHARLOTTE ▼ - 0021 - [REDACTED] ELEMENTARY SCHOOL ▼

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures)
S00	Secondary to Postsecondary Record Transfers

Code	Message
R01	Send ASAP
R02	Send as soon as term is over

Filter

- 0021 - [REDACTED] ELEMENTARY SCHOOL
- 0031 - [REDACTED] HIGH SCHOOL
- 0032 - SCHOOL AND COMMUNITY RELATIONS
- 0041 - [REDACTED] ELEMENTARY SCHOOL
- 0042 - [REDACTED] SCHOOL
- 0051 - [REDACTED] HIGH SCHOOL
- 0062 - [REDACTED] START
- 0081 - [REDACTED] ELEMENTARY SCHOOL
- 0111 - [REDACTED] ELEMENTARY SCHOOL
- 0121 - [REDACTED] MIDDLE SCHOOL

5. The last two pull-downs are provided to select the appropriate request codes. For information on which codes to select, see the description for Record Type Codes and Request Type Codes.

Send to: 08 - CHARLOTTE ▼ - 0042 - [REDACTED] SCHOOL ▼ - I00 ▼ - R01 ▼

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Code	Message
R01	Send ASAP

6. When all information has been selected and entered, click the **Next** button to continue.

Send to: FASTER COLLEGES - SANTA FE COLLEGE (NORTHWEST CAMPUS) - S00 - R01 Next

Record Type Codes

Code	Message
I00	Interdistrict Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
S00	Secondary to Postsecondary Record Transfers (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)

Request Type Codes

Code	Message
R01	Send ASAP
R02	Send as soon as term is over
R05	Send only if diploma has been awarded
R06	Please send electronically, and also send any associated hard copy information. If the transcript is not stored in automated form, please send it as hard copy. <small>We are requesting student records from your inactive files so a hard copy response will be acceptable unless you can send it</small>

7. Enter the applicable information in order to conduct a student search, and click **Search**.

See [Searching for Students](#) for more information.

Send to: SANTA FE COLLEGE - NORTHWEST CAMPUS - S00 - R01

Search Screen Simple List Customized List

Student Search

Student: Student Group:
☐ Search All Schools
☐ Include Inactive Students

[More Search Options](#)

Search Reset




8. Look at the list of students resulting from the search and use the check boxes to select the correct student(s).

Send to: SANTA FE COLLEGE - NORTHWEST CAMPUS - S00 - R01 Next

Search Screen Simple List Customized List Customize Student List

Student: abel

2 Students 1 Selected Search

<input type="checkbox"/>	Photo	Student	Student ID	Grade	Birthdate	Home Language Survey Date
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne 	0060059	11	Jun 2, 2004	Jun 18, 2008
<input type="checkbox"/>		1, Abel	0060783	11		Aug 14, 2006

9. Click the **Next** button to continue. A green checkmark with a message will appear stating the FASTER request was created.

Send to: SANTA FE COLLEGE - NORTHWEST CAMPUS - S00 - R01 Next

Search Screen Simple List **Customized List** Customize Student List

Student: abel

2 Students 1 Selected Search

<input type="checkbox"/>	Photo	Student	Student ID	Grade	Birthdate	Home Language Survey Date
<input checked="" type="checkbox"/>		Abel, Emmatte Lorianne	0060059	11	Jun 2, 2004	Jun 18, 2008
<input type="checkbox"/>		Abel	0060783	11		Aug 14, 2006

For an up to date list of FASTER message codes please use the following link: [FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS](#)

Reviewing Sent Requests

1. From the **Florida Reports** menu, click **FASTER**.

Setup	Search...
Students	FASTER
Users	FTE Reports
Scheduling	Print FTE Detail
Grades	FTE Summary Report
Assessment	FTE Null Students
Attendance	Bonus FTE Student Detail
Discipline	Class Size Report
Forms	Teachers In/Out of Field
Billing	FTE Summary Reports (Breakdown)
Eligibility	Verification Reports
Employee Self Service	DOE Data Verification District Usage
Florida Reports	DOE Data Verification Reports
SSS	Staff Payroll Verification Reports
	School Grade Scheduler Reports
	Survey Accuracy Reports
	School Grade Accuracy Reports

2. Click the **Send Requests** tab.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: June 30 2023 - September 29 2023

Student Group: Student Group

☐ Show All Schools

[Export Current Outgoing Requests File](#)
[+ Add Outgoing Request](#)

No Requests were found.

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier
--------	-----------	--------------	--------	-----------	--------------------

[+ Add Outgoing Request](#)

3. Set a **Report Timeframe** from the month, day, and year pull-downs to view all sent requests during a specific period of time.

4. Select the **Student Group** from the pull-down if searching for a specific set of students identified in a group. Note: Student groups are set up via Students > [Student Groups](#).

5. Select the **Show All Schools** check box to view sent requests for students at all schools.

6. Click **Go**.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: August 20 2019 - November 6 2020

Student Group: Student Group N/A

☒ Show All Schools

[Export Current Outgoing Requests File](#)
[+ Add Outgoing Request](#)

Go

Here you can review the Status of the request, the student's Full Name, Date Created, Gender, Birthdate, Student Identifier, Addressed Institution, and Sending Institution.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: August 20 2019 - November 6 2020

Student Group: Student Group N/A










☒ Show All Schools

[Export Current Outgoing Requests File](#)
[+ Add Outgoing Request](#)












29 Requests

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution
- Pending...	Abel, Emmatte Lorianne	Nov 6, 2020	F	Jun 2, 2004	0000060059	COLLEGE - NORTHWEST CAMPUS
- Pending...	Abel, Emmatte Lorianne	Nov 6, 2020	F	Jun 2, 2004	0000060059	COLLEGE - NORTHWEST CAMPUS
✓ Sent	Sengiali, _____	Dec 5, 2019	F	Dec 24, _____	00086367	- NORMA BUTLER BOSSARD
✓ Sent	Junco, _____	Dec 5, 2019	F	Mar 10, _____	00086482	- PINE VILLA _____ SCHOOL
✓ Sent	McCoy, _____	Dec 5, 2019	M	Apr 21, _____	00086311	- COCONUT GROVE _____ SCHOC
✓ Sent	Malagon Pa _____	Dec 5, 2019	M	Dec 14, _____	00085964	- SOUTH _____ HEIGHTS

7. If the status is Pending, you can click the delete button (black minus sign) to delete a request.

29 Requests 			
		Status	Full Name
		Pending...	<u>Abel, Emmatte Lorianne</u>
		Pending...	<u>Abel, Emmatte Lorianne</u>
		Sent	<u>Sengiali, _____</u>
		Sent	<u>Junco, _____</u>

