

Florida Automated System for Transferring Educational Records (FASTER)

USER MANUAL

2024-2025



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Chapter 1: Introduction

Revised: October 7, 2024

The Florida Automated System for Transferring Educational Records (the "FASTER System") provides school districts, state colleges, universities, and technical centers with the means to exchange transcripts and other student records electronically. It is an electronic mail system in which the "messages" are the requests for transcripts and the responses to these requests. Both requests and responses must follow predefined record formats and edit specifications. FASTER users exchange national and international records by taking advantage of the built-in interface to SPEEDE/ExPRESS (Standardization of Postsecondary Education Electronic Data Exchange/Exchange of Permanent Records Electronically for Students and Schools), a set of record formats which has been approved by the American National Standards Institute. For more details see [Chapter 2, Section J](#) of this manual and the FASTER-SPEEDE/ExPRESS Interface Guide.

Requests and responses from institutions are the inputs and outputs of the System's programs. The programs, and the database "mailboxes" they serve, are housed at Northwest Regional Data Center (NWRDC) in Tallahassee. The Florida Department of Education (FDOE) Secured FTP (IBCO SFTP) server provides the communications network over which request and response messages travel.

Currently, the System can be used to transfer three kinds of student records:

- Interdistrict Records (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
- Secondary Transcripts (and Bright Futures, High School Academic Evaluations, and Talented Twenty Records)
- Postsecondary Transcripts/Technical Center Transcripts (and Teacher Certification, Dual Enrollment and Postsecondary Feedback)

Interdistrict Records consist of a public-school student's permanent record and selected category "B" information. As the name implies, these student records are transferred between school districts. A subset of the Interdistrict Records formats is also used to transmit Bright Futures information from school districts to the Office of Student Financial Assistance.

The Secondary Transcript is the set of records that accompanies a high school student's application for admission to a Florida postsecondary institution. These records are transmitted when a student specifically requests his or her high school to send the records to a postsecondary institution. The Secondary Transcript is also used to transmit Bright Futures information from school districts to the Office of Student Financial Assistance. The student may also authorize a postsecondary institution to request the transcript from the student's high school on the student's behalf. In this case, the postsecondary institution issues a request to the student's high school, which responds by shipping the student's Secondary Transcript to the postsecondary institution.

Technical Center Records consist of a technical school student's permanent record and selected category "B" information. As the name implies, these student records are transferred between technical centers.

The Postsecondary Transcript serves approximately the same function for postsecondary institutions that the Interdistrict Records serve for school districts. They are also sent to the Bureau of Educator Certification. While it is generally true that Postsecondary Transcripts are only exchanged by postsecondary institutions, and that Secondary Transcripts are only sent from secondary schools to postsecondary institutions, this is not always

the case. At times, it is useful for school districts to receive either Secondary or Postsecondary Transcripts from postsecondary institutions as in the case of dual enrollment or for the purposes of post-secondary feedback to the districts. However, when a district requests transcripts from a postsecondary institution, that request is made in the postsecondary format (P00). That is the only restriction, in FASTER, as to the types of institutions that can send and receive Secondary and Postsecondary Transcripts. Interdistrict Records, however, can only be sent and received by school districts.

A. Contact Information

The FASTER system collects and transmits a wide variety of data, and is utilized to exchange transcripts between school districts, state colleges, universities, and technical centers. If you have questions about the data that is found in the FASTER formats, please refer to the list below for the contact and office best suited to address your question.

As your primary contact, schools should direct questions to their district office initially. District offices receive a daily error report that shows transcripts that were submitted but failed to pass the FASTER and Bright Futures edits. Your district is always the best source of information.

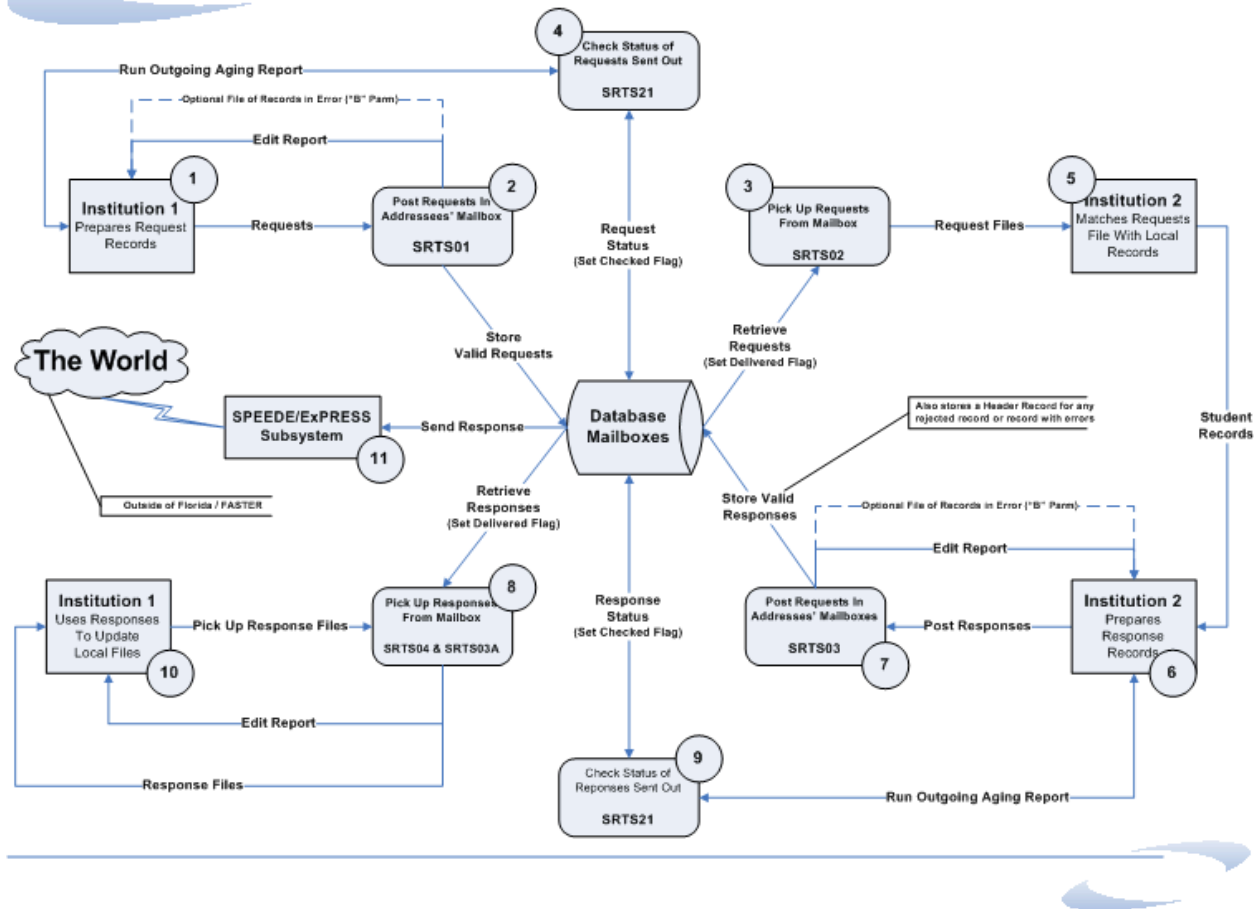
<i>CONTACT AREA</i>	<i>CONTACT</i>	<i>TELEPHONE NUMBER</i>	<i>E-MAIL ADDRESS</i>
Bright Futures	Bright Futures Helpdesk	1-888-827-2004	OSFA@fldoe.org
Technical Centers	Tara Goodman	(850) 245-9002	Tara.Goodman@fldoe.org
Migrant Students	Dinh Nguyen	(850) 245-0811	Dinh.Nguyen@fldoe.org
Talented 20	Yolanda Miranda-Hill	(850) 245-9166	Yolanda.MirandaHill1@fldoe.org
Educator Certification	Educator Certification Communication Center	(800) 445-6739	BECTechHelp@fldoe.org
Course Code Directory	Trinity Henderson	(850) 245-9543	Trinity.Henderson@fldoe.org

If you are experiencing technical issues involving the exchange of FASTER data that cannot be resolved at the district level or through the contact list above, the staff in the Office of Application Development and Support (OADS) can provide you with assistance in resolving these technical issues. If you have questions or experience problems submitting or retrieving records via the FASTER system, contact the OADS staff at the e-mail address below. A technician will be in touch with you at our earliest convenience.

<i>TECHNICAL CONTACT</i>	<i>E-MAIL ADDRESS</i>
FASTER/Bright Futures - Technical (OADS)	FSTR@fldoe.org

B. System Overview

Electronic student records transfer is a multi-step process (see Figure 1: System Overview).



1. It begins when an institution decides it needs student records held by another institution. The first institution prepares a request record according to the System's standard format. The request record should give the second institution identifying information sufficient to uniquely identify the student.
2. The first institution puts the request record in the database mailbox of the second institution. This is done by transmitting the request record via TIBCO SFTP to NWRDC where it is used as input to the request posting Parameter Record process POSTREQS. This process edits the request record and checks the validity of the address information in the request record. All valid requests are then stored in their addressee's postboxes. An edited report of requests with data errors is returned to the first institution via TIBCO SFTP.
3. The second institution empties its mailbox of incoming requests by running the request pickup Parameter Record process RTRVREQS. This process copies any requests in the mailbox to a working file at NWRDC, marking the database originals "delivered." The working file is then transmitted via TIBCO SFTP to the second institution.
4. In the meantime, the first institution runs the Outgoing Aging Report Parameter Record process AGE-OUT to see when its requests were delivered (i.e., picked up by the second institution). This process produces a report and/or file of message delivery dates which, when transmitted back to the first institution, can be matched back to the original request record.
NOTE: Delivered messages are deleted after 14 days.
5. At the second institution, the requests file is matched against the second institution's files (using programs developed by the second institution).
6. The second institution prepares a file of responses to the requests it has received, formatted according to the System's standards. These responses will either be sets of student records (where a request can be satisfied)

or simple message records (where a request did not uniquely identify any student in the second institution's files).

