

1.0 Introduction to HOPE GPA Calculation and Transcript Exchange

1.1 Overview

To all School Personnel, but especially to Counselors, Principals, Registrars, and Information Technology Personnel –

As many of you already know, Georgia's HOPE Scholarship Program changed in 2007. Instead of public and private high schools being responsible for calculating student grade point averages for purposes of HOPE Scholarship eligibility, the Georgia Student Finance Commission is now charged with performing these calculations. A detailed description of the calculation is found in section 3 of this workbook.

There are 3 major steps from the high school's perspective to complete the calculation process:

1. Public and private high schools send high school transcript and school profile data to the Georgia Student Finance Commission through the GAcollege411 Counselor Center. School profile data provides the Georgia Student Finance Commission a legend to the transcripts sent by the high school.
2. The Georgia Student Finance Commission calculates the students' HOPE Scholarship grade point averages to determine their HOPE Scholarship eligibility using the high school transcript and school profile information provided.
3. The Georgia Student Finance Commission provides calculation reports to the high schools. High schools review these reports and make any necessary corrections to the data that they submitted on behalf of their students. Once the data is correct, high schools verify the calculation reports.

Each of these steps will be discussed in more detail in sections 4, 5, and 6 of this workbook. The Georgia Student Finance Commission is available to support and assist Georgia high schools in sending the necessary information. However, a high school's failure to be able to transmit electronic data may result in serious delays in determining student eligibility for the HOPE Scholarship.

In addition to providing a mechanism to calculate HOPE GPAs, the GAcollege411 Counselor Center provides a conduit to send transcripts to colleges. This is discussed in section 7 of the workbook.

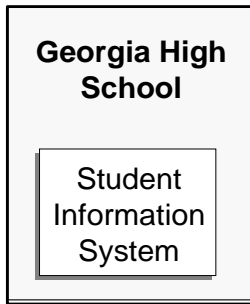
We look forward to working with you in the 2008-2009 school year.

Sincerely,
The GSFC Transcript Exchange team

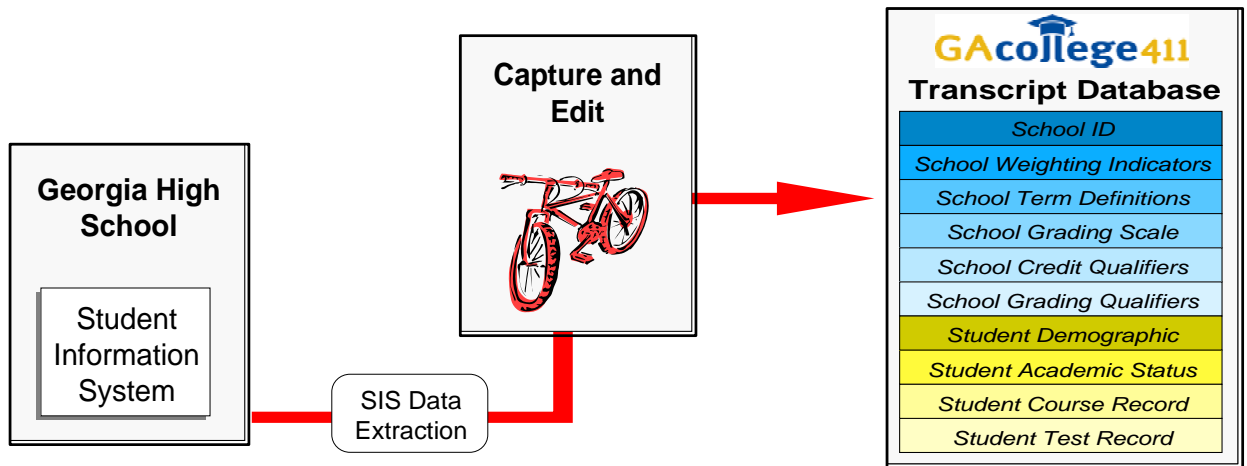
1.2 Transcript Exchange and HOPE Scholarship Eligibility Process

You can view the entire process in a single graphic at the end of this section. A step-by-step guide of the process is provided below.