8. Click the student's name in the **Full Name** column to open Students > [Student Info](#).

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Rep		
Report Timeframe: August ▾ 20 ▾ 2019 ▾  - November ▾ 6 ▾ 2020 ▾						
Student Group: Student Group N/A ▾						
<input checked="" type="checkbox"/> Show All Schools						
 Export Current Outgoing Requests File + Add Outgoing Request						
29 Requests 						
		Status	Full Name	Date Created	Gender	Birthdate
		Pending...	<u>Abel, Emmatte Lorianne</u>	Nov 6, 2020	F	Jun 2, 2004
		Pending...	<u>Abel, Emmatte Lorianne</u>	Nov 6, 2020	F	Jun 2, 2004
		Sent	<u>Sengiali, _____</u>	Dec 5, 2019	F	Dec 24, _____
		Sent	<u>Junco, _____</u>	Dec 5, 2019	F	Mar 10, _____

9. Click **Export Current Outgoing Requests File** to download a file of all sent requests.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: August 20 2019 - November 6 2020 [Go](#)
 Student Group: Student Group N/A

☒ Show All Schools
[Export Current Outgoing Requests File](#)
[Add Outgoing Request](#)

29 Requests

	Status	Full Name
-	Pending...	Abel, Emmatte Lorianne
-	Pending...	Abel, Emmatte Lorianne
✓	Sent	Sengiali, _____
✓	Sent	Junco, _____
✓	Sent	McCoy, _____
✓	Sent	Malagon, _____
✓	Sent	Mabrey, _____

[Back to Student List](#)
[Print](#)
[Messenger](#)
[Help](#)
[Logout](#)

Handling Incoming Requests

1. From the **Florida Reports** menu, click **FASTER**.

[Setup](#)
[Students](#)
[Users](#)
[Scheduling](#)
[Grades](#)
[Assessment](#)
[Attendance](#)
[Discipline](#)
[Forms](#)
[Billing](#)
[Eligibility](#)
[Employee Self Service](#)
[Florida Reports](#)
[SSS](#)

Search...

FASTER

FTE Reports

- Print FTE Detail
- FTE Summary Report
- FTE Null Students
- Bonus FTE Student Detail
- Class Size Report
- Teachers In/Out of Field
- FTE Summary Reports (Breakdown)

Verification Reports

- DOE Data Verification District Usage
- DOE Data Verification Reports
- Staff Payroll Verification Reports
- School Grade Scheduler Reports
- Survey Accuracy Reports
- School Grade Accuracy Reports

2. Click the **Incoming Requests** tab. Information will be populated here when another school is requesting information from you for a student.

Incoming Requests | Send Requests | Incoming Transcripts | Outgoing Transcripts | Aging Reports | Reports & Logs | Setup

Report Timeframe: September ▼ 29 ▼ 2023 ▼ - September ▼ 29 ▼ 2023 ▼

☐ Show All Schools

3. Set the **Report Timeframe** using the month, day, and year pull-downs to view incoming requests over a specified time frame.

Incoming Requests | Send Requests | Incoming Transcripts | Outgoing Transcripts | Aging Reports | Reports & Logs | Setup

Report Timeframe: September ▼ 29 ▼ 2023 ▼ - September ▼ 29 ▼ 2023 ▼

☐ Show All Schools

Go

4. Select to **Show All Schools** using the corresponding check box.

5. Once all applicable options have been chosen, click **Go**.

6. To fill the request, click on the student's name, which will allow Focus to search for a match for the student.

FASTER

https://demo.focusschoolsoftware.com/lizetteg/Modules.php?modname=Florida_Reports/FASTER.php&force_pac...

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Middle	<input type="checkbox"/> Appendage	Former Last Name 1	Former Last Name 2	Nick
JESSICA						

<input checked="" type="checkbox"/> Student Identifier	<input checked="" type="checkbox"/> SSN	<input type="checkbox"/> Race	<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> Birthdate	Requesting Institution
		B	F	1999-09-2	FLORIDA INTERNATIONAL UNIVERSITY - CENTRAL CAMPUS

Search Again | Student Not Found | S02 - Student can't be identified.

Search Screen | Simple List | **Customized List** | Customize Student List

Last Name starts with:
 First Name starts with: JESSICA
 Florida Student Number starts with:
 Birthdate between: 1999- & 1999-

No Students were found. | Search

7. If the Student is located, click on the name again to complete the request.

8. If the Student is not located, click the **This student doesn't exist** button.



Clear the SSN and birthdate check boxes to find near matches.

Handling Incoming Transcripts

1. From the **Florida Reports** menu, click **FASTER**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Search...

FASTER

FTE Reports

Print FTE Detail

FTE Summary Report

FTE Null Students

Bonus FTE Student Detail

Class Size Report

Teachers In/Out of Field

FTE Summary Reports (Breakdown)

Verification Reports

DOE Data Verification District Usage

DOE Data Verification Reports

Staff Payroll Verification Reports

School Grade Scheduler Reports

Survey Accuracy Reports

School Grade Accuracy Reports

2. Click the **Incoming Transcripts** tab.

Incoming RequestsSend Requests**Incoming Transcripts**Outgoing TranscriptsAging ReportsReports & LogsSetup

Report Timeframe: September 29 2023 - September 29 2023

☐ Show All Schools

3. Set the **Report Timeframe** using the month, day, and year pull-downs to view incoming transcripts over a specified time frame.

Incoming RequestsSend Requests**Incoming Transcripts**Outgoing TranscriptsAging ReportsReports & LogsSetup

Report Timeframe: January 1 2020 - September 29 2023

☐ Show All Schools

4. You can select to **Show All Schools** using the corresponding check box.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: January 1 2020 - September 29 2023
 [Go](#)

☒ Show All Schools

5. Once all applicable options have been chosen, click **Go**.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: January 1 2020 - September 29 2023
 [Go](#)

☒ Show All Schools

4. Click the student's name in the **Full Name** column to begin importing the transcript records.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Report Timeframe: January 1 2020 - September 29 2023
 [Go](#)

☒ Show All Schools

21 Transcripts

Full Name	Date Received	Student Identifier	Addressed Institution	Sending Institution
FERRELL, [REDACTED]	Jun 30, 2020	[REDACTED]	[REDACTED] SCHOOL	[REDACTED] HIGH SCHOOL
RIVERA, [REDACTED]	Jun 14, 2020	[REDACTED]	[REDACTED] SCHOOL	[REDACTED] SENIOR HIGH
FERRELL, [REDACTED]	Jun 10, 2020	[REDACTED]	[REDACTED] SCHOOL	[REDACTED] HIGH SCHOOL
LOPEZ, [REDACTED]	May 9, 2020	[REDACTED]	[REDACTED] HIGH SCHOOL	[REDACTED] HIGH SCHOOL
ITSELEV, [REDACTED]	Apr 22, 2020	[REDACTED]	[REDACTED] SCHOOL	[REDACTED] SENIOR HIGH

Each area of data that matches what is already in Focus will have a green check mark next to it.