7. This file of responses is transmitted to NWRDC where it becomes input to the response posting Parameter Record process POSTRESP. This process edits the response file, storing on the database all records having no errors in key fields (such as those dealing with addressing information). The process sends an edit report and a file containing the Header Records of any records having either reject or other edit errors back to the second institution via TIBCO SFTP. It also posts a header record to the first institution for any transcript that failed to post to that institution's mailbox.
8. The first institution empties its mailbox of incoming responses and failed responses by running the response pickup Parameter Record process RTRVRESP. This process copies any responses in the mailbox to a working file at NWRDC, marking the database originals "delivered." The working file is transmitted via TIBCO SFTP to the first institution, where it can be processed in addition to the first institution's files. Also transmitted to the first institution is an edited report informing the first institution of any non-reject errors on the file of requests it has just picked up. Records with reject errors will, of course, not get this far, only notification of records with rejection errors.
9. In the meantime, the second institution runs the Outgoing Aging Report Parameter Record process AGE-IN to see when its responses were delivered (i.e., picked up by the first institution). This program produces a report and/or file of message delivery dates which, when transmitted back to the second institution, can be matched back to the original response record. Delivered records are automatically deleted from the database after 14 days.
10. The student records received from Parameter Record process RTRVRESP are assimilated into the automated records of Institution 1, using programs and procedures written by that institution. Notice of failed attempts to post a transcript can also be monitored by Institution 1.
11. If a response is sent outside the state of Florida, it must pass through the system's interface to the SPEEDE/ExPRESS national electronic transcript system. This is an automatic interface that does not require execution of additional procedures by FASTER institutions. Just supply the correct addressing information on the Header Record and send the transcript in the same way you send transcripts to FASTER participants. The system handles all communications with "the world" outside of FASTER.

A shorter version of the above procedure will commonly be used when a student directs his or her institution to send the student's records to another institution. In this case, a set of response records will be prepared without a prior corresponding request having been received. Steps 1 through 5 of the above procedure would then be skipped and record transfer would begin with step 6.

On Sunday evenings, between 4:00PM and 7:00PM, the System is taken off-line for maintenance. All records that were delivered more than fourteen days earlier, are archived and removed from the database. Only a transcript's Header Record is preserved in the archival process. All other information is erased.

C. How to Use this Manual

The chapters that follow expand upon the foregoing overview of the System. [Chapter 2](#) explains the general formats of request and response records and discusses the formats specific to each of the three types of student records. [Chapter 3](#) discusses the batch processing aspects of the system. [Chapter 5](#) describes how to set up an account, and [Chapter 6](#) provides information on the Parameter Record Process.

This manual describes every element and feature of the System. Since no one institution will use the entire System, no one will need to read the entire manual. Use the following as a guide to selecting those portions of the manual you will need to read:

1. In [Chapter 2](#), everyone should read sections A through D. School districts should also read sections E, F, H, K, and M, while postsecondary institutions should also read sections G, H, I, J, K, and M.
2. Everyone should read [Chapter 3](#).
3. Everyone should read [Chapter 14](#).

The FASTER homepage (www.fldoe.org/faster/) allows public access to the FASTER newsgroup, where all items of interest will be posted. If you have an e-mail address then you can join the FASTER listserv, also available on the FASTER homepage, to participate in discussion of FASTER problems, concerns and direction.

D. FASTER Steering Committee

This Committee is comprised of a representative from each program area that has an interest in the FASTER application; this group of stakeholders is your representatives. They represent your interests when it comes time to make policy changes and implement state or federally mandated requirements. This committee meets throughout the year to consider changes to the FASTER system. Urgent changes will be submitted to the committee during the year using e-mail or telephone conference.

Technical changes will be accepted if approved by a majority of the appropriate quorum of committee members. That is, if a change only affects school districts, the appropriate quorum is a majority of the school district members of the committee. If a change only affects postsecondary institutions, only postsecondary committee members are consulted. For system-wide changes, the quorum is a majority of the entire Steering committee membership.

As stated previously, this Committee is your representative. You can continue to contact the FASTER office at FSTR@fldoe.org with questions or concerns about the technical aspects of the FASTER application. However, requests for changes or improvements in the FASTER application, questions about policy and procedures or program directives should be directed to your Steering Committee representative.

MEMBER	TITLE	AREA	TELEPHONE NUMBER	E-MAIL ADDRESS
Andrew Weatherill	Bureau Chief	Student Support Services	850-245-7840	Andrew.Weatherill@fldoe.org
Arlene Forbing	Senior Educational Program Director	Educator Certification	850-245-0537	Arlene.Forbing@fldoe.org
Denise Scheidler	Program Specialist	Educator Recruitment, Development & Retention	850-245-0545	Denise.Scheidler@fldoe.org
Dinh Nguyen	State Director	Migrant Students	850-245-0811	Dinh.Nguyen@fldoe.org
Gene Kovacs	Chief Information Officer	Board of Governors	850-245-9584	Gene.Kovacs@flbog.edu
John Oppen	Executive Director, Distance Learning & Student Services	Florida Virtual Campus	850-922-6044	jopper@flvc.org
Karen Murphy	Associate Vice President, Academic Affairs/College Registrar	Broward College	954-201-7074	kmurphy@broward.edu

Lisa Millians	Bureau Chief	PK-12 Education Information Services (EIS)	850-245-0985	Lisa.Millians@fldoe.org
Lynn Nelson	Assistant Vice Chancellor, Academic and Student Affairs & Chief Diversity Officer	Board of Governors	850-245-0060	Lynn.Nelson@flbog.edu
Nikki Allison	Director, Centralized Scholarship Programs	Bright Futures	850-245-1900	Nikki.Allison@fldoe.org
Rick Bryant	Associate Vice President for Admissions Services	University of Florida	352-294-0931	rjbryant@ufl.edu
Shawn Haskin	State Programs Director	Student Financial Assistance / Bright Futures	850-410-5185	Shawn.Haskin1@fldoe.org
Tara Goodman	Vice Chancellor, Career and Adult Education	Technical Centers	850-245-9002	Tara.Goodman@fldoe.org
Trinity Henderson	Senior Director of Articulation Systems	K-20 Articulation	850-245-9543	Trinity.Henderson@fldoe.org

E. Statutory Authority for FASTER

Specific Authority *1001.02(1), 1007.01(3)(g), 1008.385(2), 229.551, 240.115(2)* FS.
 Law Implemented *229.053(2)(c), 240.115(2), 240.203(2), 240.301, 240.325(3)(4)* FS.
 History - New 7-13-83, Formerly 6A-10.242, Amended 1-4-94.

Under this authority, the State Board of Education promulgated rule 6A-10.024(12), FAC, which, in pertinent part, reads as follows:

(12) The Department 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.

(Note: State Board of Education Rules can be found at <https://flrules.org/default.asp>.)

The "DOE Information Data Base Requirements" can be found at <https://www.fldoe.org/accountability/data-sys/database-manuals-updates/>. After navigating this URL, click on the STUDENT INFORMATION SYSTEM. Then click on Student Database Requirements under INTRODUCTION and scroll down to pages A-5 and A-6 which, in pertinent part, read:

4. Automated state records transfer of postsecondary transcripts, permanent records and selected Category B information is to be implemented by each school district using the procedures described in the Florida

Automated System for Transferring Educational Records (F.A.S.T.E.R.) document provided by the Florida Department of Education.

The Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) documentation can be found at <http://www.fldoe.org/faster/>. After navigating to this URL, click on the [FASTER User Manual](#) in the left navigation pane to locate the FASTER Record Formats, which contains the records transfer procedures. The FASTER Record Formats contain the records transfer formats, listing each data element that can be transferred. These files also indicate whether a data element is required or optional. The data elements with asterisks by their names are the required data elements.

Examples of the common printed transcript formats are also available on the site.

Chapter 2: Preparing Transcripts and Student Record Requests

Revised: October 1, 2019

The System's ultimate goal is to enable one institution to transfer student records from its data files to those of a second institution **electronically**. That is, a computer program would extract student records from the first institution's data files and enter them into the System which would transfer them to the second institution. There, another program would insert them into the second institution's data files. To make all this happen, student records and student record requests must be organized according to predefined formats and data edit rules. Each institution using the System must be able to build request and response records according to these formats and edit rules.

When initializing any record sent through the System, please use spaces as the default character. Do not use LOW-VALUES (binary zeroes), since these cause problems for some institutions.

A. Etiquette for Transcript Exchange

Each institution will develop procedures for handling FASTER as it suits their needs. However, questions and difficulties often arise with user interaction; decisions made for one institution may create unforeseen problems for another. What follows are some guidelines that have grown from many discussions of the Technical Advisory Committee on issues raised by FASTER users.

1. **Timing is important.** FASTER has peak periods (notably, June, September and December) when activity is high. This may affect your processing cycle. Avoid sending thousands of requests/responses all at once; sending huge amounts of data can create problems. One such problem could be finding large chunks of available disk space at the same time everyone else is trying to do the same thing. Also, huge files may necessitate modification of the job stream. The easiest way to avoid large batches is to transmit regularly. Ordinarily, an automated system should not have difficulty processing every day. This avoids the situation where large amounts of data are accumulated, then sent in large batches just once a week. In other words, pay attention to the cyclical nature of the system, and avoid dumping huge batches of requests/responses on trading partners. There are situations where a large file may be generated when transmission is pending final grades or graduation information. In this case, it may be a good idea for the sender to break up the data into smaller files before transmission.
2. **Stay in touch.** The FASTER homepage ([FASTER](#)) is the place to find out what is happening with FASTER. There is a newsgroup where all important memos and notices are posted and anyone with an e-mail address can sign up for the FASTER listserv. The contacts and participant status information are also found on the homepage. Take the time to update/maintain the Contacts list information and your electronic mailing address. Keep in mind that as people come and go, names and numbers change.
3. **If you've got it, send it.** When requesting a student record or transcript, always send any identifying information that you have: names, sex, race, birthdate, graduation date, etc. Each bit of data can be useful in identification. Also, if you can identify a student based on the information provided in the request, don't withhold the records because a Social Security Number or a Primary Student Identifier was not provided. These fields are not required and there are situations in which these numbers simply are not available.
4. **Older records are more difficult to find.** What is true for current records is even more true for historical records. When requesting older records, keep in mind that they are almost always more difficult to identify. Birthdates are often most useful and can help to avoid fruitless searches and negative responses.
5. **Use the message codes.** If you only want a student's transcript after he has graduated, you can specify exactly that. See [Appendix D](#) for this message code and a variety of others.