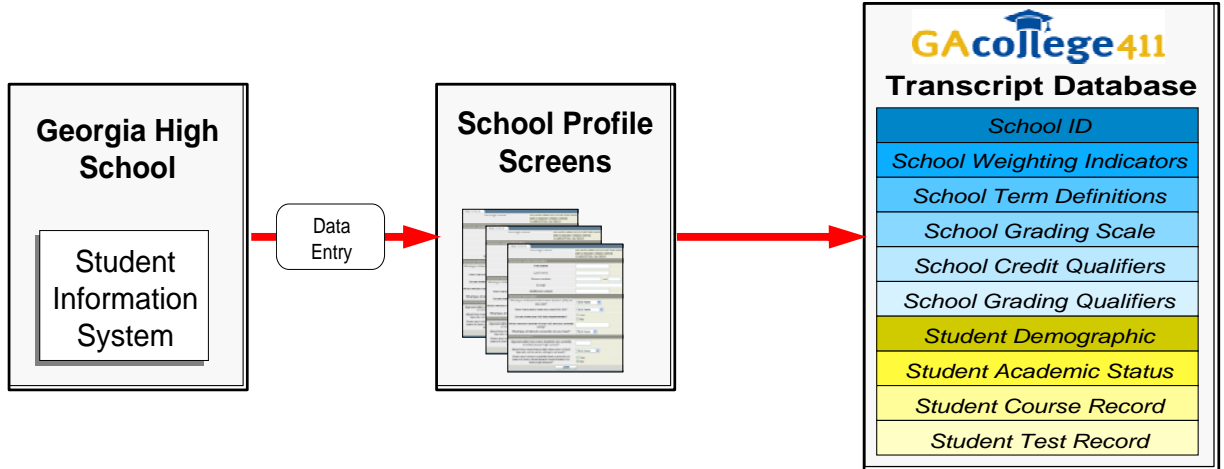
1. High school maintains student records, grading scales, and other relevant academic information in its Student Information System (SIS).



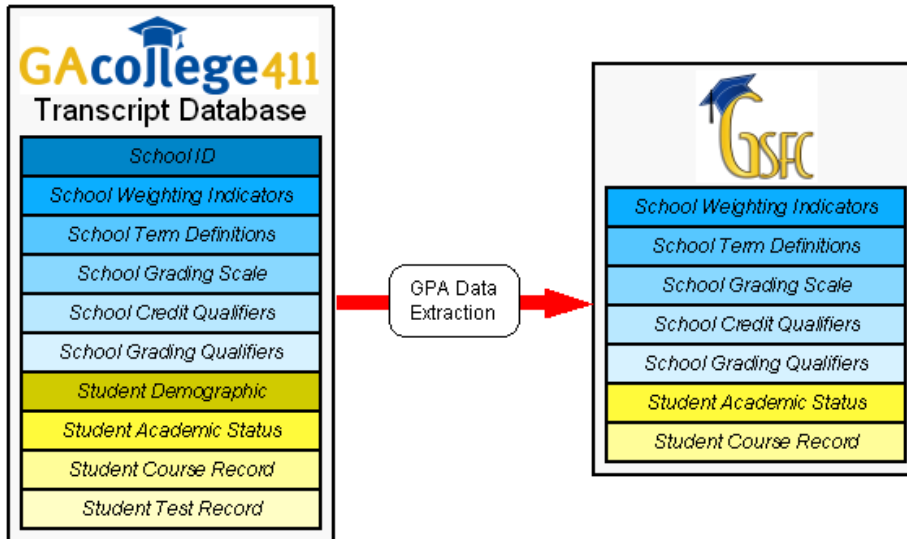
2. Student identifier, course-record, and demographic data are retrieved from the school's SIS in electronic form through software that extracts data required for the Transcript Exchange and HOPE Scholarship Eligibility processes. If required data is missing from the school's SIS, schools can supplement the data using a software program named Capture and Edit. Extracted data is uploaded to the GAcademy411 Counselor Center. The extracted data will be used to create the students' transcripts.



