

Chapter 6

**Florida Automated System for Transferring Educational Records (FASTER) and
ACT/SAT Platform Neutral Process Parameter Record**

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INTRODUCTION:

In recognition that education institutions using FASTER and accessing ACT/SAT test scores are taking advantage of new and different technologies for their information systems purposes, we have implemented a procedure whereby the participants can manage their processing needs without regard to the Florida Department of Education's (FDOE) processing platform. Rather than submitting IBM mainframe Job Control Language (JCL), participants will submit a process parameter record that specifies the process the institution is executing. This procedure applies to all FASTER, Bright Futures, Talented 20, Migrant Enrollment Program (MSIX) and ACT/SAT test scores data exchanges.

All FASTER and ACT/SAT data exchanges are routed through FDOE's Secure FTP TIBCO server. See the online [FASTER User Manual - Chapter 5](#) for instructions on establishing an SFTP connection with FDOE.

Institutions will send their process parameter record(s) to their FDOE TIBCO folder with the file name **FN_FSTR_PARAM_INPT.JCLS**. If required, any accompanying files to be processed must be sent – for example, the post response process requires that a file with the responses (transcripts) must accompany the process parameter. Processes requiring an accompanying file will not execute unless both the parameter and the file are received at FDOE.

If desired, institutions can batch their routine processing parameter records in one FN_FSTR_PARAM_INPT.JCLS file. For example, you could stack the POSTREQS, RTRVREQS, POSTRESP, RTRVRESP and AGE-IN parameter records in one file. All of those processes would execute as long as the associated files are also sent. **NOTE:** The exception to this is the Outgoing Aging Report (AGE-OUT). In order for the current day's cycle requests and responses to show on the report, you should allow at least 30 minutes lag time after submitting the POSTREQS and POSTRESP parameters.

All processes return files. In some cases, the files may be empty. E.g., if your RTRVRESP process did not find any responses to retrieve, the RTRVRS.ALLFROM.MAILBOX file will contain no records.

**Florida Automated System for Transferring Educational Records (FASTER) and
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SECTION 1 – General Format of the Process Parameter Record:

The Process Parameter Record:

- Identifies the institution executing the process,
- Provides the password security for the institution,
- Specifies the process to be executed,
- Denotes if this execution of the process for test or other purposes, and
- Provides any additional parameters specific to the process.

The information in the record is in fixed locations as follows:

FNiXnnpasswordprocess.qualmmdyyyyymmdyyyy
...../.....1...../.....2...../.....3...../.....4..

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested Detailed information for each of the Processes are in the following sections of this document.	<u>POSTREQS</u> Edit and post requests for student records (transcripts). <u>RTRVREQS</u> Retrieve a file of requests for this institution. <u>POSTRESP</u> Edit and post responses to requests for student records.

		<p><u>POSTEDI</u> Edit and post EDI (SPEEDE/ExPRESS) format requests/responses.</p> <p><u>RTRVRESP</u> Retrieve a file of responses for this institution; also produces DOE format printed transcripts based on the content of the responses. Files generated:</p> <p><u>AGE-IN</u> Produce the Incoming Aging Report and a file of the header records associated with the report.</p> <p><u>AGE-OUT</u> Produce the Outgoing Aging Report and a file of the header records associated with the report.</p> <p><u>PARTSTAT</u> Produce the Participation Status Report and a file of the records associated with the report.</p>
Process Qualifier	<p>Positions 23 - 26 4 characters specifying how the process is to be executed.</p> <p>For all qualifications other than PROD, specifies the 3rd extension for downloadable files. E.g., if the TEST qualifier is used, printed high school transcripts returned by the retrieve response process for the George Stone Technical Center would be selected from the FDOE test system and would be named: FN.TX17.TEST.RTRVRS.HS.TSCRIPT.</p>	<p><u>PROD</u> or blank Default value; run applications from production libraries using production data bases.</p> <p><u>TEST</u> Run applications from production libraries but using test data bases.</p> <p><u>BF</u> Bright Futures; Same as PROD except use BF as the 3rd file name qualifier.</p> <p><u>TT</u> Talented Twenty; Same as PROD except use TT as the 3rd file name qualifier</p> <p><u>CUTO</u> Used for annual academic year cutover testing; run applications from test libraries against test data bases.</p> <p><u>SACTSCRD</u> Retrieve K - 12 ACT and SAT test score files</p> <p><u>SACTSCRS</u> Retrieve postsecondary institutions ACT and SAT test score files.</p> <p><u>SACTREQS</u> Allows postsecondary institutions to submit requests to have students loaded</p>

		for this institution to the test score Dispatch file.
Retransmit Start Date	Positions 27 - 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.
Retransmit End Date	Positions 35 - 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.
Email Address	Positions 43 - 71 29 character email address	Notification that this process has completed will be sent to this email address. This parameter is currently available only for the SACTSCRD, SACTSCRS and SACTREQS processes.

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SECTION 2 – Post Requests Process (POSTREQS):

This parameter specifies that the accompanying file of requests for transcripts are to be posted to the addressed institutions' mailboxes.