6. **Emails/PDFs and FASTER.** Any request sent by Email or PDF is not to be honored. Emails and PDFs are wonderful tools but has no place in the FASTER process. The goal of the System is to have all requests come in via FASTER, relieving schools from the burden of managing requests from multiple sources. The receiving institution should contact the sending institution and point out the problem.
7. **Whither hard copies?** Since the System provides print capability there is usually no need to request hard copy from a sending institution. However, sending the FASTER formats does not preclude the sending of any student data not automated in the FASTER system in hard copy. Occasionally, it happens that an institution is prevented from participating in using FASTER due to software upgrades or natural disasters. The listserv provides a way for an institution to broadcast their status and estimated downtime.
8. **Consistent Transcript Preparation Procedures.** The FASTER User Manual specifies a consistent, technical format for the preparation of student transcripts (for example, course records must always follow their corresponding term records). Heretofore, issues of a more administrative and procedural nature (for example, whether or not course records excluded from GPA calculations need to be sent at all) have been left to venues outside the FASTER process. The Florida Legislature, though, needs the ability to perform automated analysis on student transcripts. This cannot be done unless consistent administrative procedures are followed in the preparation of student transcripts. Consistent administrative procedures, as needed, will be developed by the respective divisions of postsecondary education, working in concert with their institutions and legislative staff.
9. **Reserved Symbols.** There are three reserved symbols that should not be used in any part of the data sent through FASTER. These symbols are:
 - ~ (tilde),
 - ^ (caret), and
 - ` (grave accent).

These symbols are used as delimiters in the process that translates FASTER to SPEEDE/ExPRESS. If reserved symbols are included in data sent through FASTER to a SPEEDE/ExPRESS institution, the transcript cannot be successfully parsed by the receiving institution.

B. Formatting Requests

This section deals with situations in which a student's records are in one institution's files and the student authorizes a second institution to obtain them from the first. Since the first institution has to locate the student's records before they can be sent, the second institution must provide the first with information that will uniquely identify the student. In the System, this information is provided in the form of a request record.

Request records are called Header Records and follow the format specified in [Appendix H](#).

The following identifying information may be included in section "A" of the request record:

*Record Type

Primary Student Identifier –

If the request is being sent to a postsecondary institution, this is the student's Social Security Number. If the request is being sent to a school district or Technical Center, this is the student's Student Number Identifier, Florida (which, under Department of Education regulations, will be the student's Social Security Number if the student has provided it to the school district).

* Addressed Institution

* Sending Institution

* Message Type

Test/Production Indicator

Institutional Student Number

* Last Name

Appendage
First Name
Middle/Maiden Name or Initial
Former Last Name 1
Former Last Name 2
Alias/Nickname
Sex
Racial/Ethnic Category
Type of Institutional Unique Identifier
Institutional Unique Identifier
High School Graduation Date
Date of Birth

Fields marked with an asterisk (*) are mandatory and may not be left blank (all others can). While not mandatory, it is strongly suggested that the Social Security Number be provided when making a request of a postsecondary institution, and that the Student Number Identifier, Florida, be provided when making a request of a public school, school district, or Technical Center.

Record Type is required and indicates the kind of student records being requested. **I00** indicates that Interdistrict Records are being requested, while **S00** indicates that the Secondary to Postsecondary Transcript (the Secondary Transcript) is being requested. **P00** is used to request a Postsecondary Transcript, Cost of Attendance Record, or Financial Aid Enrollment record.

Addressed Institution and Sending Institution are composite fields, consisting of an institutional identifier and a code to indicate the number of a school or campus within the institution. All of these fields are mandatory and may not be left blank. For postsecondary institutions, the OPEID code is the institution's ID, and campus code is a number from zero through 9999 (see [Appendix C](#)). When campus code is unknown this field must be set to zero. For public schools, the institution ID is the school district code (see [Appendix A](#)), and the school code is the code for the school in which the student was or is enrolled from the Master School ID File (see [Appendix B](#)). Zero is also a valid school code, but only for response records.

The Message Type field is the codification of the standard handling instructions given by the requesting institution to the institution that has custody of the student's records. Code **R01** requests that the student's records be sent as soon as possible, while code **R02** asks that the records be sent only after the current term is complete and the student's grades are posted. Valid request message codes (all of which begin with an R or B) are included with [Appendix D](#).

The Institutional Unique Identifier in Part A is a thirty-character field which may be used by the sending institution to tag each request record sent out. By putting a unique tag in this field, an institution can match several of the files it gets back from the System against the institution's local files. For example, the Outgoing Aging Report produces a file which will contain section A of every Header Record it sees. Since this file contains the Institutional Unique Identifier, the institution will be able to match the delivery information it receives with individual records in the institution's local files. As will be shown in the next section, this institutional identifier can be used to match the request transmitted with the response received. Parameter Record process RTRVREQS is used to download requests posted to an institution. It also delivers the header records of transcripts transmitted by schools to Bright Futures that have failed to pass the edits of the Bright Futures evaluation program and therefore could not be loaded to the Bright Futures database. These headers indicate to the receiving institution that it should investigate the problem with the student's transcript (which is indicated by the message type) and, after fixing the problem, re-send the transcript.

Please note that the sending institution fills in fields 1-16 in section A of the Header Record for transmissions addressed to another FASTER user. Fields 16a and 16b are used only for SPEEDE/EXPRESS exchanges. Field number 16c is supplied by the System. When sending a request record, all section B fields are left blank. Section B is used only with response Header Records.

Request records may be submitted to the System in batches. A batch of request records may contain many different addresses and may request more than one kind of student record. For example, a university might request Secondary Transcripts from several schools and school districts and Postsecondary Transcripts from several state colleges and universities, all in the same batch. In this way, the System facilitates batch processing, which is the most cost-effective means of transmitting student records electronically.

C. Formatting Responses

All responses in this System begin with a Header Record. Sometimes, a "response" will not be preceded by a request (e.g., where a student asks his or her institution to send the student's transcript to a university). In this situation, the institution prepares section A of the Header Record in the same way as it would for a request record. The only difference comes in the values of the Message Type field. These three-character codes will begin with **Q** as listed in [Appendix D](#). Section B of the Header Record is left blank (just as in a request record). Then follow the rest of the records that make up the transcript being sent. These are described in sections [E](#), [G](#), and [I](#) of this chapter, with different types of records being sent depending on the value of the Record Type field on the Header Record.

Where a response has been preceded by the receipt of a request record, the sending institution again builds a response Header Record. This time, however, section B of the Header Record is used. In building the response Header Record, the sending institution takes all section A fields (which does not include Record Type) from the corresponding request Header Record and puts them into section B of the response Header Record. This will make it possible for the original sending institution, when it receives the response, to match the response Header Record with the request Header Record that was originally posted. This process is simplified if the requesting institution has made use of the Institutional Unique Identifier.

The sending institution then fills in section A of the response Header Record with information from its own data files. In many cases, more fields will be filled in section A than in section B (as in the case where the requesting institution does not know the student's Student Number Identifier, Florida). In some cases, there may be discrepancies between the identifying information provided by the requesting institution and the information stored in the responding institution's files. Where these differences are so minor that the responding institution can still uniquely identify a set of student records, the responding institution fills in section A with its data, sets Message Type to **S06** (see [Appendix D](#)), attaches the remaining record types of the transcript, and submits this set of student records to the System. The job of reconciling the inconsistent information now belongs to the requesting institution, the new custodian of the student's records.

Where discrepancies between the identifying information of the requesting institution and the responding institution's files are so great that it becomes doubtful that a match has been found, a transcript cannot be provided. The responding institution then puts the information from section A of the request record into both section B and section A of the response Header Record. The responding district then switches the Addressed Institution and Sending Institution fields in section A (to reflect the fact that the responding institution is now the sender) and sets Message Type in section A to **S02**. The Header Record is then submitted to the System for transmission to the requesting institution. This same procedure can be followed when the responding institution's files are totally unlike the identifying information provided by the requesting institution. In such cases the responding institution would send a Message Type of **S10**. Please refer to [Appendix D](#) for other Message Type codes that are available.

Thus, a response can vary from as many as dozens of records to as few as a single, unaccompanied Header Record. As with request records, batches of response records can contain multiple addresses and can include many different types of student information.

The file of response records an institution submits to the System is grouped by students. First, within a group of records for a student, comes a Header Record. Then come the remaining types of records that comprise this transcript or set of student records. Then comes the Header Record for the second student, followed by the other records for that student, and so on throughout the rest of the file. While all records in the file will be of fixed length (1020 characters), different formats will be used depending on the Record Type field located in the first 3-character positions.

The following section reviews the data edit rules applicable to the various types of request and response records. Sections [E](#), [G](#), and [I](#) of this chapter discuss the internal organization of the student records and transcripts that follow the response Header Records. [Section L](#) describes the electronic transfer to non-FASTER institutions.

D. Data Edit Rules

Parameter Record processes POSTREQS and POSTRESP Programs post requests and responses, respectively, to the institutions' mailboxes. As a part of the process, the processes edit their input, producing error reports when any field contains invalid data. The [Sample Reports](#) provided in the FASTER User Manual contain a sample of the program's [request](#) and [response](#) edit error reports. The edit reports identify the transcript and/or record where the error occurred, the data field in error, the field's contents, and provide a short, descriptive error message. The reports are sorted by Sending Institution, Sending School/Campus, and Student Name. Independent pagination is kept within Sending School/Campus.

There are four levels of error severity: reject, out-of-state reject, Migrant reject, and Bright Futures reject. When the program encounters a reject error the entire transcript is rejected. Out-of-state reject errors are those which will cause the record to be rejected when addressed to an out-of-state institution. Bright Futures reject errors are those which result from incorrect or incomplete data being sent to a Bright Futures address. Migrant reject errors are those which result from incorrect or incomplete data being sent to the Federal MSIX system address. Some fields have a very large valid values list (for example, Sending Institution School Number). For fields such as this, files containing valid values are available for FASTER users to download and use at their local site. Refer to [Appendix B](#) for more details.

[Appendix R](#) contains the edit specifications for all record types used in the System. Among these edit errors, the following will result in the rejection of a set of student records:

- An error in any of the fields of an Interdistrict Record, Secondary Transcript, or Technical Center Transcript.
- An error in any Postsecondary Transcript record field.
- Any error in record sequencing or maximum record counts.
- Any error in Category A fields for Interdistrict, Secondary and Technical Center records addressed to SPEEDE/ExPRESS institutions.
- Any error in fields required for Bright Futures when the transcript is addressed to a Bright Futures address.
- Any error in fields required for MSIX when the transcript is addressed to the Federal MSIX address.

