**Instructions**

for the

**RSA Bright Futures Worksheet** and **Transcript Updates**

Please follow these 10 simple steps to update your student’s Transcript and Bright Futures (BF) information in order for the RSA Staff to process your student’s information.If you think your student might possibly apply for the BF Scholarship, then please follow the steps listed below.

**1. Access the Florida BF Course Code Directory at**

 <http://www.fldoe.org/policy/articulation/ccd/>

**2. Go to the BF Course Code Directory** for the **YEAR needed**

EX: If 9th grade was completed in 2012-2013

10th was done in 2013-2014

11th was in 2014-2015

For classes taken in each grade level go to the directory corresponding to the year the classes were taken. For example: For 9th grade use the 2012-2013 Directory.

For 11th grade use the 2014-2015 Directory.

**3. Download the Course Code Directory in a Word Doc**

**4. Use the CTL F function on keyboard to FIND the needed class.**

EX: Type Biology in the search box and look to figure out the Biology class that matches your student’s class.

**5. Type in the correct COURSE CODE** on the BF Course Code Worksheet. **(Please use 1 sheet per year of high school.)**

EX: 1 sheet for 9th grade and a second sheet for 10th grade and so on…

**6. Type in the correct TITLE** and **CREDIT** amount on theBF Course Code Worksheet

**7. Type in the GRADE** and the tell whether the class was an **Honors class (Yes/No)**

**8. Turn in the BF Course Code Worksheet to ADMIN** and we will prepare a rough draft of your transcript for you to preview.

**9.** If you haven’t already, **update the student’s Activity Worksheet.** Turn in the Activity List to Admin for updating the transcript.

**10.** If you haven’t already, **update the student’s Volunteer Hours Worksheet.** Turn in the Hours to Admin for updating the transcript.

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| Grade |  |
|  | SS Number |  |  |  |
| Last Name |  | First Name |  | Middle Name/Initial |  |
| Address |  | City |  | State |  |  Zip |  |

NOTE: Please list student information as it is listed on your FFAA or Application won’t match BF Transcript.

Go to the FLDOE Website and identify the class which most closely matches the material you taught your student. <http://data.fldoe.org/crsCode/default.cfm?level=912>, then fill out the information below. \*

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| **Course Code** | **Course Title** | **Subject Area** | **Grade**  | **Credit** | **Honors****(Y/N)** |
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