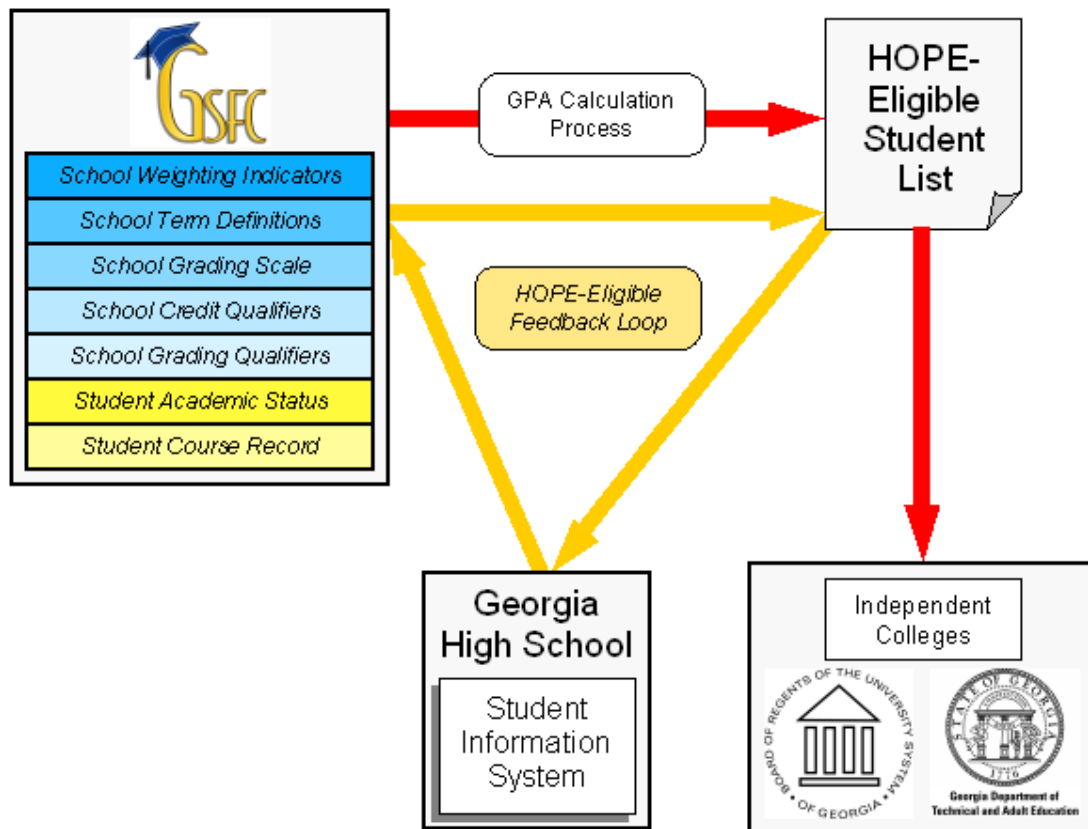
- Information on grading scales, grade weighting, school terms, and other qualifiers and indicators is entered by school personnel into the School Profile via the GAcademy411 Counselor Center. The information entered in the School Profile screens serve as the legend for the school's transcripts.