Student records and transcripts will also be rejected if they are addressed to an institution that is not yet participating in FASTER. For a discussion of participation status and how it can be determined, please see [Chapter 3 Section F](#).

E. Interdistrict Records

Each set of Interdistrict Records for a student begins with a Header Record. After the Interdistrict Header Record (Record Type **I00**) come 10 additional types of records in the following order:

I01	Student (1 per student)
I02	Student Immunization (1 per student)
I03	Student School Year (1 for each school year; order ascending by School Year)
I04	Student Course (multiple records following the Student School Year record to which they apply)
I05	Student Voc/LEP/Dropout (1 per student)
I06	Exceptional Student (1 per student)
I07	Student Comment (up to 5 per student)
I08	Student Test (up to 9 per student)
I09	Student Discipline (multiple records)
I10	PAS Number (1 per student)
I11	Migrant Students (1 per student - when addressed to MSIX)

For example, suppose there were sets of Interdistrict Records for two students on a response file, with two school years' worth of information for the first student and one for the second. Assume also that each student took 12 courses each year. The records on the response file would then appear as follows:

I00				Header for the first student
I01				
I02				
	I03			First Student School Year record
		I04		
		-		12 Student Course records
		-		
		I04		
	I03			Second Student School Year record
		I04		
		-		12 Student Course records
		-		
		I04		
I05				
I06				
I07				
I08				Student's First Test record
I08				Student's Second Test record
I09				Student's First discipline record
I09				Student's Second discipline record
I09				Student's Third discipline record
I10				Student's PAS Number record
I11				Student's Migrant record - only when addressed to MSIX
I00				Header for the second student
I01				
I02				
	I03			Student's only School Year record

		I04		
		-		12 Student Course records
		-		
		I04		
I05				
I06				
I07				
I08				

The actual formats for the Interdistrict Records can be found in [Appendix I](#). Note that a subset of these same record types is used in providing Bright Futures Records to the Office of Education Information & Accountability Services. In this case, the Addressed Institution number will be 0000095.

F. Bright Futures

The Interdistrict Record and Secondary Transcript are also used to send student record information to the Office of Student Financial Assistance for the Bright Futures Program. The actual formats for the Interdistrict Record and Secondary Format are found in [Appendix I](#). The cover page of each format contains a list of which elements are included for each transmission type.

To send the Interdistrict Record to the Office of Student Financial Assistance, use institution codes as follows:

- use 0000095 as the Addressed Institution number when sending to Bright Futures Practice or Production, Early or Final Evaluation.

The School/Campus Number is used to specify the type of Bright Futures processing the transcript will require. The first two characters specify graduation year, the third and fourth characters specify the semester and type of evaluation. For example, 18 in the first two characters would mean that the student was a senior in 2017-2018, scheduled to graduate in May 2018. The third character must be either a "7" or an "8", to indicate whether the transcript should be processed in the seventh or eighth semester evaluation. The fourth character must be "1" which indicates that the student should be in the production database. Bright Futures no longer processes practice transcripts. Please submit to production "1". If a transcript is sent with a "0", it will be considered production and "0" will be ignored. The Message Type must be Q01. All formats valid for an Interdistrict Record can be sent, or only those valid for the Secondary Format (S00) as long as all fields required by Bright Futures are included.

G. Secondary-Postsecondary Transcripts

After the Secondary Transcript Header Record (Record Type **S00**) come 7 additional types of records in the following order:

S01	Student (1 per student)
S02	Student Immunization (1 per student)
S03	Student School Year (1 for each school year; order ascending by School Year)
S04	Student Course (multiple records following the Student School Year record to which they apply)
S05	Student Voc/LEP/Dropout (1 per student)
S07	Student Comment (up to 5 per student)
S08	Student Test (up to 5 per student)

These record types are similar to the corresponding record types on the Interdistrict Records formats. [Appendix I](#) discusses the differences (which, mainly, are that certain data fields will not appear on one or the other record type).

As an example, suppose that a Secondary Transcript on a response file had four years of information, with 12 courses taken each year. The records on the response file would then appear as follows:

S00				Header for the student's transcript
S01				
S02				
	S03			First Student School Year record
		S04		
		-		12 Student Course records
		-		
		S04		
	S03			Second Student School Year record
		S04		
		-		
		-		12 Student Course records
		-		
		S04		
	S03			Third Student School Year record
		S04		
		-		
		-		12 Student Course records
		-		
		S04		
	S03			Fourth Student School Year record
		S04		
		-		
		-		12 Student Course records
		-		
		S04		
S05				
S07				
S08				Student's First Test record
S08				Student's Second Test record

It is occasionally necessary to request records from a school that no longer exists. The System permits inactive schools to receive requests and send transcripts; however, inactive schools cannot make requests.

The Secondary Transcript format can be used to send to Bright Futures as long as all fields required by Bright Futures are included.

H. Outstanding High School Juniors and Employment Information

Information on Outstanding High School Juniors is no longer transmitted through FASTER.

I. Postsecondary Transcripts/Technical Transcripts and Financial Aid Records

The Postsecondary Transcript, in addition to the Header Record (Record Type **P00**), consists of nine different record types ([Appendix J](#)). These must be received in the following order:

P01	Fixed Segment (1 per student)
P02	Term Header (1 per term, order ascending by term)
P03	Course (1 for each course taken)
P04	Remarks
P07	Degrees Awarded (1 per degree awarded)
	<p>NOTE: Course (P03) records, Remarks (P04) records, and Degrees Awarded (P07) records can repeat within occurrences of Term Header (P02) records. Thus, the first P02 record will be followed by its associated P03/P04/P07, and then by the second P02 record and its associated P03/P04/P07 records, etc.</p> <p>HOWEVER, P04 and P07 records with a Term Designator of <u>000000</u> must appear before the first P02 record (the P04 records must precede the P07 records, if any); and P04 and P07 records with a Term Designator of <u>999999</u> may follow the final set of P02/P03/P04/P07 records in a student's transcript (again, the P04 records must precede the P07 records, if any). Otherwise, P04 and P07 records must be associated with a P02 record. Also, all P07 records must follow the last P03 or P04 record within a set of P02/P03/P04/P07 records. P04 records, though, may come between P02 and P03 records.</p>
P05	Transfer Summary (can have multiple occurrences)
P06	Tests (can have multiple occurrences)
P08	Immunizations (1 per student)
P20	Cost of Attendance (can have multiple occurrences)

For example, suppose that a Postsecondary Transcript on a response file had two years of information, with 2 terms per year and 5 courses per term. The records on the response file would then appear as follows:

P00				Header for the student's transcript
	G99			Generic Record (these can appear anywhere)
P01				Fixed Segment
P04				Remarks record (Term/Tag Designator <u>0000000</u>)
P07				Degree record (Term/Tag Designator <u>0000000</u>)
P02				First Term record (Year 1)
		P04		Remarks record for Year 1, Term 1
		P03		First Course record for Year 1, Term 1
		P04		Remarks record
		P03		Second Course record
		P03		Third Course record
		P03		Fourth Course record
		P03		Fifth Course record
		P07		Degree record for Year 1, Term 1
	G99			Generic Record (these can appear anywhere)
P02				Second Term record (Year 1)
	G99			Generic Record (these can appear anywhere)
		P03		

		-		
		-		5 Course records
		-		
		P03		
P02				First Term record (Year 2)
		P03		
		-		
		-		5 Course records
		-		
		P03		
P02				Second Term record (Year 2)
		P03		
		-		
		-		5 Course records
		-		
		P03		
		P04		Remarks record for Year 2, Term 2
		P07		Degree record for Year 2, Term 2
P04				Remarks record (Term/Tag Designator <u>99999990</u>)
P04				Remarks record (Term/Tag Designator <u>99999990</u>)
P07				Degree record (Term/Tag Designator <u>99999990</u>)
P07				Degree record (Term/Tag Designator <u>99999990</u>)
P05				First Transfer record
-				
-				
-				
P05				Last Transfer record
P06				First Test record
-				
-				
-				
P06				Last Test record
P08				Single Immunization record

When responding to a request for a Financial Aid Enrollment Record, the records on the response file would appear as follows, with each P03 format representing one course:

P00				Header for the student's transcript
P01				Fixed Segment
P02				First Term record (Year 1)
		P03		First Course record for Year 1, Term 1
		P03		Second Course record for Year 1, Term 1

When responding to a request for a Financial Aid Cost of Attendance Record, the records on the response file would appear as follows:

P00				Header for the student's transcript
-----	--	--	--	-------------------------------------

P20				One Cost of Attendance record per term as requested in the Term Designator field on the P00 Request Header
-----	--	--	--	--

J. Teacher Certification, Dual Enrollment, and Postsecondary Feedback

The formats for the Postsecondary Transcript can be found in [Appendix J](#). These formats are used to send information to the DOE Teacher Certification Office. To send a student transcript for this purpose, the Addressed Institution number must be 0000089 with all zeroes for the School/Campus number.

The postsecondary format may also be used to send Dual Enrollment and Postsecondary Feedback information between postsecondary and secondary institutions. There is no sign-off procedure for this operation; it is done on an institution-by-institution basis by agreement between the parties concerned.

K. The "G99" Generic Record Format

The Generic Record Format (see [Appendix H](#)) is so called because its purpose is to allow the transmission of information that is not part of the standard FASTER formats. Usage of the format is valid with responses only. Three G99 records have been designed for the System, G99HS, G99IMM, and G99HC, as defined in [Appendix H](#). When sent, these records are edited according to the edits defined for them in [Appendix R](#). Otherwise, the only edited field on the record is the Record Type (the first three bytes) and the only valid value is G99. The last nine bytes of the record are reserved filler but are not edited. The remaining space on the record can be used to transmit any information in any format, to be decided by previous arrangement between the sending and receiving institutions. This means that the unedited data will "pass through" the System, i.e., it will be transmitted without editing restrictions. The record format is allowed to appear anywhere following a valid response header record, and there is no limit to the number of G99 records that can be sent in a single response.

Obviously, the use of this record format will permit a great deal of flexibility in the sending of response records; however, it is not to be considered a standard part of the established FASTER formats. It should not be used unless the sending and receiving institutions have reached an agreement to do so and have previously decided what the format of the contents of the record will be. Currently, it is being considered for use in the pilot of data transfer using the System between several school districts and the Florida Institute of Education.

It is occasionally necessary to request records from a school that no longer exists. The System permits inactive schools to receive requests and send transcripts; however, inactive schools cannot make requests.