Incorrect Student Matched

TITLE	FOCUS	FASTER
School Name	[REDACTED] School K-8- 0291	[REDACTED] MIDDLE - 2
School Address	475 Central Ave. N	19500 [REDACTED] DR.
School Phone	7273886000	[REDACTED] 00
Grade	08	07
Drop Code		W3A
Message Type		The requested record is being sent (record follows).

[Demographics](#)
[Immunizations](#)
[School Years](#)
[Courses](#)
[Exceptionalities](#)
[Tests](#)
[Discipline](#)
[FASTER Transcript](#)

[Save Demographics](#)
[Print](#)

52 Records

TITLE	FOCUS	FASTER
<input type="checkbox"/> First Name	Nikolas	NIKOLAS
<input checked="" type="checkbox"/> Middle Name		
<input type="checkbox"/> Last Name	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/> Name Suffix		
<input checked="" type="checkbox"/> Florida Student Number		[REDACTED] 8797249

5. If the data being imported from FASTER is different from the data that is currently in Focus, the box will not be checked and you have the option to select it or override it by clicking the **Incorrect Student Matched** button.

Incorrect Student Matched

TITLE	FOCUS	FASTER
School Name	School K-8- 0291	MIDDLE - 2
School Address	475 Central Ave. N	19500 DR.
School Phone	7273886000	00
Grade	08	07
Drop Code		W3A
Message Type	The requested record is being sent (record follows).	

Demographics
Immunizations
School Years
Courses
Exceptionalities
Tests
Discipline
FASTER Transcript

Save Demographics
Print

6. If the data being imported from FASTER does not exist in Focus, the check box will automatically be selected for import. To review all other data, be sure to click each tab and select the check boxes for correct data should be imported.

Incorrect Student Matched

TITLE	FOCUS	FASTER
School Name	School K-8- 0291	MIDDLE - 2
School Address	475 Central Ave. N	19500 DR.
School Phone	7273886000	00
Grade	08	07
Drop Code		W3A
Message Type	The requested record is being sent (record follows).	

Demographics
Immunizations
School Years
Courses
Exceptionalities
Tests
Discipline
FASTER Transcript

Save Demographics
Print

52 Records

	TITLE	FOCUS	FASTER
<input type="checkbox"/>	Last Name	Alvarez	ALVAREZ
<input checked="" type="checkbox"/>	Name Suffix		
<input checked="" type="checkbox"/>	Florida Student Number		8797249
<input checked="" type="checkbox"/>	Ethnicity: Hispanic or Latino	Y	Y

7. Once you have made your selections, click the **Save Demographics** button to import the data. You can also **Print** the data, if needed.

Demographics	Immunizations	School Years	Courses	Exceptionalities	Tests	Discipline	FASTER Transcript
<div> <input type="checkbox"/> Save Demographics <input type="button" value="Print"/> </div>							
52 Records							
<input type="checkbox"/>	TITLE	FOCUS	FASTER				
<input type="checkbox"/>	Last Name	Alvarez	ALVAREZ				
<input checked="" type="checkbox"/>	Name Suffix						
<input checked="" type="checkbox"/>	Florida Student Number		8797249				
<input checked="" type="checkbox"/>	Ethnicity: Hispanic or Latino	Y	Y				
<input checked="" type="checkbox"/>	Race: American Indian or Alaska Native	N	N				

8. Click the **FASTER Transcript** tab to view and/or print the transcript. Then, click **Print**, if needed.

Demographics	Immunizations	School Years	Courses	Exceptionalities	Tests	Discipline	FASTER Transcript
<div> <input type="button" value="Print"/> </div>							
<div> <div> I0050287972490000044029100000502461S01P 28797249 NIKOLAS </div> <div> I015028797249 2461 5028797249 NIKOLAS </div> <div> I025028797249 2461 800000000P120170809F120071130F220110222K120071130K22 </div> <div> I035028797249 2461 20142015000000P </div> <div> I045028797249 2461 500931J. ELEMENTARY201420150335001040ART E - </div> <div> I045028797249 2461 500931J. ELEMENTARY201420150335002000INTROD </div> <div> I045028797249 2461 500931J. ELEMENTARY201420150335010044LANG AF </div> </div>							
Open in a new window							

a. Click **Open in a new window** to view the transcript in another window.

The Aging Report

1. From the **Florida Reports** menu, click **FASTER**.

Setup	Search...
Students	FASTER
Users	FTE Reports
Scheduling	Print FTE Detail
Grades	FTE Summary Report
Assessment	FTE Null Students
Attendance	Bonus FTE Student Detail
Discipline	Class Size Report
Forms	Teachers In/Out of Field
Billing	FTE Summary Reports (Breakdown)
Eligibility	Verification Reports
Employee Self Service	DOE Data Verification District Usage
Florida Reports	DOE Data Verification Reports
SSS	Staff Payroll Verification Reports
	School Grade Scheduler Reports
	Survey Accuracy Reports
	School Grade Accuracy Reports

2. Click the **Aging Report** tab.

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Reports	Reports & Logs	Setup
Report Timeframe: September ▼ 29 ▼ 2023 ▼ - September ▼ 29 ▼ 2023 ▼						
<input type="checkbox"/> Show All Schools						

3. Set a date range using the **Report Timeframe** month, day, and year pull-downs.

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Reports	Reports & Logs	Setup
Report Timeframe: January ▼ 1 ▼ 2020 ▼ - September ▼ 29 ▼ 2023 ▼						
<input type="checkbox"/> Show All Schools						
<div>Outgoing Aging Report</div> <div>Incoming Aging Report</div>						

4. You can select the check box to **Show All Schools** in the report.

5. Once all applicable options have been chosen, click **Go**.

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Reports	Reports & Logs	Setup
Report Timeframe: January ▼ 1 ▼ 2020 ▼ - September ▼ 29 ▼ 2023 ▼						
<input checked="" type="checkbox"/> Show All Schools						
<div>Outgoing Aging Report</div> <div>Incoming Aging Report</div>						
						Go

6. In reviewing Aging Reports, you can click the corresponding tabs to view the **Outgoing Aging Report** or the **Incoming Aging Report**.

