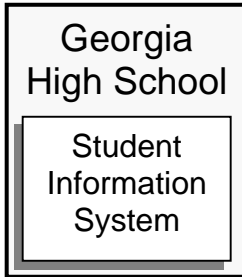
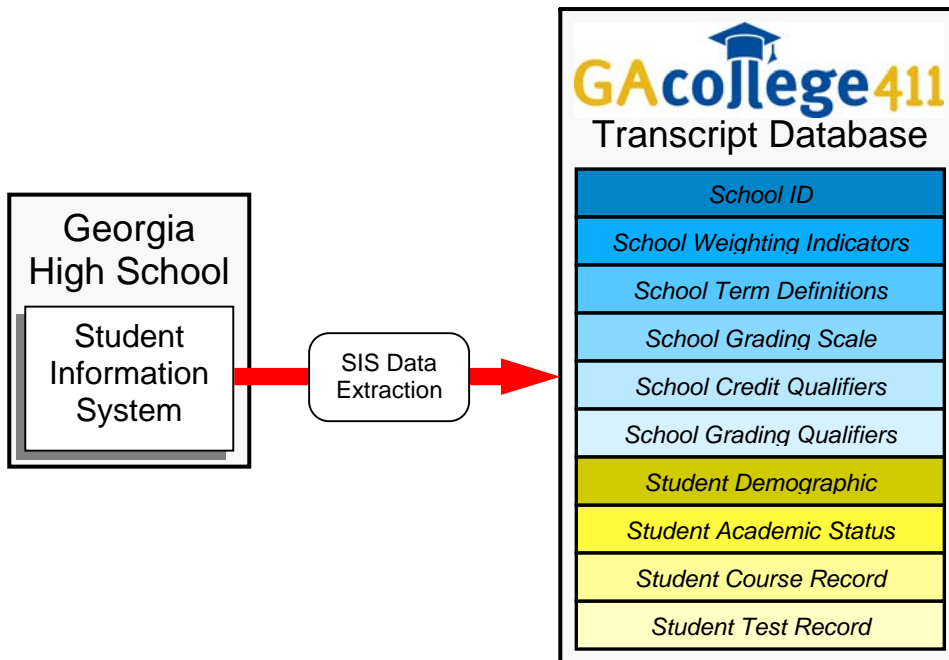


## Transcript Exchange & HOPE Scholarship Eligibility Process – A Step-by-Step Guide

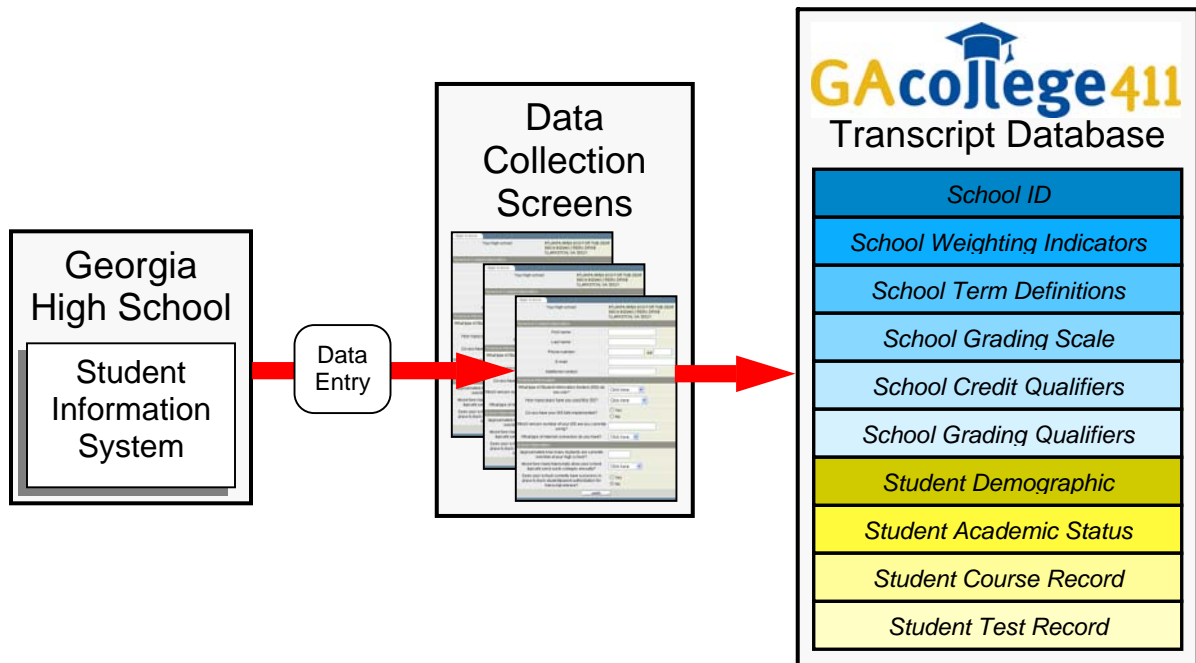
1. High school maintains student records, grading scales, and other relevant academic information in its Student Information System (SIS).