L. Electronic Transfer to Non-FASTER Institutions

To let Florida public school districts, state colleges, and universities exchange electronic transcripts with institutions in other states, an interface has been developed to the emerging national (and international) electronic transcript system. The elementary/secondary portion of this system is called ExPRESS (Exchange of Permanent Records Electronically for Students and Schools), while the postsecondary part is called SPEEDE (Standardization of Postsecondary Education Electronic Data Exchange). The SPEEDE/ExPRESS formats have been under development since 1989, and the FASTER-SPEEDE/ExPRESS Interface has been available since the 1994-95 release of FASTER.

SPEEDE/ExPRESS is a set of record formats recognized and approved by the American National Standards Institute (ANSI). The formats have been developed by members of the educational community representing the United States and Canada. Currently, SPEEDE/ExPRESS committee members are also looking to develop standard formats to be approved by the International Standards Organization (ISO) so that educational records can be exchanged world-wide.

The formats themselves, like FASTER, consist of multiple record types (segments in ANSI parlance) with fields (data elements) and code values. Unlike FASTER, the fields are not fixed length, but rather delimited by special characters (delimiters) and thus the segments themselves are variable length. Segments are demarcated by a segment delimiter and both data element and segment delimiters are specified in the first segment of each transcript. Transmissions are typically sent as 80-character records (sometimes 256-character records) with spaces and insignificant zeroes removed. Needless to say, the data elements and the code values that go with them are not exact duplicates of the FASTER fields and must be translated.

The Interface lets FASTER institutions exchange transcripts with non-FASTER institutions in much the same way transcripts are exchanged between FASTER institutions. The difference is a 15-character SPEEDE/ExPRESS Institution ID located on the I00, S00, or P00 Header Record and additional fields scattered throughout the FASTER formats. Refer to Appendices [H](#), [I](#), [J](#), and [R](#) for details on the additional fields. A separate FASTER-SPEEDE/ExPRESS Interface Guide is available which details segment, data element and code value conversion specifics.

To participate in the SPEEDE/ExPRESS portion of the FASTER system each institution must first contact the FASTER office at FSR@fldoe.org to set up authorizations and a self-test transmission. For the self-test, you will be required to send yourself a set of FASTER records through the SPEEDE/ExPRESS interface addressed to your institution. Since the record is going through a double conversion, you will want to verify that the data received is essentially the same as the data sent. Once you are satisfied that your system can send and receive these special transmissions and that your data is being correctly translated you can begin sending and receiving records through the interface to other institutions.

To send a transcript to an out-of-state institution, find its SPEEDE/ExPRESS Institution ID using the System's participation status facilities in [Chapter 3, Section F](#). Also check its status, to make sure it is ready to receive your transmission. Some institutions will be ready to receive transcripts from postsecondary schools but be unable to receive them from elementary/secondary schools, and vice versa.

If your addressee's status indicates they can receive your transmission, prepare the transcript just as though you were sending it to a FASTER institution, filling in the Addressed Institution field on the Header Record as follows:

- if you are sending transcripts to an elementary/secondary institution, set Number of District to 0000099 and Number of School to 0000; or,
- if you are sending transcripts to a postsecondary institution, set OPEID Number to 0010002 and Number of Campus to 0000.

Next, put the out-of-state institution's SPEEDE/ExPRESS Institution ID into the field provided on the Header Record (item 16b). Note that fields have been added to FASTER on other record types besides the Header Record to accommodate special features of the SPEEDE/ExPRESS formats. Again, refer to Appendices [H](#), [I](#), [J](#), and [R](#) for more information. Once complete, submit the transcript to the System in the same way you would submit any other transcript.

You will receive transcripts from SPEEDE/ExPRESS institutions in the same way you receive transcripts from FASTER participants. You will know a transcript has come from a SPEEDE/ExPRESS institution if you find either of the following values in the Sending Institution field on the transcript's Header Record:

- 0000099 in the Number of District sub-field and 0000 in the Number of School sub-field (if the sender was an elementary/secondary institution); or

- 0010002 in the OPEID Number of Institution sub-field and 0000 in the Number of Campus sub-field (if the sender was a postsecondary institution).

When you receive a transcript with either of these codes you can get the sending institution's name (and contact information) by matching the code in the SPEEDE/ExPRESS Institution ID field with the numbers in the System's Participant Status file (see [Appendix K](#) for the file format).

SPEEDE/ExPRESS, like FASTER, also has been designed to permit institutions to request records from other institutions electronically. You will receive requests from SPEEDE/ExPRESS institutions in the same way you receive requests from FASTER participants. You will know a transcript has come from a SPEEDE/ExPRESS institution if you find either 0000099 or 0010002 in the Sending Institution field on the request's Header Record. The sending institution's SPEEDE/ExPRESS identification number will be in the SPEEDE/ExPRESS Institution ID field and that can be matched to a code in the participant status file. When responding to a request, the Sending Institution becomes the Addressed Institution (0000099 or 0010002), and the SPEEDE/ExPRESS Institution ID remains the same. As with a FASTER response, all data received in Part A of the Header record should be moved to Part B as is.

Within the SPEEDE/ExPRESS system, security is managed through the use of "acknowledgements." These are sent electronically after one institution receives a transmission from another. This lets an institution verify that a transmission really came from the institution that purportedly sent it. FASTER will handle this acknowledgement process automatically, sending acknowledgement records when a FASTER institution picks up a SPEEDE/ExPRESS transmission from the institution's mailbox.

FASTER will also compare the acknowledgments received with our log of transmissions sent (the System will automatically generate unique identifiers for each transcript sent out and store them in the second new field on the Header Record, SPEEDE/ExPRESS Transaction Control ID, before the System sends the record to SPEEDE/ExPRESS). In the event a non-matching acknowledgment is encountered, OADS staff will:

- notify the Office of Education Information & Accountability Services, if the acknowledged transmission was purportedly sent by a Florida public school; or
- notify the institution directly if the acknowledged transmission was purportedly sent by a FASTER institution other than a Florida public school (i.e., a state college, university, etc.).

This procedure will ensure that no one will be able to successfully masquerade as a FASTER institution.

Chapter 3: Batch Processing

Revised: October 7, 2024

This chapter will discuss the step-by-step operation of the System as a part of daily production. Program parameters and options will be detailed, as will data security and journaling.

Institutions using the System will be involved with two kinds of record transfer scenarios. First, there will be situations in which a student authorizes one institution to request his or her student records from another institution. This will typically be the case when a primary or secondary student has transferred from one public school district to another. In the other type of transaction, a student will authorize one institution to send the student's records to a second institution without the second institution having to make a prior request. The forwarding of a Secondary Transcript from a high school to a postsecondary institution is typical of this kind of transaction. Since the second transfer type is a partial subset of the first, the following example involves the first kind of record transfer situation.

A student transfers from a school in one district to a school in another. The new school in which the student enrolls needs to get the student's records from the prior school. The school collects as much identifying information about the student as possible (name, birth date, SSN, Student Number Identifier, Florida, etc.). Under a manual system, the new school would then contact the old one (in a letter or telephone call) and ask that the student's records be sent. After confirming that the student had withdrawn, the old school would comply with the request. The new school would receive the request, but weeks might pass before the records arrived. Still more time would pass before data entry staff could get the records into the new school's automated files. The FASTER System takes a different approach. After the new school collects the identifying information, it uses this data to fill out a request record that is collected (on at least a daily basis) by the district office. Note that the procedures involved in collecting request records will differ from institution to institution, depending on the local system involved. Recognizing that there is a great deal of variety at the local level, the System only starts once the records reach the district office. Thus, it is the school districts, state colleges, technical centers, and universities that are the "users" of the System. Their component schools and campuses do feed information into the System and are listed as Sending and Addressed Institutions; but their participation ends once records reach the district office and only begins again when requests and responses from other districts reach their district office.

The student's new school also fills in the Message Type field on the request record. Message Type is a codification of the standard messages passed from one school to another when student records are being requested. Valid Message Types are to be found in [Appendix D](#). There are both request and response Message Type codes. Some may not be used by school districts (all are valid for postsecondary institutions). In preparing the request records, the institution will select the most appropriate request code and store it in the Message Type field.

The school district collects the record requests from the student's new school. The school district has the option of submitting the request to the System immediately. This has the advantage of speeding the record transfer process. It is a fact, though, that the System operates more efficiently when batches of records are submitted together.

A word, then, on scheduling and the availability of the System. NWRDC and the System are, for the most part, 24-hours per day, 7-days per week operations. Both NWRDC and the System have scheduled downtime for normal maintenance purposes. NWRDC is down on Sundays from 2:00 A.M. to 7:00 A.M. The

System is down each Sunday between 4:00 P.M. and 7:00 P.M. All times shown are Eastern Standard or Daylight times, depending on the time of year.

A. Posting Student Record Requests

In any event, the school district prepares a batch of request records (and this "batch" could be a single record). As explained in the Introduction, this batch of request records is submitted as input for Process Requested POSTREQS (see [Chapter 6](#). Process Parameter Record). Process Requested POSTREQS edits and posts requests to the mailboxes of Addressed Institutions. Its output consists of 1) an edit report that lists any errors and prints the total number of requests posted, and 2) an error file containing all request records that had errors. Sample edit error reports are available at <https://www.fldoe.org/faster/user-manual.stml>.

The sending school district sends the FN_FSTR_PARAM_INPT.JCLS file with Process Requested POSTREQS to edit the batch of requests and put all requests not having reject errors into the addressees' mailboxes. The edit error report can be used to correct and retransmit any rejected requests.

B. Receiving Requests

Process Requested RTRVREQS (see [Chapter 6](#). Process Parameter Record) is used to pick up an institution's request mail. The output consists of 1) a file of requests to be transferred to the institution for local processing, 2) a summary report of the requests, and 3) a detailed report of requests.

C. Posting Responses

After receiving requests for student records, institutions will follow internally developed administrative procedures for compiling responses. These will involve getting the requests to the staff best able to match the requests against local records and may involve automated systems. This manual will not go into a discussion of all of these administrative procedures. These will be left, primarily, to the individual institutions and their oversight agencies (the Office of Education Information & Accountability Services has distributed a [Recommended District Procedures](#) manual for school districts in responding to automated requests for student records).