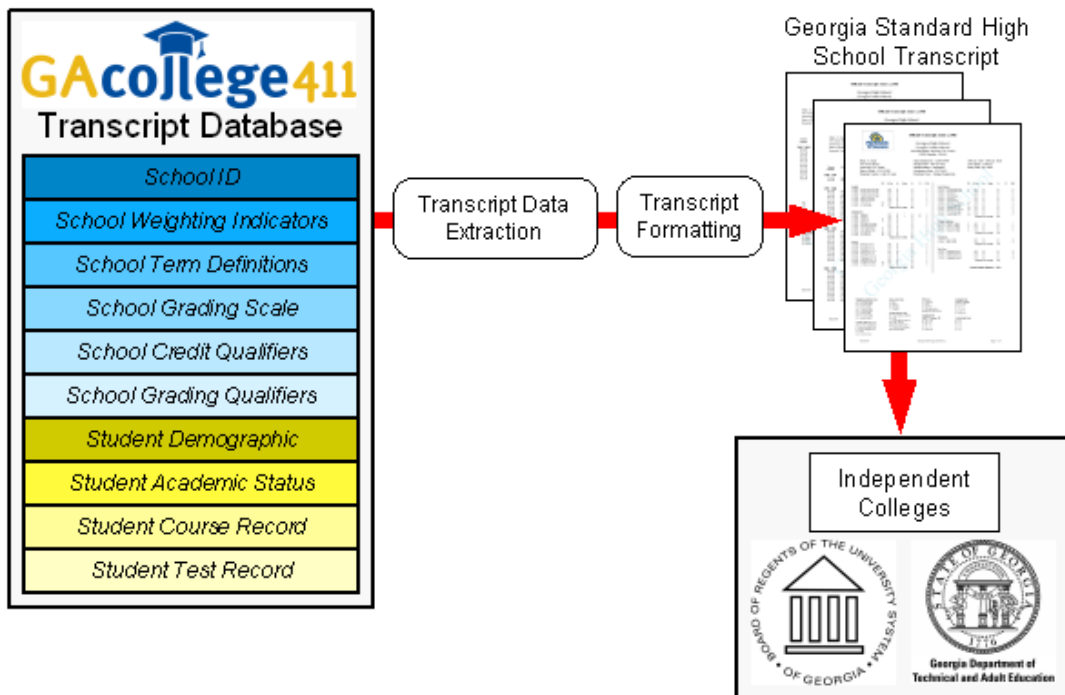
- Data elements required for HOPE GPA calculation are extracted from the GAcademy411 transcript database and downloaded to the GSFC HOPE GPA calculation database.

