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**MEMORANDUM**

**TO:** District Career and Technical Education Directors  
District Technical Center Directors

**FROM:** Henry Mack, Chancellor, Career and Adult Education 

**DATE:** August 13, 2020

**SUBJECT:** **Transcript Transfers Using the FASTER System**

In accordance with State Board of Education Rule 6A-10.024, F.A.C., *Articulation Between and Among Universities, Florida Colleges, and School Districts*, the Articulation Coordinating Committee (ACC) established a standard format for the electronic exchange of student transcripts and educational records, as referenced in the following policy statement adopted at their February 28, 2018 meeting.

“It is the policy of the Articulation Coordinating Committee that all student transcripts exchanged between Florida public schools, state colleges, and state universities, and the Florida Department of Education be accomplished via FASTER [Florida Automated System for Transferring Educational Records] using the FASTER formats and the FASTER transmission system. This policy is not intended to prohibit or restrict school districts or state colleges and universities from using other methods to provided hard-copy versions or PDF versions of student transcripts for students to use when applying for employment or as needed for postsecondary institutions that do not participate in FASTER.”

The purpose of this memorandum is to ensure that student transcript sharing is accomplished using the Florida Automated System for Transferring Educational Records (FASTER).

Students benefit from record transfer using the FASTER system in two ways: (1) the data are transmitted between institutions in a consistent format that may be easily loaded into student information systems without manual data entry that may speed up the processes for admissions, placement and registration; and (2) in most cases, educational records may be transferred at no cost to the student.

Recently, FASTER staff members at the Florida Department of Education have noticed an increased usage of third-party vendors to provide images or PDF versions of student transcripts.

Henry Mack  
Chancellor of Career and Adult Education

These files require additional effort to load student information into the receiving school's student information system and may lead to the inadvertent introduction of errors during this process.

For more information on FASTER, please visit <http://www.floridastudentfinancialaid.org/FASTER/>. We appreciate your assistance in ensuring a cost-effective and consistent approach to transmitting student records.

For any questions about this policy, please contact Mr. Rod Duckworth, Executive Director of Articulation, at [articulation@fldoe.org](mailto:articulation@fldoe.org).

HM/rdh