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OSFA-STATE HS: #23-24:04

MEMORANDUM

TO: Florida Bright Futures Scholarship Program Contacts
Public and Private High School Counselors

FROM: Shawn Haskin
Director, State Scholarship and Grant Programs

DATE: February 1, 2024

SUBJECT: Bright Futures Early Evaluations for 2023-24 High School Seniors

The Office of Student Financial Assistance (OSFA) will begin early evaluations of 2023-24 high school seniors in March. For a student to qualify for Bright Futures in early evaluation, all five of the below requirements must be met:

- Submit a complete Florida Financial Aid Application (FFAA), also known as the state application, no later than May 31, 2024, at <https://www.FloridaStudentFinancialAidsg.org>;
- Complete the required coursework through 7th semester, with courses in progress for 8th semester;
- Achieve the required grade point average in the required coursework;
- Complete the required number of volunteer service or paid work hours by the established deadline made by the district school board or the administrators of a non-public school; and
- Achieve the required college entrance exam score for tests taken by January 31, 2024.

OSFA can only conduct an official evaluation if the student has submitted the state application and the school/district has provided an updated transcript.

Florida Financial Aid Application (FFAA)

All high school seniors should submit a complete FFAA, also known as the state application, even if they are not planning to attend a Florida postsecondary institution immediately after high school graduation. The state application opened October 1, 2023, and students are required to apply no later than August 31 of their graduating year. For students to receive an official Early Evaluation and status notification, OSFA must receive their applications by May 31, 2024. Applying students are required to create an online account prior to submitting the state application. The application is submitted to OSFA once the “Results” tab appears. Attached is an FFAA guide for reference to assist students as they complete the application.

Students who meet all academic requirements, but do not apply, will not be eligible for the scholarship. Please encourage all seniors to apply as soon as possible to avoid determinations issues.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

Coursework and Volunteer Service or Paid Work Hours

Submit transcripts for your high school students as soon as possible after 7th semester grades are reported. For the Early Evaluation, transcripts must include 7th semester grades, courses in progress for 8th semester and volunteer service or paid work hours earned during high school through January 31, 2024. All volunteer service or paid work hours, whether associated with a Volunteer Public Service Course or an International Baccalaureate diploma, must be reported on the transcript.

Please ensure that transcripts accurately include all courses, grades and volunteer service or paid work hours. Failure to report accurate transcript information may prevent or delay a student from qualifying for Bright Futures.

The FASTER 'Early Evaluation' address value for 2024 senior transcripts is **2471**.

College Entrance Exams

OSFA will evaluate students based on official ACT[®], CLT[®], and SAT[®] test scores obtained directly from the three national test companies through the state test repository. Continue to report PERT scores on the transcript for each student. For Early Evaluation, OSFA will use tests taken no later than January 31, 2024.

For the scores to be sent to the repository, students must request their official single sitting test scores be sent to at least one Florida state college or public university when registering for the ACT[®]/CLT[®]/SAT[®]. The demographic information on the student transcript and ACT[®]/CLT[®]/SAT[®] registration must match exactly or the scores will not properly load into the student's evaluation.

Note: Students can request single sitting ACT test scores be sent directly to Bright Futures using **CEEB Code 0095** while on ACT website.

Although ACT[®], CLT[®], or SAT[®] may offer test dates for 2024 high school graduates after August 31, 2024, final evaluations for 2024 seniors will only consider test dates **no later than August 31, 2024**, for the Bright Futures Scholarship Program, as required by rule 6A-20.028, Florida Administrative Code.

Students, parents and counselors may wish to monitor the Bright Futures website for alerts regarding any changes for the 2023-24 graduates.

District/School Monitoring

Florida statutes require each district and school to monitor their students' progress throughout the evaluation process. Districts/schools must monitor transcript submissions, application submissions, official test scores, matches and pending evaluation results by accessing the Online Transcript Entry and Evaluation System (OTEES) database.

You must use the Student Transcript Report to track seniors, with and without a completed FFAA. This report is found in OTEES within the **Student Lists/Search** menu, **All Transcripts** tab. Note: only official test scores, as confirmed from the state test repository, are viewable in this report.

The school district's responsibilities for Bright Futures are outlined in Florida Statutes (F.S.). Please review the responsibilities listed below.

Section 1009.531(4), F.S.

- Annually provide each high school student in grade 11 or 12 a complete and accurate Florida Bright Futures Scholarship Evaluation Report and Key.
- Disclose (on Student Report Card) that Bright Futures grade point average (GPA) may differ from the GPA on the report card.

To access the referenced resources in OTEES,

- Go to the OSFA home page at <https://www.FloridaStudentFinancialAidsg.org>,
- Select **Bright Futures Scholarship**, and
- Select OTEES in the blue menu bar to log into the OTEES database.

To review an individual student's Bright Futures Scholarship Evaluation Report and Key,

- Go to the **Student Lists/Search** menu,
- Click **All Transcripts**, and
- Choose the "R" action code for the specific student.

To review the Bright Futures Scholarship Evaluation Report and Key for an entire high school or district,

- Go to the **Reports** menu, and
- Select **Multiple Student Evaluation Reports**.

Bright Futures Academic Top Scholars (BFATS)

OSFA has completed the BFATS selection process for 2023 seniors. Please review the **Summary Statistics Report** within the **Reports** menu in OTEES for more information.

Security

Email OSFASecurity@fldoe.org with any security issues for your district/school personnel or for any students with issues accessing their account information. Please do not provide complete Social Security numbers on documents emailed to our office. We encourage Bright Futures district and school contacts to use their User ID and Password to review the Communications and Training Resources tab, and other useful reports available on the OTEES website.

Bright Futures Summer Funding

Bright Futures Florida Academic Scholars (FAS) and Bright Futures Florida Medallion Scholars (FMS) are authorized to receive award funding during the summer term. Funding is only available if the postsecondary institution allows an FAS/FMS student to enroll as a degree-seeking student during the summer. OSFA will be notifying all 2024 high school graduates eligible for FAS/FMS about the availability of funding for the 2024 summer.

Bright Futures Contact Information

Please share information in this memo with the appropriate personnel. For assistance, call OSFA Customer Service at 888-827-2004, or contact Bright Futures directly and request to speak to a program specialist listed below.

Public High Schools/Districts

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Private High Schools

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SH/na

Attachment

cc: Timberly Johnson, Program Specialist, OSFA
Beverly Lahtinen, Program Specialist, OSFA
Lou Anne Standley, Assistant Deputy Commissioner, Division of Finance and Operations