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Reports	Reports & Logs	Setup
Report Timeframe: January 1 2020 - September 29 2023						
<input checked="" type="checkbox"/> Show All Schools						
Outgoing Aging Report Incoming Aging Report						
9088 Records Go to Page 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Show All						
Displaying 1 through 1000						
Filter Search						
Full Name	Student Identifier	Message Type	Sending Institution		Addressed Institution	Date Posted
OSEGUERA, [REDACTED]	[REDACTED]	X01	[REDACTED] HIGH SCHOOL		FLORIDA INTERNATIONAL UNIVERSITY - CENTRAL CAMPUS	May 18, 2020
VIDES FLORES, [REDACTED]	[REDACTED]	Q01	[REDACTED] HIGH SCHOOL		BRIGHT FUTURES: 2071	Mar 3, 2020
VILLEGAS, [REDACTED]	[REDACTED]	Q01	[REDACTED] HIGH SCHOOL		BRIGHT FUTURES: 2071	Mar 3, 2020
WALKER, [REDACTED]	[REDACTED]	Q01	[REDACTED] HIGH SCHOOL		BRIGHT FUTURES: 2071	Mar 3, 2020


The Outgoing Aging Report displays students with outgoing transcript information and lists the students' Full Name, Student Identifier, Message Type, Sending Institution, Addressed Institution, Date Posted, Date Received, and the Receive Status.

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Reports	Reports & Logs	Setup
Report Timeframe: January 1 2020 - September 29 2023						
<input checked="" type="checkbox"/> Show All Schools						
Outgoing Aging Report Incoming Aging Report						
9088 Records Go to Page 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Show All						
Displaying 1 through 1000						
Filter Search						
Full Name	Student Identifier	Message Type	Sending Institution		Addressed Institution	Date Posted
OSEGUERA, [REDACTED]	[REDACTED]	X01	[REDACTED] HIGH SCHOOL		FLORIDA INTERNATIONAL UNIVERSITY - CENTRAL CAMPUS	May 18, 2020
VIDES FLORES, [REDACTED]	[REDACTED]	Q01	[REDACTED] HIGH SCHOOL		BRIGHT FUTURES: 2071	Mar 3, 2020
VILLEGAS, [REDACTED]	[REDACTED]	Q01	[REDACTED] HIGH SCHOOL		BRIGHT FUTURES: 2071	Mar 3, 2020
WALKER, [REDACTED]	[REDACTED]	Q01	[REDACTED] HIGH SCHOOL		BRIGHT FUTURES: 2071	Mar 3, 2020

The Incoming Aging Report display students with incoming transcript information and lists the students' Full Name, Student Identifier, Message Type, Addressed Institution, Sending Institution, and Date Posted.

Incoming Requests	Send Requests	Incoming Transcripts	Outgoing Transcripts	Aging Reports	Reports & Logs	Setup
Report Timeframe: January 1 2020 - September 29 2023						
<input checked="" type="checkbox"/> Show All Schools						
Outgoing Aging Report Incoming Aging Report						
2697 Records Go to Page 1, 2, 3 Show All						
Displaying 1 through 1000						
Filter Search						
Full Name	Student Identifier	Message Type	Addressed Institution	Sending Institution		Date Posted
Coole, [REDACTED]	[REDACTED]	R01	[REDACTED] HIGH SCHOOL	FLA ATLANTIC UNIV MAIN CAMPUS		Mar 10, 2020 10:07:19 PM
MCKINLEY, [REDACTED]	[REDACTED]	S01	[REDACTED] SCHOOL	PALM BEACH - MARSH POINTE ELEMENTARY		Mar 10, 2020 09:01:06 PM
NERVILUS, [REDACTED]	[REDACTED]	R05	[REDACTED] HIGH SCHOOL	BROWARD COLLEGE - BROWARD COLLEGE		Mar 11, 2020 06:27:42 AM
BROWN, [REDACTED]	[REDACTED]	S01	[REDACTED] SCHOOL	HILLSBOROUGH - LAKE MAGDALENE ELEMENTARY SCHOOL		Mar 11, 2020 07:14:50 PM
BROWN, [REDACTED]	[REDACTED]	S01	[REDACTED] SCHOOL	HILLSBOROUGH - LAKE MAGDALENE ELEMENTARY SCHOOL		Mar 11, 2020 07:14:50 PM

Reports & Logs

 The Reports & Logs tab only displays if you have access to all schools.

1. From the **Florida Reports** menu, click **FASTER**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Search...

FASTER

FTE Reports

Print FTE Detail

FTE Summary Report

FTE Null Students

Bonus FTE Student Detail

Class Size Report

Teachers In/Out of Field

FTE Summary Reports (Breakdown)

Verification Reports

DOE Data Verification District Usage

DOE Data Verification Reports

Staff Payroll Verification Reports

School Grade Scheduler Reports

Survey Accuracy Reports

School Grade Accuracy Reports

2. Click the **Reports & Logs** tab.

Incoming Requests

Send Requests

Incoming Transcripts

Outgoing Transcripts

Aging Reports

Reports & Logs

Setup

Edit Reports

Aging Reports

Outgoing Files

User Report

Log Files

Request SAT/ACT Files

3. The Reports & Logs tab contains several sub-tabs: Edit Reports, Aging Reports, Outgoing Files, User Report, Log Files, and Request SAT/ACT Files. Click on the desired tab for corresponding data. For more information on each tab, see the information below.

4. Click the **Edit Reports** tab to download the reports from FASTER.

Edit Reports

Aging Reports

Outgoing Files

User Report

Log Files

Request SAT/ACT Files

28 Files

Date	File
March 15, 2018	OUTGOING.REQUESTS.REPORT (Download)
	OUTGOING.RESPONSES.REPORT (Download)
March 14, 2018	OUTGOING.REQUESTS.REPORT (Download)
	OUTGOING.RESPONSES.REPORT (Download)

a. Click the File name to open information regarding FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS, as shown in the image.