Responses are prepared as described in [Chapter 2](#). Again, institutions must store section "A" information from the request record in section "B" of the response Header Record. Message Types are also selected from the list shown in [Appendix D](#). The school district will batch its responses in the same way (and possibly at about the same time) as it did its requests and sends the FN_FSTR_PARAM_INPT.JCLS file with Process Requested POSTRESP. Its output consists of 1) an edit report that lists any errors and prints the total number of responses posted, and 2) an error file containing all response records that had errors. This error file contains the Header Records of each set of student records having edit errors with the number of fatal errors for the transcript stored in columns 1004-1007. Sample edit error reports are available at <https://www.fldoe.org/faster/user-manual.stml>.

Note that this is where the record transfer process begins in the case of a student asking his or her institution to transfer an unsolicited set of student records. From this point onwards, the procedures are the same whether this set of student records has been solicited by another institution or not.

D. Receiving Responses

Process Requested RTRVRESP (See [Chapter 6](#). Process Parameter Record) is used to pick up an institution's response mail. The output consists of 1) a file of responses (secondary and postsecondary) to be transferred to the institution for local processing, 2) a summary report of the responses, 3) a file of high school transcripts, 4)

a PDF file of high school transcripts, 5) a file of postsecondary transcripts, and 6) a PDF file of postsecondary transcripts.

Postsecondary institutions can receive both Secondary and Postsecondary Transcripts. School districts will only receive Interdistrict Records and Postsecondary Transcripts. When first beginning participation in the System, however, a school district may wish to double check its transmission of Secondary Transcripts for accuracy. The System therefore permits a school district to send Secondary Transcripts to itself while in local testing mode.

E. Aging Reports

This section of the manual deals with confirmation or aging reports. Once, for example, when Processes Requested POSTREQS and POSTRESP (see [Chapter 6](#). Process Parameter Record) reach normal completion, you can be sure that your student record requests/responses have been stored in your addressees' mailboxes. Processes Requested POSTREQS and POSTRESP do not, however, provide you with a report detailing the date and time each request/response was posted. Moreover, these processes have no way of telling you when your addressees actually picked up their mail. This can be important information, especially in responding to students' parents who want to know when their child's transcript reached this or that postsecondary institution. Two Processes requested AGE-OUT and AGE-IN (see [Chapter 6](#). Process Parameter Record) provide this kind of confirmation information.

The Process Requested AGE-OUT produces output consisting of 1) Outgoing Aging Report of all records, not previously report, that were addressed from your institution to other institutions, and 2) a file containing the header records of all records on the report.

The System keeps track of the date and time you execute Process Requested AGE-OUT. In the System's eyes, a request or response that was marked delivered prior to the latest execution of Process Requested AGE-OUT is considered to have been "checked." It is critical that you execute Process Requested AGE-OUT on a regular basis because records are eligible for archiving and removal from the database fourteen days after delivery. If your records are removed in this way, you will not have an accurate audit trail for your record keeping. A sample Outgoing Aging Report is available at <https://www.fldoe.org/file/20861/outgoing.pdf>.

The Process Requested AGE-IN produces the Incoming Aging Report, a sample of which is available at <https://www.fldoe.org/file/20861/incoming.pdf>. This report lists the contents of your database mailbox grouped by access date, requests/responses, sending institution, addressed institution, posting date and time and student name. With this report, you can see whether or not you have any mail to pick up. Since the report lists the posting date of each message, you can also see how long the requests and responses have been waiting for you.

The Process Requested AGE-IN produces output consisting of 1) Incoming Aging Report of all records, not previously report, that were addressed to your institution from other institutions, and 2) a file containing the header records of all records on the report.

F. Participation Status

Institutions using the System need to have an up-to-the-minute list of the institutions with whom they can exchange records. After all, sending transcripts to the mailbox of an institution that is unable to pick them up accomplishes nothing. The Participant Status Summary Report created by the Process Requested PARTSTAT (see [Chapter 6](#). Process Parameter Record) discussed in this section meets this need.

The Process Requested PARTSTAT produces output consisting of 1) FASTER/SPEEDE Participant Status Report of FASTER and SPEEDE participants, and 2) a file containing the FASTER and SPEEDE participants on the report. A sample of the printed report can be seen in [Appendix Y](#) and the record layout format for the file generated is supplied in [Appendix K](#).

The participant status of an addressee institution may affect what happens when a record is processed. When a transcript is sent to a "HEADERS ONLY" institution, the edit program returns an informative error to the sending institution indicating that the transcript was ignored. Only the header record is posted to the addressed institution. The print program will indicate that the reason no transcript was attached is because of the "HEADERS ONLY" status of the receiving institution.

Using the batch file at the local site to validate the participation status of an institution before transmitting records to an institution is an effective way of saving both personnel time and computer resources. During the beginning stages of the electronic transfer of student records, it would be wise to run this program on a regular basis to keep your local file up to date. Of course, once all institutions are in full production mode, the utility of this program will disappear.

Now that the system interfaces with the national electronic transcript system SPEEDE/ExPRESS, the participation status file and report must contain information on our non-FASTER electronic trading partners. The Number of Institution field will be 0000099 in the case of a non-FASTER elementary/secondary school, and 0010002 for non-FASTER postsecondary institutions. A field has been added to the file and report to record the non-FASTER institution's National Institution ID (a 15-byte field that must be included in the Header Record when exchanging records with a non-FASTER institution). PGP Compliance and Non-PGP Acceptance code fields have also been provided, as well as fields representing an institution's status with respect to the SPEEDE and ExPRESS portions of the national system.

G. FASTER Contacts

Effective communication between FASTER participants is greatly increased when contact lists are available and kept up to date. A list of [FASTER Community Technical Contacts](#) has been added to the FASTER home page. This is a list of technical contacts by district and institution which can be either downloaded or viewed to facilitate communication regarding technical aspects of the FASTER system. To update or add contacts to the list, e-mail it to FSTR@fldoe.org.

H. Security and Header Record Archival

Since the System transfers student records covered by a number of confidentiality laws and regulations, data security is of high importance. Access to working files is controlled through each user's logon ID. To see these files a person must have access to the institution's logon ID and password. If these are kept safe, data security is assured. As an additional security measure, only logon ID's that have been marked as participating in the System are permitted to execute the System programs that access the database mailboxes.

The System's programs also make sure that the institution's logon ID matches the code of the institution that makes each individual transaction. Thus, one school district could not send a set of student records labeled as coming from another district. And one institution has no access to requests and responses stored in the mailbox of any other institution.

Another security feature is that the database itself can be accessed directly only by the NWRDC systems manager and the OADS systems administrator. No other access to the database is permitted, except the access

granted to each participating institution to execute the System's Process Requested in FN_FSTR_PARAM_INPT.JCLS file (see [Chapter 6](#). Process Parameter Record).

As long as all logon ID's and passwords remain secure, the student records will remain confidential. In addition, a journal is kept of any access (read or write) to any request or response that passes through the System. A copy of each Header Record is kept, together with a date and time stamp and the logon ID of the user that made the access.

As previously mentioned in [Section E](#) of this Chapter, records remain on the system for at least fourteen days after they have been downloaded by the addressed institution, changing the status from "unseen" to "delivered." After fourteen days, delivered records are deleted from the system. Each Sunday evening delivered records fitting the above criteria are deleted. Only the Header Records written on the journal files remain as an indication that the records ever passed through the System.

I. Testing Annual Updates

FASTER software is updated annually to stay current with DOE data element definitions and edits, as well as to meet the needs of the FASTER user group. The upgrade of the software usually takes place in mid-November. However, the OADS staff makes the updated versions of the programs used to post and receive transcript requests and responses available before that time, in a test environment. See [Chapter 6](#). Parameter Process Record. In [Section 1](#) - General Format of the Process Parameter Record, see Process Qualifier information for test submissions.

FASTER users are notified via the FASTER website, <http://www.fldoe.org/faster/>, and via the FASTER listservs when the programs are available.

If you have any questions or suggestions please contact the [FASTER Technical Contact](#).

Chapter 5: Connecting to the Florida Department of Education (FDOE)

Revised: August 1, 2017

Student records and test scores contain confidential, sensitive and personally identifying data and it is essential to protect that data. Pursuant to that end, all FASTER and ACT/SAT data exchanges between the Florida Department of Education (FDOE) and education institutions accessing those applications will be routed through the FDOE Secured FTP (TIBCO SFTP) server.

A. Establishing Your FASTER Account

Before establishing a TIBCO SFTP connection, you must have a FASTER account and password. If you do not have a FASTER account, please contact us at the [FASTER Inbox](#) and provide us with the name and contact information for the person with the administrative authority to establish the account. Note: Only Florida public postsecondary institutions and county school districts are eligible to have FASTER accounts.

B. Establishing Your TIBCO SFTP Connection

To establish a TIBCO SFTP connection, please contact us at the [FASTER Inbox](#). Identify your institution and provide contact information for the person responsible for managing your server. Also, provide the IP address of the server you wish to use to send and receive your data. The IP address is needed to “whitelist” your server so our server will allow it to communicate with us.

If you upgrade or change your server, you will need to contact us again and provide the new IP address.

When you first establish your TIBCO connection, you will be assigned an SFTP User ID and password. Once this account is set up, we will provide documentation to the server contact you provided to us. The documentation will show how to change your password and provide the technical specifications for automatic and manual processes for sending and receiving your files.

C. FASTER and ACT/SAT Processing

Currently, most FASTER and ACT/SAT applications participants submit their data files along with the IBM mainframe JCL needed to execute the applications. This will not change in the near future. However, we have implemented a process which allows the participants to use processing parameters rather than JCL (see [Chapter 6](#) – Process Parameter Record). This relieves the requirement to have staff with knowledge of IBM JCL. Also, in the future, this will allow the FDOE to transition these applications to other platforms without the requirement of change by the participants.

Chapter 6: Florida Automated System for Transferring Educational Records (FASTER) and ACT/SAT/CLT Platform Neutral Process Parameter Record

Revised: August 29, 2024

In recognition that education institutions using FASTER and accessing ACT/SAT/CLT test scores are taking advantage of new and different technologies for their information systems purposes, we have implemented a procedure whereby the participants can manage their processing needs without regard to the Florida Department of Education's (FDOE) processing platform. Rather than submitting IBM mainframe Job Control Language (JCL), participants will submit a process parameter record that specifies the process the institution is executing. This procedure applies to all FASTER, Bright Futures, Talented 20, Migrant Enrollment Program (MSIX) and ACT/SAT/CLT test scores data exchanges.

