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MEMORANDUM

TO: District School Superintendents
District Technical Center Directors
Florida College System Institution Presidents
State University System Institution Presidents

FROM: Dr. Paul O. Burns, Chancellor, Division of Public Schools
Dr. Kevin O'Farrell, Chancellor, Division of Career and Adult Education
Kathryn S. Hebda, Chancellor, Division of Florida Colleges
Raymond Rodrigues, Chancellor, State University System

DATE: July 8, 2024

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

The Florida Department of Education (FDOE) and the Office of the Board of Governors (BOG) for the State University System (SUS) of Florida continue to receive feedback regarding the use of third-party vendors to transmit transcripts, in lieu of using the Florida Automated System for Transferring Educational Records (FASTER). This practice requires additional effort to load student information into the receiving institution's student information system, which creates unnecessary delays in processing for receiving institutions, in addition to the introduction of errors and processing delays for student records.

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.

Please be reminded that State Board of Education (SBOE) rules and BOG regulations, respectively, require that all public universities, Florida College System (FCS) institutions, career and technical education centers, and school districts utilize FASTER for the transmission of records within Florida's public elementary, secondary and postsecondary education systems. Agencies that transmit records through third-party vendors within the public education system are out of compliance with SBOE Rule and BOG Regulation.

Compliance with Transcript Transfers Using the FASTER System

July 8, 2024

Page Two

Specifically, Rule 6A-10.024, Florida Administrative Code (F.A.C.), Articulation Between and Among Universities, Florida Colleges, and School Districts, requires the FDOE and “all public universities, Florida College System institutions, and school districts shall maintain the electronic exchange of student transcripts and associated educational records, including acquisition of and access to test scores of students in the standard format established by the ACC [Articulation Coordinating Committee].” In accordance with this rule, the 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 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 provide 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.”

This policy is also codified in BOG Regulation 8.007, Articulation, which states, “(8) Each SUS institution shall maintain the electronic exchange of student transcripts between other SUS institutions, FCS institutions, and the Department of Education and utilize the Florida Automated System for Transferring Educational Records (FASTER) or another system that converts educational records into a compatible format.”

System usage data indicates some institutions are only using the Standardization of Postsecondary Education Electronic Data Exchange/Exchange of Permanent Records Electronically for Students and Schools (SPEEDE/ExPRESS) system. SPEEDE/ExPRESS does include a FASTER conversion component to transmit student records. Institutions using SPEEDE/ExPRESS can meet the ACC policy regarding FASTER when the fields related to Florida-specific requirements, such as general education core, civic literacy, reverse transfer and digital badges, are used. Though these fields are labeled “optional” in SPEEDE/ExPRESS, using them as required fields is an acceptable way to meet the ACC’s policy and, more importantly, to ensure that complete student transcripts are transmitted.

We appreciate your assistance in ensuring a cost-effective and consistent approach to transmitting student records through FASTER/SPEEDE ExPRESS on behalf of students and in accordance with the ACC policy, SBOE Rule and BOG Regulation.

For any questions about this policy, please contact the Office of K-20 Articulation at articulation@fldoe.org. Technical questions about the FASTER system can be directed to fstr@fldoe.org. For more information on FASTER, visit <http://www.fldoe.org/FASTER/>.

PB/KO/KH/RR/tlh

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