1SRTS03		FLORIDA DEPARTMENT OF EDUCATION				PAGE 1
COMPILED: 02/07/2018		FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS				RUN DATE: 03/14/2018
08:03:45		X01 RESPONSE EDIT ERROR REPORT				RUN TIME: 20:50:05
0SENDING INSTITUTION: 00000		SCHOOL:				
JIRON		STUDENT ID:		INST STU ID:		
		ADDRESSED INSTITUTION: 0009635		SCHOOL/CAMPUS: 0000 FIU		
0	SEQ --RECORD TYPE--	---FIELD NAME---	-COLUMNS-	--VALUE SENT--	-----DESCRIPTION OF ERROR-----	-REF#
0	001 COURSE:	CREDIT SCHOOL	0030-0033	U972	SCHL NOT ON PRIVATE SCHL MSID FILE	8.3
0	SEQ RAW DATA:V....1....V....2....V....3....V....4....V....5....V....6....V....7....V....8....V....9....V....0....				
0	001 COURSE:	01030024	440101	FLU97200000FLU972	200620071031700380CAR RESA&DECI MAK	ELT
KEARNEY		STUDENT ID: 44000		INST STU ID: 44000		
		ADDRESSED INSTITUTION: 0009635		SCHOOL/CAMPUS: 0000 FIU		
0	SEQ --RECORD TYPE--	---FIELD NAME---	-COLUMNS-	--VALUE SENT--	-----DESCRIPTION OF ERROR-----	-REF#
0	001 COURSE:	SUBJECT AREA	0097-0098		BLANK INVALID FOR THIS COURSE	15
0	SEQ RAW DATA:V....1....V....2....V....3....V....4....V....5....V....6....V....7....V....8....V....9....V....0....				
0	001 COURSE:	0020767	440101	710500FLORIDA VIRTUAL SCHOOL FL201220130813026010HOPE		TJ 9
1SRTS03		FLORIDA DEPARTMENT OF EDUCATION				PAGE 2
COMPILED: 02/07/2018		FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS				RUN DATE: 03/14/2018
08:03:45		X01 RESPONSE EDIT ERROR REPORT				RUN TIME: 20:50:05
0SENDING INSTITUTION: 00000		SCHOOL DISTRICT		SCHOOL: 0101 HIGH SCHOOL		
		TRANSCRIPTS		RECORDS		
		TOTAL READ:		621		
		TOTAL REJECTED:		198		
		TOTAL POSTED TO ADDRESSEE MAILBOXES:		423		
1SRTS03		FLORIDA DEPARTMENT OF EDUCATION				PAGE 1
COMPILED: 02/07/2018		FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS				RUN DATE: 03/14/2018
08:03:45		X01 RESPONSE EDIT ERROR REPORT				RUN TIME: 20:50:05

b. Click **Download** to download the report by clicking the button. A txt file downloads to your computer. To open the file, navigate to your download folder and use any standard text editor to open and display the downloaded file.

<div> Edit Reports Aging Reports Outgoing Files User Report Log Files Request SAT/ACT Files </div>	
28 Files	
Date	File
March 15, 2018	OUTGOING.REQUESTS.REPORT (Download)
	OUTGOING.RESPONSES.REPORT (Download)
March 14, 2018	OUTGOING.REQUESTS.REPORT (Download)
	OUTGOING.RESPONSES.REPORT (Download)

5. Click the **Aging Reports** tab to download the aging reports from FASTER.

b. Click **Download** to download the report by clicking the button. A txt file downloads to your computer. To open the file, navigate to your download folder and use any standard text editor to open and display the downloaded file.

<div> Edit Reports Aging Reports Outgoing Files User Report Log Files Request SAT/ACT Files </div>	
26 Files 	
Date	File
March 14, 2018	REQUESTS.ONTO.SYSTEM (Download)
	RESPONSE.ONTO.SYSTEM (Download)
March 13, 2018	RESPONSE.ONTO.SYSTEM (Download)
	REQUESTS.ONTO.SYSTEM (Download)

- 7.** Click the **User Report** tab to view an audit trail per user; what that user transmitted or received in the FASTER application is available for review.
- a.** Enter the user’s name in the **User** text box and select corresponding options, such as Search All Schools, etc. Then, click the **Search** button. You also have the option to click on the User List tab for a list of all users using FASTER.

Search Screen
User List
Customized List

Find a User

User


More Search Options

☐ Search All Schools
☐ Include Parents
☐ Include Inactive Users
☐ Only Show Most Recent Enrollment

Search

Reset

b. As a result of the user search conducted, the user(s) will display along with profile information and associated schools. From this screen, click on the user’s name for a detailed audit trail.

<div> Incoming Requests Send Requests Incoming Transcripts Outgoing Transcripts Aging Reports Reports & Logs Setup </div>				
<div> Edit Reports Aging Reports Outgoing Files User Report Log Files Request SAT/ACT Files </div>				
<div> Search Screen User List Customized List </div>				
<div> 43 Users  <div>Search</div> <div>Search</div> </div>				
User	Local ID	Staff ID	Profiles	Schools
Antompie	4219	4219	Data Support	Charter School - 0341
Antompie	4219	4219	Charter School Employee	Charter School - 0341
Antompie	4219	4219	Attendance Secretary	Charter School - 0341
Archer	4340	4340	Teacher	Elementary School - 0311

8. Click the **Log Files** tab to display the daily cron job output. For more information on scheduled (cron) jobs, see [Scheduled Jobs](#).

Incoming Requests | Send Requests | Incoming Transcripts | Outgoing Transcripts | Aging Reports | **Reports & Logs** | Setup
 Report Timeframe: January 1, 2020 - September 29, 2023 Go
 Edit Reports | Aging Reports | Outgoing Files | User Report | **Log Files** | Request SAT/ACT Files
 210 Log Records Search

Log
September 12, 2023
July 27, 2020
July 26, 2020
July 25, 2020
July 24, 2020

a. Set a date range using the **Report Timeframe** month, day, and year pull-downs. When the dates have been entered, click **Go**.

Incoming Requests | Send Requests | Incoming Transcripts | Outgoing Transcripts | Aging Reports | **Reports & Logs** | Setup
 Report Timeframe: January 1, 2020 - September 29, 2023 Go
 Edit Reports | Aging Reports | Outgoing Files | User Report | **Log Files** | Request SAT/ACT Files
 210 Log Records Search

Log
September 12, 2023
July 27, 2020
July 26, 2020
July 25, 2020
July 24, 2020

b. To see detailed information about each log record, click on the gray arrow as applied to the second log in the image.

Incoming Requests | Send Requests | Incoming Transcripts | Outgoing Transcripts | Aging Reports | **Reports & Logs** | Setup
 Report Timeframe: January 1, 2020 - September 29, 2023 Go
 Edit Reports | Aging Reports | Outgoing Files | User Report | **Log Files** | Request SAT/ACT Files
 210 Log Records Search

Log
September 12, 2023
July 27, 2020
July 26, 2020
July 25, 2020
July 24, 2020

Time	Process	Action
8:00:03 PM	Building	BUILD CRON JOB STARTED
8:00:03 PM	Building	Pulling outgoing requests...
8:00:03 PM	Building	Updated file (REQUESTS.ONTO.SYSTEM) for output...
8:00:03 PM	Building	Updated file (RESPONSE.ONTO.SYSTEM) for output...
8:00:03 PM	Building	The script is running in the terminal, using EXEC...
8:00:03 PM	Building	RUNNING BATCH(ES): (1) OF (1)

9. Click the **Request SAT/ACT Files** tab to request, track, and download SAT/ACT import files.

Incoming Requests | Send Requests | Incoming Transcripts | Outgoing Transcripts | Aging Reports | **Reports & Logs** | Setup
 Edit Reports | Aging Reports | Outgoing Files | User Report | Log Files | **Request SAT/ACT Files**
 This page allows for requesting, tracking, and downloading SAT/ACT Import Files.

a. Click **Request Files** to initiate the process of retrieving the SAT/ACT files as well as the "Error File."