All FASTER and ACT/SAT/CLT data exchanges are routed through FDOE's Secure FTP TIBCO server. See the online FASTER User Manual - [Chapter 5](#) for instructions on establishing an SFTP connection with FDOE. Institutions will send their process parameter record(s) to their FDOE TIBCO folder with the file name **FN_FSTR_PARAM_INPT.JCLS**. If required, any accompanying files to be processed must be sent – for example, the post response process requires that a file with the responses (transcripts) must accompany the process parameter. Processes requiring an accompanying file will not execute unless both the parameter and the file are received at FDOE.

If desired, institutions can batch their routine processing parameter records in one **FN_FSTR_PARAM_INPT.JCLS** file. For example, you could stack the POSTREQS, RTRVREQS, POSTRESP, RTRVRESP and AGE-IN parameter records in one file. All of those processes would execute if the associated files are also sent. **NOTE:** The exception to this is the Outgoing Aging Report (AGE-OUT). For the current day's cycle requests and responses to show on the report, you should allow at least 30 minutes lag time after submitting the POSTREQS and POSTRESP parameters.

All processes return files. In some cases, the files may be empty. E.g., if your RTRVRESP process did not find any responses to retrieve, the RTRVRS.ALLFROM.MAILBOX file will contain no records.

A. General Format of the Process Parameter Record

The Process Parameter Record:

- Identifies the institution executing the process,
- Provides the password security for the institution,
- Specifies the process to be executed,
- Denotes if this execution of the process for test or other purposes, and
- Provides any additional parameters specific to the process.

The information in the record is in fixed locations as follows:

FNiXnnpasswordprocess.qualmmddyyyymmddyyyy
....1....2....3....4..

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested Detailed information for each of the Processes are in the following sections of this document.	<u>POSTREQS</u> Edit and post requests for student records (transcripts). <u>RTRVREQS</u> Retrieve a file of requests for this institution. <u>POSTRESP</u> Edit and post responses to requests for student records. <u>POSTEDI</u> Edit and post EDI (SPEEDE/ExPRESS) format requests/responses. <u>RTRVRESP</u> Retrieve a file of responses for this institution; also produces DOE format printed transcripts based on the content of the responses. Files generated: <u>AGE-IN</u> Produce the Incoming Aging Report and a file of the header records associated with the report. <u>AGE-OUT</u> Produce the Outgoing Aging Report and a file of the header records associated with the report. <u>PARTSTAT</u> Produce the Participation Status Report and a file of the records associated with the report. <u>SACTSCRD</u> Retrieve K - 12 ACT, SAT and CLT test score files. <u>SACTSCRS</u> Retrieve postsecondary institutions ACT, SAT and CLT test score files. <u>SACTREQS</u> Allows postsecondary institutions to submit requests to have students loaded for this institution, to the test score Dispatch file. <u>SACTSCRT</u>

		<p>Produce k-12 downloadable ACT and CLT test scores in standard, TAB and COMMA delimited formats.</p> <p>FN. <i>iXnn</i>.TEST.FTP.DA (1894 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DP (2661 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DC (783 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.E02</p> <p>FN. <i>iXnn</i>.TEST.FTP.DATXT (3900 characters)</p> <p>TAB delimited</p> <p>FN. <i>iXnn</i>.TEST.FTP.DATXTCMD (3900 characters) COMMA delimited with all fields enclosed in double ticks (“”).</p> <p>FN. <i>iXnn</i>.TEST.FTP.DCTXTCMD (1000 characters) COMMA delimited with all fields enclosed in double ticks (“”).</p> <p><u>STSTSCH1 or STSTSCH2</u></p> <p>Produce k-12 downloadable ACT, SAT and CLT test scores (to be used only when increasing the test files records in the TEST environment only)</p> <p><u>STSTSCC1 or STSTSCC2</u></p> <p>Produce postsecondary institutions downloadable ACT, SAT and CLT test scores (to be used only when increasing the test files records in the TEST environment only)</p> <p><u>SACTSCRZ</u></p> <p>Produce postsecondary institutions downloadable ACT, SAT and CLT test scores in standard and TAB delimited formats.</p> <p>FN. <i>iXnn</i>.TEST.FTP.DA (2900 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DP (2453 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DC (783 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.E02</p> <p>FN. <i>iXnn</i>.TEST.FTP.DATXT (3237 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DPTXT (3000 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DATXTCM (3260 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DPTXTCM (3200 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DATXTCMD (4940 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DPTXTCMD (16000 characters)</p> <p>FN. <i>iXnn</i>.TEST.FTP.DCTXTCMD (1000 characters)</p>
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Process Qualifier	<p>Positions 23 – 26 4 characters specifying how the process is to be executed.</p> <p>For all qualifications other than PROD, specifies the 3rd extension for downloadable files. E.g., if the TEST qualifier is used, printed high school transcripts returned by the retrieve response process for the George Stone Technical Center would be selected from the FDOE test system and would be named: FN.TX17.TEST.RTRVRS.HS.TSCRIPT.</p>	<p><u>PROD</u> or blank Default value; run applications from production libraries using production databases.</p> <p><u>TEST</u> Run applications from test libraries using test databases.</p>
Retransmit Start Date	<p>Positions 27 – 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY</p>	<p>If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.</p>
Retransmit End Date	<p>Positions 35 – 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY</p>	<p>If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.</p>
UPARMS Note: This is only valid for test score processes (Sections L , M , and N).	<p>Positions 52 – 68 17 characters UPARM='B nnnnN99'</p>	<p>UPARMS to identify the sending District/Institution's Request options.</p>

B. Post Requests Process (POSTREQS)

This parameter specifies that the accompanying file of requests for transcripts are to be posted to the addressed institutions' mailboxes.

FNiXnnpassword**POSTREQS**

.../...1.../...2.../...3.../...4..

This process requires that you also send a file containing the requests named as follows:
FN.iXnn. REQUESTS. ONTO.SYSTEM

Your process will not run until this file is received.

The process will return 2 files to you:

- FN.iXnn.PSTRQ.EDITRPT – a report showing the records processed and details regarding any records rejected.
- FN.iXnn.PSTRQ.RQSERRS – a file with the records found to be in error.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>POSTREQS</u> Edit and post requests for student records (transcripts).
Process Qualifier	Positions 23 - 26	See SECTION 1

C. Retrieve Requests Process (RTRVREQS)

This process retrieves any transcript requests addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

FN*iXnn*passwordRTRVREQS *mmdyyyymmddyyyy*
1....2....3....4..

You should not send any files for this process.

The process will return 3 files to you:

- FN.iXnn. RTVRQ.ALLFROM.MAILBOX – a file that contains all of the request records addressed to your institution.
- FN.iXnn.RTVRQ.RQSUMRY – a summary report of the requests.
- FN.iXnn. RTVRQ.ALLFROM.RPT – a detailed report of the requests.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>RTRVREQS</u> Retrieve a file of requests for this institution
Process Qualifier	Positions 23 - 26	See SECTION 1

Retransmit Start Date	Positions 27 – 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.
Retransmit End Date	Positions 35 – 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.

D. Post Response Process (POSTRESP):

This parameter specifies that the accompanying file of responses (transcripts) are to be posted to the addressed institutions' mailboxes.

FNiXnnpasswordPOSTRESP

.../...1.../...2.../...3.../...4..

This process requires that you also send a file containing the requests named as follows:

FN.iXnn. RESPONSE. ONTO. SYSTEM

Your process will not run until this file is received.

The process will return 2 files to you:

- FN.iXnn.PSTRS.EDITRPT – a report showing the records processed and details regarding any records rejected.
- FN.iXnn.PSTRS.RSPERRS – a file with the header records found to be in error.

Institution Identifier	Positions 1 – 6 6 characters; FNiXnn	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes

Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>POSTRESP</u> Edit and post responses to requests for student records
Process Qualifier	Positions 23 - 26	See SECTION 1

E. Retrieve Response Process (RTRVRESP)

This process retrieves any responses (transcripts) addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

FNiXnnpasswordRTRVRESP *mmdyyymmdyyym*
1....2....3....4..

You should not send any files for this process.

The process will return 6 files to you:

- FN.iXnn.RTRVRS.ALLFROM.MAILBOX – a file that contains all of the response records addressed to your institution.
- FN.iXnn.PSTRS.RTRVRS.RSSUMRY – a summary report of the responses.
- FN.iXnn.RTRVRS.HS.TSCRIPT – a text file of the high school transcripts in the FDOE format.
- FN.iXnn.RTRVRS.HS.TSCRIPT.PDF – a PDF file of the high school transcripts in the FDOE format.
- FN.iXnn.PRTRVRS.PS.TSCRIPT – a text file of the postsecondary transcripts in the FDOE format.
- FN.iXnn.RTRVRS.PS.TSCRIPT.PDF – a PDF file of postsecondary transcripts in the FDOE format.

Institution Identifier	Positions 1 – 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>RTRVRESP</u> Retrieve a file of responses for this institution; also produces DOE format printed transcripts based on the content of the responses.
Process Qualifier	Positions 23 - 26	See SECTION 1
Retransmit Start Date	Positions 27 – 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.

Retransmit End Date	Positions 35 – 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.
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F. Retrieve Secondary (High School) Response Process (RTRVHS)

This process retrieves any secondary (high school) responses (transcripts) addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

FNiXnnpasswordRTRVHS *mmddyyyymmddyyyy*
1....2....3....4..

You should not send any files for this process.

The process will return 4 files to you:

- FN.iXnn.RTRVHS.ALLFROM.MAILBOX – a file that contains all of the secondary response records addressed to your institution.
- FN.iXnn.PSTRS.RTRVHS.RSSUMRY – a summary report of the responses.
- FN.iXnn.RTRVHS.TSCRIPT – a text file of the high school transcripts in the FDOE format.
- FN.iXnn.RTRVRS.TSCRIPT.PDF – a PDF file of the high school transcripts in the FDOE format.

Institution Identifier	Positions 1 – 6 6 characters; FNiXnn	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>RTRVHS</u> Retrieve a file of secondary responses for this institution; also produces DOE format printed transcripts based on the content of the responses.
Process Qualifier	Positions 23 - 26	See SECTION 1
Retransmit Start Date	Positions 27 – 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.

Retransmit End Date	Positions 35 – 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.
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G. Retrieve Postsecondary Response Process (RTRVPS)

This process retrieves any postsecondary responses (transcripts) addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

FNiXnnpasswordRTRVPS *mmddyyyymmddyyyy*
1....2....3....4..

