

Transcript Exchange Quick Guide



This document is designed to be a Quick Guide for high schools who have previously completed the HOPE Final GPA calculation process, which began May 15, 2007.

If using the Capture and Edit Program, please make sure you are using the latest version 1.28. This program can be found once you login to the STARS program. When upgrading to 1.28, please backup file HS Transcript .mdb prior to initiating a version upgrade. For those schools using the Capture and Edit Program, you may refer to the http://www.gsfc.org/main/publishing/pdf/2007/trex_update_052307.pdf instructional file to guide you through this process.

If you are a private school you will need to translate your course numbers to the Georgia Department of Education's (GADOE) standard course numbering system located behind STARS.

Uploading and Releasing to GSFC:

- Go to the Gacollege411 Electronic Transcript Exchange Document Library <http://www.gsfc.org/main/ga411info/transcript.cfm> for any updates and to review helpful documents from the previous year.
- Login to the Counselor's Center <http://counselor.xap.com> to verify previous profile screen entries and update any changes. (Preferences/School profile tab). This pdf will also serve to walk you through the upload and releasing to GSFC process: http://www.gsfc.org/main/publishing/pdf/2007/transcript_gsfc_counselor.pdf
- Select **Counselor's Tool Tab**/Transcript Manager/Upload Tab, and begin uploading your seniors class or if you have corrections to make upload individually.
- Release uploaded data to GSFC.

Verifying Data submitted to GSFC:

- Login to STARS from the School Counselor's Link on the Gacollege411 site. Select the Click "Hope GPA Calculation Reports" Link. Again, these instructions are posted on our documentation library http://www.gsfc.org/main/publishing/pdf/2007/david_presentation.ppt
- Review all Reports and correct any errors.
- Once a school has determined that the data contained within the reports is accurate, the school must verify the HOPE Eligible Scholars Report, and the Hope Ineligible Report. Students will NOT receive the Hope Scholarship until the school verifies the reports.
- Each report can be separately verified. If a school thinks that the HOPE Eligible Scholars Report is correct, but sees errors in the HOPE Ineligible Report, the school can choose to verify the HOPE Eligible Scholars Report immediately and work to make corrections to the data in the HOPE Ineligible Report.
- During the Final Reporting Process (after you have verified your Reports) go to our website and select the Final High School Transcript Report located under Latest News and Announcements to view the Number of Uploaded Transcripts, Number of Students Verified and Verification for your school.