Incoming Requests
Send Requests
Incoming Transcripts
Outgoing Transcripts
Aging Report

Edit Reports
Aging Reports
Outgoing Files
User Report
Log Files

This page allows for requesting, tracking, and downloading SAT/ACT Import Files.

Request Files

50 report requests

Request User	Request Date
McGuffe	11/04/2020 10:21
McGuffe	10/28/2020 10:58

b. Click **Refresh History** to refresh the page so you can see when the retrieval of the 3 files is finished upon requesting files. The "Received Date" column updates with the date/time when the retrieval process has finished.

Reports & Logs
Setup

Request SAT/ACT Files

Refresh History

Receive Date	Report Downloads
11/04/2020 10:36	FN.DX10.FTP.DA (ACT Scores) FN.DX10.FTP.DP (SAT Scores) FN.DX10.FTP.E02 (Error File)
10/28/2020 11:13	FN.DX10.FTP.DA (ACT Scores) FN.DX10.FTP.DP (SAT Scores) FN.DX10.FTP.E02 (Error File)
10/22/2020 15:46	FN.DX10.FTP.DA (ACT Scores) FN.DX10.FTP.DP (SAT Scores) FN.DX10.FTP.E02 (Error File)

c. Click the files in the **Report Downloads** to download ACT Scores, SAT Scores, and Error File[s].

This page allows for requesting, tracking, and downloading SAT/ACT Import Files.

Request Files

50 report requests

Request User	Request Date	Receive Date	Report Downloads
McGuffi	11/04/2020 10:21	11/04/2020 10:36	FN.DX10.FTP.DA (ACT Scores) FN.DX10.FTP.DP (SAT Scores) FN.DX10.FTP.E02 (Error File)
McGuffi	10/28/2020 10:58	10/28/2020 11:13	FN.DX10.FTP.DA (ACT Scores) FN.DX10.FTP.DP (SAT Scores) FN.DX10.FTP.E02 (Error File)
McGuffi	10/22/2020 15:31	10/22/2020 15:46	FN.DX10.FTP.DA (ACT Scores) FN.DX10.FTP.DP (SAT Scores) FN.DX10.FTP.E02 (Error File)
McGuffi	10/20/2020 7:35	10/20/2020 7:50	FN.DX10.FTP.DA (ACT Scores) FN.DX10.FTP.DP (SAT Scores) FN.DX10.FTP.E02 (Error File)

Transcript Comment Setup

1. From the **Florida Reports** menu, click **FASTER**.

Setup
 Students
 Users
 Scheduling
 Grades
 Assessment
 Attendance
 Discipline
 Forms
 Billing
 Eligibility
 Employee Self Service
Florida Reports
 SSS

FASTER

FTE Reports

Print FTE Detail
FTE Summary Report
FTE Null Students
Bonus FTE Student Detail
Class Size Report
Teachers In/Out of Field
FTE Summary Reports (Breakdown)

Verification Reports

DOE Data Verification District Usage
DOE Data Verification Reports
Staff Payroll Verification Reports
School Grade Scheduler Reports
Survey Accuracy Reports
School Grade Accuracy Reports

2. Click the **Setup** tab to define district wide comments that will be sent on every student's transcript.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Comments **FASTER Setup**

Up to 5 comment records can be sent on each student's transcript, this includes the student's own comment field and these c
 information about FASTER comments [click here](#).

3. Click the **Comments** tab.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
[Outgoing Transcripts](#)
[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Comments **FASTER Setup**

Up to 5 comment records can be sent on each student's transcript, this includes the student's own comment field and thes
 information about FASTER comments [click here](#).

4. Any existing comments will display. To add a new comment, in the empty row, add a **Sort Order** number, such as, 1, a **Title**, and the **Comment**.

[Incoming Requests](#)
[Send Requests](#)
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[Aging Reports](#)
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[Setup](#)

Comments **FASTER Setup**

Up to 5 comment records can be sent on each student's transcript, this includes the student's own comment field and these comments that are district wide. For more [Save](#)
 information about FASTER comments [click here](#).

No Comments were found. [Filter](#)

	Enable	Sort Order	Title	Comment
+	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. When all information has been entered, press **Enter** or click the **Save** button to add the new comment.

[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
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[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

Comments **FASTER Setup**

Up to 5 comment records can be sent on each student's transcript, this includes the student's own comment field and these comments that are district wide. For more information [Save](#)
 about FASTER comments [click here](#).

1 Comment

[Filter](#)

	Enable	Sort Order	Title	Comment
-	Yes	1	Volunteer Events	Please note that the number of hours sl
+	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Once added, you can delete the comment clicking the **delete** button (black minus sign).

Incoming RequestsSend RequestsIncoming TranscriptsOutgoing TranscriptsAging Reports

CommentsFASTER Setup

Up to 5 comment records can be sent on each student's transcript, this includes the student about FASTER comments [click here](#).

1 Comment

	Enable	Sort Order	Title
<div>—</div>	Yes	1	Volunteer Events
<div>+</div>	<input checked="" type="checkbox"/>	<div></div>	<div></div>

7. Comments are automatically enabled; to disable, click Yes in the **Enable** column to clear the selected check box.

1 Comment

	Enable	Sort Order	Title
<div>—</div>	<div><input type="checkbox"/></div>	1	Volunteer Events
<div>+</div>	<input checked="" type="checkbox"/>	<div></div>	<div></div>

8. Click the desired field to edit the Title and/or Comment.

1 Comment

FilterSearch

Enable	Sort Order	Title	Comment
<div>—</div>	1	<div>Volunteer Even</div>	<div>Please note that the number of hours sl</div>

i See the explanation of comments at the top of the screen: Up to 5 comment records can be sent on each student's transcript; this includes the student's own comment field and these comments that are district wide. For more information about FASTER comments [click here](#). Note: The total number of characters for each of the 5 comment records is 960 characters.

**FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS
FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF APPLICATION DEVELOPMENT AND SUPPORT (OADS)**

Revised: July 1, 2016

Student Comment

1. Record Type: I07, S07 - This record would be sent only if additional comments need to be included with any student records or transcripts. SAT and ACT or norm reference test scores may be included.
2. Transfer up to five records per student. If the data exceeds the five records allowed (as it may if it comes from SPEEDE/ExPRESS), Comment Line 12 of the fifth record will read "Exceeded Maximum Comments Allowed."
3. The presence of binary zeroes in data fields causes significant problems for several institutions in the receipt of student records. A transaction will be rejected if non-displayable characters are sent in the data unless found in Filler Reserved for Local Use (last 9 bytes of each record type). Please use some other appropriate character (e.g., SPACES) with which to initialize your records before sending them.
4. Required fields are indicated by an asterisk (*) next to the field name.
5. Special characters, tilde (~), caret (^), and grave accent (`), are used as delimiters in the translation of FASTER to SPEEDE/ExPRESS. They are reserved symbols and as such cannot be included in data sent through FASTER to a SPEEDE/ExPRESS institution.