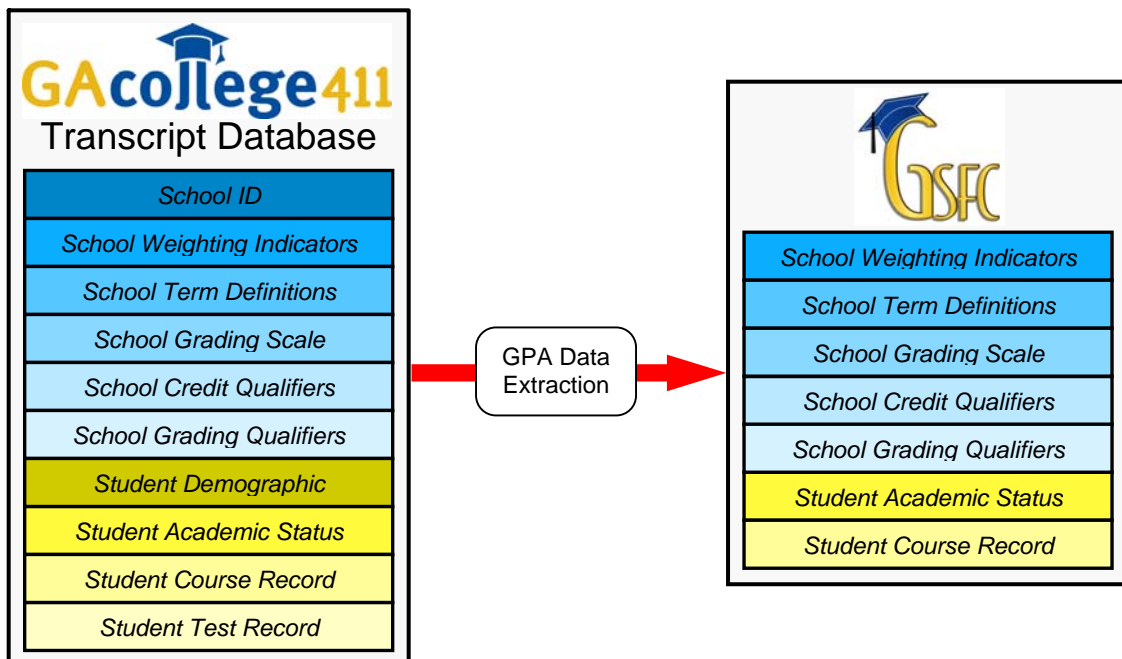
2. Student identifier, course-record, and demographic data is retrieved from the SIS in electronic form through software (provided by Xap) that extracts data required for the Transcript Exchange and HOPE Scholarship Eligibility processes. Data is transmitted electronically to the GAcollege411 Transcript Database.