You should not send any files for this process.

The process will return 4 files to you:

- FN.iXnn.RTRVPS.ALLFROM.MAILBOX – a file that contains all of the postsecondary response records addressed to your institution.
- FN.iXnn.PSTRS.RTRVPS.RSSUMRY – a summary report of the responses.
- FN.iXnn.RTRVPS.TSCRIPT – a text file of the postsecondary transcripts in the FDOE format.
- FN.iXnn.RTRVPS.TSCRIPT.PDF – a PDF file of the postsecondary transcripts in the FDOE format.

Institution Identifier	Positions 1 – 6 6 characters; FNiXnn	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>RTRVPS</u> Retrieve a file of postsecondary responses for this institution; also produces DOE format printed transcripts based on the content of the responses.
Process Qualifier	Positions 23 - 26	See SECTION 1
Retransmit Start Date	Positions 27 – 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.
Retransmit End Date	Positions 35 – 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.

H. Outgoing Aging Report (AGE-OUT)

This process produces a report of all records, not previously reported, that were addressed by your institution to other institutions. The report shows summary information regarding each record sent.

FNiXnnpasswordAGE-OUT
....1....2....3....4..

You should not send any files for this process.

The process will return 2 files to you:

- FN.iXnn.AGEOUT.REPORT – text file of the Outgoing Aging Report.
- FN.iXnn.AGEOUT.FILE – a file containing the header records of all records on the report.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>AGE-OUT</u> Produce the Outgoing Aging Report and a file of the header records associated with the report.
Process Qualifier	Positions 23 - 26	See SECTION 1

I. Incoming Aging Report (AGE-IN)

This process produces a report of all records, not previously reported, that were addressed to your institution from other institutions. The report shows summary information regarding each record sent.

FNiXnnpasswordAGE-IN
....1....2....3....4..

You should not send any files for this process.

The process will return 2 files to you:

- FN.iXnn.AGEIN.REPORT – text file of the Incoming Aging Report.
- FN.iXnn.AGEIN.FILE – a file containing the header records of all records on the report.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>AGE-IN</u> Produce the Incoming Aging Report and a file of the header records associated with the report.
Process Qualifier	Positions 23 - 26	See SECTION 1

J. FASTER/SPEEDE Participant Status Summary Report (PARTSTAT)

This process produces a report of FASTER and SPEEDE/ExPRESS participants.

FNiXnnpasswordPARTSTAT

....1....2....3....4..

You should not send any files for this process.

The process will return 2 files to you:

- FN.iXnn.PARTSTAT.REPORT – text file of the FASTER/SPEEDE Participant Summary Report.
- FN.iXnn.PARTSTAT.FILE – a file containing the header records of all records on the report.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>PARTSTAT</u> Produce the Participant Summary Report and a file of FASTER/Speede institutions.
Process Qualifier	Positions 23 - 26	See SECTION 1

K. Post EDI Request/Response Process (POSTEDI)

This parameter specifies that the accompanying file contains EDI (SPEEDE/ExPRESS) requests for transcripts (TS146) and/or responses (transcripts; TS130). Transactions addressed to SPEEDE institutions are to be sent to the National Student Clearinghouse and a header record is posted in order for them to show on the Outgoing Aging Report. Transactions addressed to FASTER institutions are to be translated to the FASTER format, edited and posted to the addressed institutions' mailbox.

FNiXnnpasswordPOSTEDI

....1....2....3....4..

This process requires that you also send a file containing the requests/responses named as follows:

FN.iXnn. EDI.ONTOSYSTEM

Your process will not run until this file is received.

The process will return 6 files to you:

- FN.iXnn.SPEX01.EDITRPT – a report showing EDI-to-FASTER translator errors and summary totals of the transactions processed.
- FN.iXnn.SPEX02.EDITRPT – a report showing EDI records counts by those addressed to SPEEDE or FASTER.
- FN.iXnn.RESPEDI.EDITRPT – a report showing details of any errors found plus response transaction totals.

- FN.iXnn.RESPEDI.SYSERRS – a file with the header records of responses found to be in error.
- FN.iXnn.REQSEDI.EDITRPT – a report showing details of any errors found plus request transaction totals.
- FN.iXnn.REQSEDI.SYSERRS – a file with the header records of requests found to be in error.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 – 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>POSTEDI</u> Edit and post EDI (SPEEDE/ExPRESS) format requests/responses.
Process Qualifier	Positions 23 - 26	See SECTION 1

L. Retrieve K – 12 ACT/SAT/CLT Scores (SACTSCRD)

This process retrieves ACT , SAT and CLT test scores available to the submitting school district on the test score Repository.

FN*iXnn*passwordSACTSCRD

UPARMS

....1....2....3....4....5.. - >71

You should not send any files for this process.

The process will return 4 files to you:

- FN.iXnn.FTP.DA – a file that contains the ACT test scores for your institution.
- FN.iXnn.FTP.DP – a file that contains the SAT test scores for your institution.
- FN.iXnn.FTP.DC – a file that contains the CLT test scores for your institution.
- FN.iXnn.FTP.E02 – an audit/error report for this process.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for ACT/SAT/CLT processes

Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>SACTSCRD</u> Retrieve K-12 ACT and SAT test score files. <u>SACTSCRT</u> Produce k-12 downloadable ACT and CLT test scores in standard, TAB and COMMA delimited formats. FN. <i>iXnn</i> . TEST.FTP.DA (1894 characters) FN. <i>iXnn</i> . TEST.FTP.DP (2661 characters) FN. <i>iXnn</i> . TEST.FTP.DC (783 characters) FN. <i>iXnn</i> . TEST.FTP.E02 FN. <i>iXnn</i> . TEST.FTP.DATXT (3900 characters) TAB delimited FN. <i>iXnn</i> . TEST.FTP.DATXTCMD (3900 characters) COMMA delimited with all fields enclosed in double ticks (“). FN. <i>iXnn</i> . TEST.FTP.DCTXTCMD (1000 characters) COMMA delimited with all fields enclosed in double tick (“). <u>STSTSCH1</u> or <u>STSTSCH2</u> Produce k-12 downloadable ACT, SAT and CLT test scores (to be used only when increasing the test files records in the TEST environment only).
	Positions 23 - 42	Blanks
UPARMS	Positions 52 – 68 17 characters UPARM='B nnnnN99'	UPARMS to identify the sending District/Institution's Request options.

M. Retrieve Postsecondary ACT/SAT/CLT Scores (SACTSCRS)

This process retrieves ACT, SAT and CLT test scores available to the submitting institution on the test score Repository.

FN*iXnn*passwordSACTSCRS

UPARMS

....1....2....3....4....5.. ->71

You should not send any files for this process.

The process will return 4 files to you:

- FN.*iXnn*.FTP.DA – a file that contains the ACT test scores for your institution.
- FN.*iXnn*.FTP.DP – a file that contains the SAT test scores for your institution.
- FN.*iXnn*.FTP.DC – a file that contains the CLT test scores for your institution.
- FN.*iXnn*.FTP.E02 – an audit/error report for this process.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for ACT/SAT/CLT processes

Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>SACTSCRS</u> Retrieve postsecondary institutions ACT, SAT and CLT test score files. <u>STSTSCC1</u> or <u>STSTSCC2</u> Produce postsecondary institutions downloadable ACT, SAT and CLT test scores (to be used only when increasing the test files records in the TEST environment only) <u>SACTSCRZ</u> Produce postsecondary institutions downloadable ACT, SAT and CLT test scores in standard and TAB delimited formats. FN. <i>iXnn</i> . TEST.FTP.DA (2900 characters) FN. <i>iXnn</i> . TEST.FTP.DP (2453 characters) FN. <i>iXnn</i> . TEST.FTP.DC (783 characters) FN. <i>iXnn</i> . TEST.FTP.E02 FN. <i>iXnn</i> . TEST.FTP.DATXT (3237 characters) FN. <i>iXnn</i> . TEST.FTP.DPTXT (3000 characters) FN. <i>iXnn</i> . TEST.FTP.DATXTCM (3260 characters) FN. <i>iXnn</i> . TEST.FTP.DPTXTCM (3200 characters) FN. <i>iXnn</i> . TEST.FTP.DATXTCMD (4940 characters) FN. <i>iXnn</i> . TEST.FTP.DPTXTCMD (16000 characters) FN. <i>iXnn</i> . TEST.FTP.DCTXTCMD (1000 characters)
	Positions 23 - 42	Blanks
UPARMS	Positions 52 – 68 17 characters UPARM='B nnnnN99'	UPARMS to identify the sending District/Institution's Request options.

N. Retrieve Requested ACT/SAT/CLT Scores (SACTREQS)

This process posts the requested students for the submitting institution onto the Dispatch File. The posted test scores can be subsequently downloaded using the SACTSCRS process.

Note: **This process is available only to postsecondary institutions.**

FN*iXnn*passwordSACTREQS

UPARMS

....1....2....3....4....5.. - >71

This process requires that you also send a file containing the requests named as follows:

FN.iXnn.REQSTSIN.ONTOSYSTEM

Your process will not run until this file is received.

The process will return 1 file to you:

- FN.iXnn.REQ.ERRORS – an audit/error report for this process.

Institution Identifier	Positions 1 – 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 – 14 8 characters	Institution's unique password for ACT/SAT/CLT processes
Process Requested	Positions 15 – 22 8-character definition of the process being requested	<u>SACTREQS</u> Submit requests to have students loaded for this institution to the Dispatch File.
	Positions 23 – 42	Blanks
UPARMS	Positions 52 – 68 17 characters UPARM='B nnnnN99'	UPARMS to identify the sending District/Institution's Request options.

Chapter 14: Conclusion

Revised: August 1, 2015

OADS will administer the technical elements of the System. Staff will be available to walk users through the initiation procedure and to answer any technical questions concerning the System. Questions on administrative procedures, rules, and regulations should be addressed to the appropriate program area that oversees each level of state education. The FASTER Steering Committee is comprised of a representative from each program area that has an interest in the FASTER application. A list of FASTER Steering Committee members can be found in [Chapter 1 Section D](#). These Committee members should also be contacted if you have any complaints concerning the speed with which any of your addressees respond to requests for student records.

This System is engaged in the transmission of student information. This is confidential information that must be maintained in privacy. Treat all System user numbers as confidential information. Periodically change your NWRDC password as an additional precaution. By taking such common sense steps, the security of the System can be insured.