Field Characteristics:

A = Alphabetic only
A/N = Alphameric
N = Numeric only
Z = Zoned numeric
P = Packed decimal
R = Right justified with leading zeros
L = Left justified

Format Characteristics:

Name: Student Comment
Number: I/S07
Record Size: 1020

1	1-3	3	A/N	Record Type* The header for the record for this transaction
---	-----	---	-----	---

9. Continue to add comments in the row leading with the black addition sign, as needed.

Incoming Requests
Send Requests
Incoming Transcripts
Outgoing Transcripts
Aging Reports
Reports & Logs
Setup

Comments **FASTER Setup**

Up to 5 comment records can be sent on each student's transcript, this includes the student's own comment field and these comments that are district wide. For more information about FASTER comments [click here](#).
 Save

1 Comment
Filter Search

	Enable	Sort Order	Title	Comment
-	<input type="checkbox"/>	1	Volunteer Even	Please note that the number of hours sl
+	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

FASTER Setup

1. From the **Florida Reports** menu, click **FASTER**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Search...

FASTER

FTE Reports

Print FTE Detail

FTE Summary Report

FTE Null Students

Bonus FTE Student Detail

Class Size Report

Teachers In/Out of Field

FTE Summary Reports (Breakdown)

Verification Reports

DOE Data Verification District Usage

DOE Data Verification Reports

Staff Payroll Verification Reports

School Grade Scheduler Reports

Survey Accuracy Reports

School Grade Accuracy Reports

2. Click the **Setup** tab.

Incoming Requests

Send Requests

Incoming Transcripts

Outgoing Transcripts

Aging Reports

Reports & Logs

Setup

Comments

FASTER Setup

Up to 5 comment records can be sent on each student's transcript, this includes the student's own comment field and these c information about FASTER comments [click here](#).

3. Click the **FASTER Setup** tab.

Incoming Requests

Send Requests

Incoming Transcripts

Outgoing Transcripts

Aging Reports

Reports & Logs

Setup

Comments

FASTER Setup

Use this page to set up FASTER specific options

Save

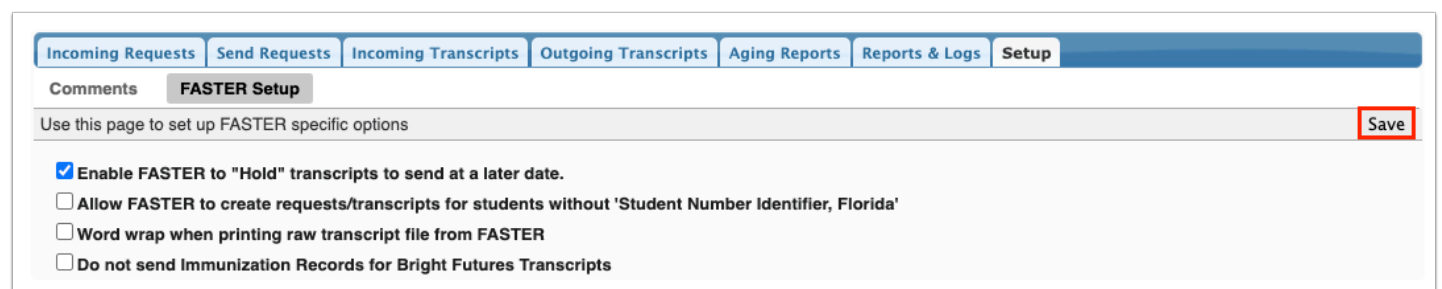
☒ Enable FASTER to "Hold" transcripts to send at a later date.

☐ Allow FASTER to create requests/transcripts for students without 'Student Number Identifier, Florida'

☐ Word wrap when printing raw transcript file from FASTER

☐ Do not send Immunization Records for Bright Futures Transcripts

4. Select the **Enable FASTER to "Hold" transcripts to send at a later date** check box to display the option to hold transcripts to be sent on a different date than the current date upon sending transcripts via [Outgoing Transcripts](#).
5. Select the **Allow FASTER to create requests/transcripts for students without 'Student Number Identifier, Florida'** check box to allow requests and transcripts to be created for students who do not have "Student Number Identifier, Florida" defined.
6. Select the **Word wrap when printing raw transcript file from FASTER** check box to word wrap the raw transcript when printing through Incoming Transcripts.
7. Select the **Do not send Immunization Records for Bright Futures Transcripts** check box to exclude immunization records from outgoing transcripts to Bright Futures.
8. Click **Save**.



[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
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[Aging Reports](#)
[Reports & Logs](#)
[Setup](#)

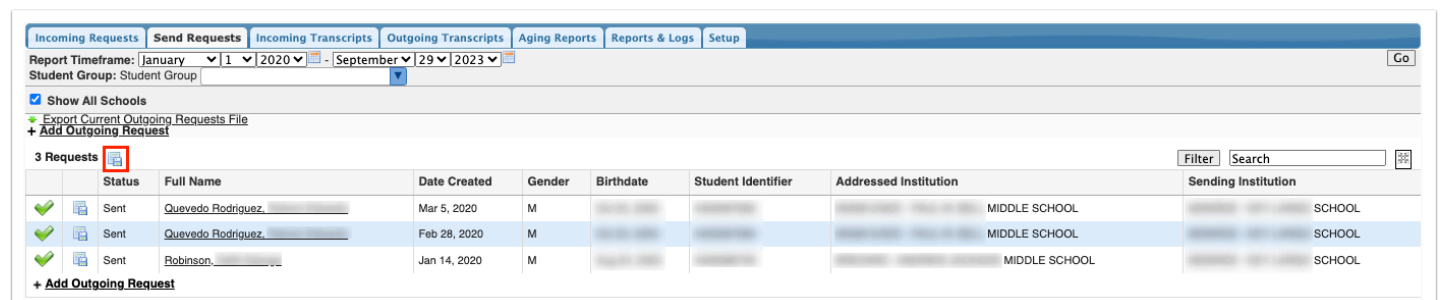
Comments **FASTER Setup**

Use this page to set up FASTER specific options Save

☒ Enable FASTER to "Hold" transcripts to send at a later date.
☐ Allow FASTER to create requests/transcripts for students without 'Student Number Identifier, Florida'
☐ Word wrap when printing raw transcript file from FASTER
☐ Do not send Immunization Records for Bright Futures Transcripts

Additional Features

Click the **floppy disk** icon to export the listed data to an Excel spreadsheet.