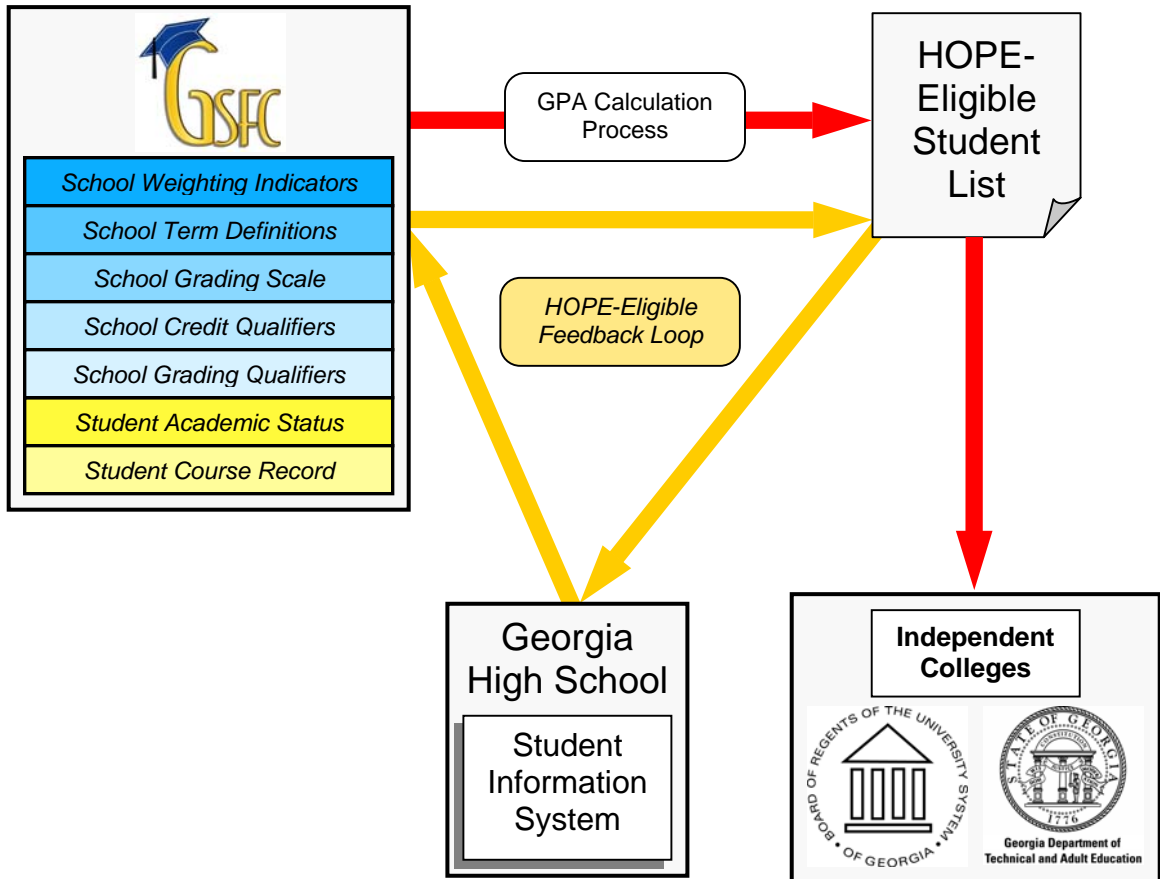
- Information on grading scales, grade weighting, school terms, and other qualifiers and indicators is entered by school personnel into data collection screens via the GAcollege411 Counselor Center. Upon certification, information collected through screens is transmitted to the GAcollege411 Transcript Database.



- Data elements required for HOPE GPA calculation are extracted from the GAcollege411 transcript database and downloaded to the GSFC HOPE GPA calculation database in February of each year beginning in 2007 for all students classified as seniors.



5. HOPE GPA calculation is performed for all students in the HOPE GPA calculation database, and a list is produced with all seniors' HOPE eligibility status.
  - a. High school is provided with a HOPE Scholarship GPA calculation report for every senior for verification and feedback purposes.
  - b. After the school verification period a list of all students is provided to colleges for financial aid planning and awarding purposes.



6. Data elements required to produce the Georgia Standard High School Transcript are extracted from the GAcollege411 Transcript Database and populated into the transcript form. Two methods of transcript transmission will be available to students, high schools, and colleges:
  - a. Transcripts may be electronically transmitted as formatted, print-ready PDF files;
  - b. Colleges may load elemental data directly into their SIS's, bypassing the need for duplicative data-entry (date of implementation determined by college readiness).