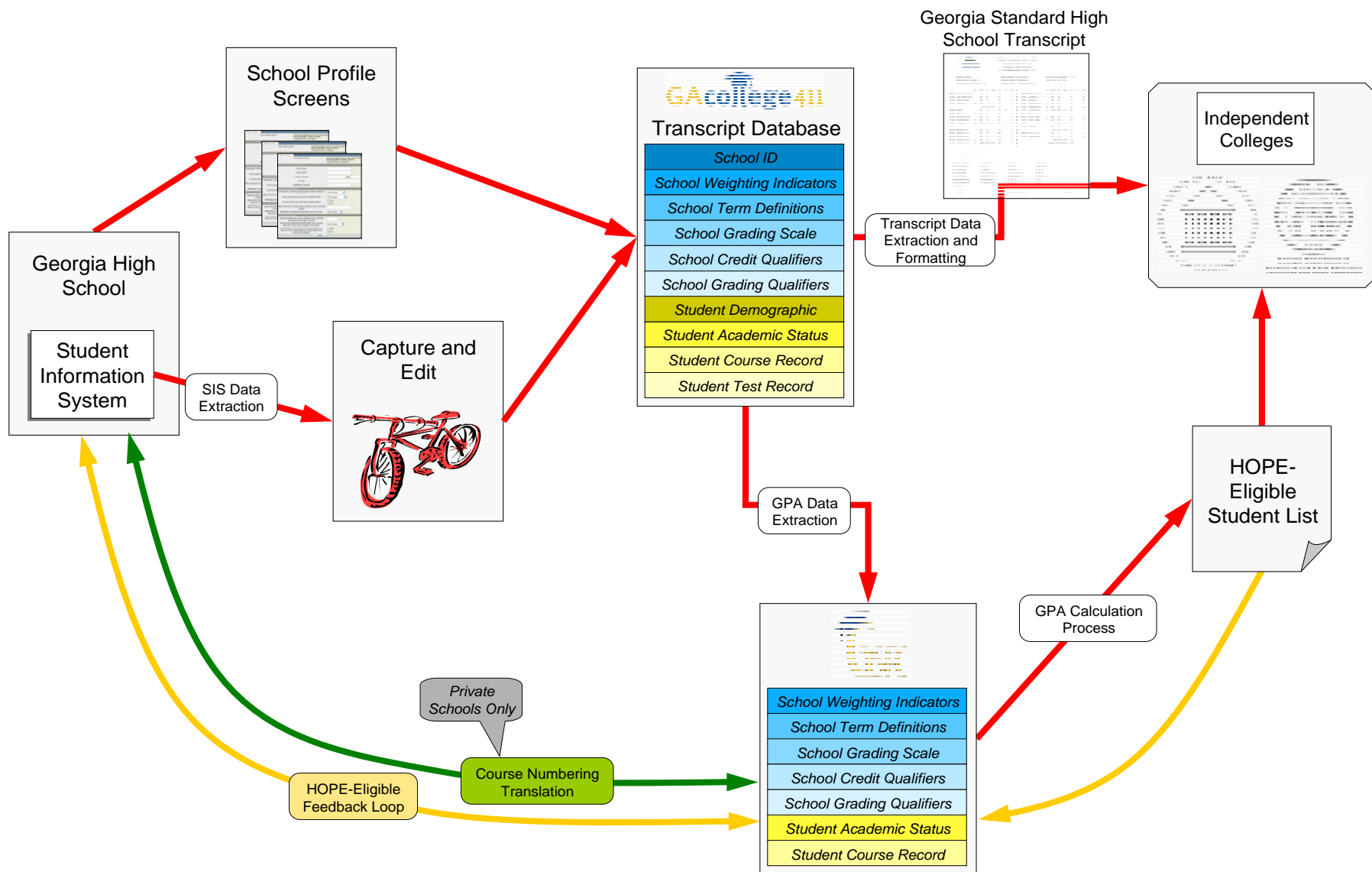


5. The HOPE GPA calculation is performed for all students in the HOPE GPA calculation database, and a list is produced with all seniors' HOPE eligibility status.
 - a. High school is provided with 6 HOPE Scholarship GPA calculation reports. These reports include a list of HOPE Eligible Students, a list of Ineligible Students, a Detailed Report showing a step-by-step calculation based on the data that was sent for every student, an Error Report, a School Rules report that lists the information entered in the school profile, and a list of students uploaded without Social Security Numbers. The list of HOPE Eligible Students and the list of Ineligible Students must be verified by the school.
 - b. After the school verifies the Eligible students, that list of 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 GAcademy411 Transcript Database and populated into the transcript form. Two methods of transcript transmission will be available to students, high schools, and colleges:
- Transcripts may be electronically transmitted as formatted, print-ready PDF files;
 - Colleges may load elemental data directly into their SIS, bypassing the need for duplicative data-entry (date of implementation determined by college readiness).





1.3 Important Dates

2008-2009 HOPE GPA Timeline

September 2008	October 2008	November 2008	December 2008	January 2009	February 2009	March 2009	April 2009	May 2009	June 2009	July 2009	August 2009	September 2009
<u>Sept 12, 2008</u> - HOPE 2007/2008 ends												<u>Sept 11, 2009</u> - HOPE 2008/2009 ends
	<u>Oct 28, Oct 30, and Nov 13, 2008</u> - Transcript Exchange and HOPE GPA Training				<u>Feb 16, 2009</u> - Deadline for uploading and verifying preliminary transcripts for the class of 2009				<u>June 29, 2009</u> - Recommended completion date for uploading and verifying final transcripts for the class of 2009		<u>August 28, 2009</u> - Deadline for uploading and verifying final transcripts for the class of 2009	