[Incoming Requests](#)
[Send Requests](#)
[Incoming Transcripts](#)
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[Setup](#)

Report Timeframe: January 1, 2020 - September 29, 2023 Go

Student Group: Student Group ▼

☒ Show All Schools

[Export Current Outgoing Requests File](#)

[+ Add Outgoing Request](#)

3 Requests Filter Search 25

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
Sent	Quevedo Rodriguez	Mar 5, 2020	M	Birthdate	Student Identifier	MIDDLE SCHOOL	SCHOOL
Sent	Quevedo Rodriguez	Feb 28, 2020	M	Birthdate	Student Identifier	MIDDLE SCHOOL	SCHOOL
Sent	Robinson	Jan 14, 2020	M	Birthdate	Student Identifier	MIDDLE SCHOOL	SCHOOL

[+ Add Outgoing Request](#)

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

Export FASTER file
+ Add Outgoing Transcript

7443 Outgoing Transcripts

Resend Selected Delete Selected

Search

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zvolska, [REDACTED]	Sep 21, 2017	F	Oct 5, 2002	BRIGHT FUTURES: 2170
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zurheide, [REDACTED]	Sep 21, 2017	F	Jun 26, 2003	BRIGHT FUTURES: 2170
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Jun 27, 2017	F	Oct 16, 1999	BRIGHT FUTURES: 1881
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Sep 21, 2017	F	Oct 16, 1999	BRIGHT FUTURES: 1870

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

7443 Outgoing Transcripts

Search

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zvolska, [REDACTED]	Sep 21, 2017	F	Oct 5, 2002	BRIGHT FUTURES: 2170
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zurheide, [REDACTED]	Sep 21, 2017	F	Jun 26, 2003	BRIGHT FUTURES: 2170
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Jun 27, 2017	F	Oct 16, 1999	BRIGHT FUTURES: 1881
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Sep 21, 2017	F	Oct 16, 1999	BRIGHT FUTURES: 1870
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Mar 2, 2018	F	Oct 16, 1999	BRIGHT FUTURES: 1871

If looking for specific information housed within the resulting data, type the information in the **Search** text box provided and press **Enter**.

Export FASTER file
+ Add Outgoing Transcript

6470 Outgoing Transcripts

Resend Selected Delete Selected

bright

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zvolska, [REDACTED]	Sep 21, 2017	F	Oct 5, 2002	BRIGHT FUTURES: 2170
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zurheide, [REDACTED]	Sep 21, 2017	F	Jun 26, 2003	BRIGHT FUTURES: 2170
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Jun 27, 2017	F	Oct 16, 1999	BRIGHT FUTURES: 1881
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Sep 21, 2017	F	Oct 16, 1999	BRIGHT FUTURES: 1870
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent	Zuelch, [REDACTED]	Mar 2, 2018	F	Oct 16, 1999	BRIGHT FUTURES: 1871

Use the **Filter** button to add Filter Rules to the resulting data. Start by adding one rule, such as Status Contains errors, as shown in the image. The first pull-down is the listed columns. The second pull-down is the rule, such as contains, equal, starts with, etc. Then enter the information you'd like to filter by in the text box.

Export FASTER file
+ Add Outgoing Request

FILTER RULES

Remove Status Contains errors AND

Remove Run Filter

[Add Rule](#) [Clear Rules](#)

14 Requests Filter Search

	Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending In:
⚠	Sent Errors	Sheagren, [REDACTED]	Oct 24, 2017	M	May 27, 2000	[REDACTED]	UNIVERSITY OF CENTRAL FLORIDA - UNKNOWN CAMPUS 0001	
⚠	Sent Errors	Sheagren, [REDACTED]	Oct 26, 2017	M	May 27, 2000	[REDACTED]	UNIVERSITY OF CENTRAL FLORIDA - UNKNOWN CAMPUS 0000	
⚠	Sent Errors	Sainz, [REDACTED]	Nov 9, 2017	M	Apr 15, 1999	[REDACTED]	FLORIDA ATLANTIC UNIVERSITY - UNKNOWN CAMPUS 0001	

- a. Click the **Add Rule** link to add an additional filter.
- b. You can clear the filter by clicking the **Clear Rules** link.
- c. To remove just one rule/filter, click **Remove** next to each listed filter.

FILTER RULES

Remove Status Contains errors AND

Remove Full Name Starts With sh Run Filter

[Add Rule](#) [Clear Rules](#)

- d. Select AND or OR from the corresponding pull-down to determine how filters are applied when using more than one filter.

FILTER RULES

Remove Status Contains errors ✓ AND

Remove Full Name Starts With sh OR

[Add Rule](#) [Clear Rules](#)

FASTER Extract Logic

 [FASTER_Extract_Logic.xlsx](#)

Common FASTER Errors

Header Error:

Error: Header Error means that something was incorrect in the sending file to the institution.

Fix:

1. Double check that the sending institution is correct.
2. Delete the record.
3. Try sending through the Commonly Used schools. OR if sent through FASTER Schools, try SPEEDE/ExPRESS or vice versa.

Incoming Requests | Send Requests | Incoming Transcripts | **Outgoing Transcripts** | Aging Reports | Reports & Logs | Setup

Back to Search

Export Current Outgoing Transcripts File

+ Add Outgoing Transcript

Resend Selected | Delete Selected

54 Outgoing Transcripts 1 Selected

Search

Status	Full Name	Date Created	Gender	Birthdate	Student Identifier	Addressed Institution	Sending Institution
Header Error	J. _____a	08/20/2019	F	02/27	X	UNIVERSITY OF CENTRAL FLORIDA - UNKNOWN CAMPUS 0000	HIG

Record Type	Message Type	Addressed Institution	Sending Institution	SPEEDE/ExPRESS
Save & Resend	S00	S01	00039540000	00000 6

SEQ	Record Type	Field	Columns	Value Sent	Description	REF#
001	HEADER:	ADDRESSED INST	0014-0024	0003954	FIRST 7 CHARS NOT A VALID DIST, COLL, OR UNIV	14
001	HEADER:	ADDRESSED INST	0014-0024	0003954	FIRST 7 CHARS NOT A VALID DIST, COLL, OR UNIV	14

SEQ	Record Type	Row Sent
001	HEADER: S007	7X0003954000000000 6501P 1 A
001	HEADER: S007	7X0003954000000000 6501P 1 A

Delete

Course Number:

Error: Course Number means that something was incorrect with one of the Courses sent with the student's information.

Fix:

1. Verify the Course is valid for the school year.
 - a. If the State made changes to a Course Number, this will need to be changed in the Course Catalog to prevent schools using the number.
2. Click on the Student's Name.
3. Go to the Grades sub-menu.
4. Turn on Filters.
5. Find the incorrect course and replace it with the correct Course Number.