FNiXnnpasswordPOSTREQS

...../.....1...../.....2...../.....3...../.....4..

This process requires that you also send a file containing the requests named as follows:

FN.iXnn. REQUESTS.ONTO.SYSTEM

Your process will not run until this file is received.

The process will return 2 files to you:

- FN.iXnn.PSTRQ.EDITRPT – a report showing the records processed and details regarding any records rejected.
- FN.iXnn.PSTRQ.RQSERRS – a file with the records found to be in error.

Institution Identifier	Positions 1 - 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>POSTREQS</u> Edit and post requests for student records (transcripts).
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>

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SECTION 3 – Retrieve Requests Process (RTRVREQS):

This process retrieves any transcript requests addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

```
FNiXnnpasswordRTRVREQS      mmdyyyymmddy
..../. ....1..../. ....2..../. ....3..../. ....4..
```

You should not send any files for this process.

The process will return 3 files to you:

- FN.iXnn. RTRVQ.ALLFROM.MAILBOX – a file that contains all of the request records addressed to your institution.
- FN.iXnn.RTRVQ.RQSUMRY – a summary report of the requests.
- FN.iXnn. RTRVQ.ALLFROM.RPT – a detailed report of the requests.

Institution Identifier	Positions 1 - 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>RTRVREQS</u> Retrieve a file of requests for this institution
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>
Retransmit Start Date	Positions 27 - 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.

	were transmitted, not the date posted to FASTER. Format: MMDDYYYY	
Retransmit End Date	Positions 35 - 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.

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SECTION 4 – Post Response Process (POSTRESP):

This parameter specifies that the accompanying file of responses (transcripts) are to be posted to the addressed institutions' mailboxes.

FNiXnnpasswordPOSTRESP

...../.....1...../.....2...../.....3...../.....4..

This process requires that you also send a file containing the requests named as follows:

FN.iXnn. RESPONSE. ONTO. SYSTEM

Your process will not run until this file is received.

The process will return 2 files to you:

- FN.iXnn.PSTRS.EDITRPT – a report showing the records processed and details regarding any records rejected.
- FN.iXnn.PSTRS.RSPERRS – a file with the header records found to be in error.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>POSTRESP</u> Edit and post responses to requests for student records.
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>

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SECTION 5 – Retrieve Response Process (RTRVRESP):

This process retrieves any responses (transcripts) addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

**FN*iXnn*passwordRTRVRESP mmdyyyymmddy
...../.....1...../.....2...../.....3...../.....4..**

You should not send any files for this process.

The process will return 6 files to you:

- FN.iXnn.RTRVRS.ALLFROM.MAILBOX – a file that contains all of the response records addressed to your institution.
- FN.iXnn.PSTRS.RTRVRS.RSSUMRY – a summary report of the responses.
- FN.iXnn.RTRVRS.HS.TSCRIPT – a text file of the high school transcripts in the FDOE format.
- FN.iXnn.RTRVRS.HS.TSCRIPT.PDF – a PDF file of the high school transcripts in the FDOE format.
- FN.iXnn.PRTRVRS.PS.TSCRIPT – a text file of the postsecondary transcripts in the FDOE format.
- FN.iXnn.RTRVRS.PS.TSCRIPT.PDF – a PDF file of postsecondary transcripts in the FDOE format.

Institution Identifier	Positions 1 - 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution’s unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>RTRVRESP</u> Retrieve a file of responses for this institution; also produces DOE format printed transcripts based on the content of the responses.

Process Qualifier	Positions 23 - 26	See <u>SECTION 1</u>
Retransmit Start Date	Positions 27 - 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.
Retransmit End Date	Positions 35 - 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.

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SECTION 6 – Retrieve Secondary (High School) Response Process (RTRVHS):

This process retrieves any secondary (high school) responses (transcripts) addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

FNiXnnpasswordRTRVHS *mmdyyyyymmddyyyy*
/.....1...../.....2...../.....3...../.....4..

You should not send any files for this process.

The process will return 4 files to you:

- FN.iXnn.RTRVHS.ALLFROM.MAILBOX – a file that contains all of the secondary response records addressed to your institution.
- FN.iXnn.RTRVHS.RSSUMRY – a summary report of the responses.
- FN.iXnn.RTRVHS.HS.TSCRIPT – a text file of the high school transcripts in the FDOE format.
- FN.iXnn.RTRVHS.HS.TSCRIPT.PDF – a PDF file of the high school transcripts in the FDOE format.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution’s unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>RTRVHS</u> Retrieve a file of secondary responses for this institution; also produces DOE format printed transcripts based on the content of the responses.
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>

Retransmit Start Date	Positions 27 - 34 Specifies the start date of a retransmission of previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.
Retransmit End Date	Positions 35 - 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY	If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.

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SECTION 7 – Retrieve Postsecondary Response Process (RTRVPS):

This process retrieves any postsecondary responses (transcripts) addressed to your institution that have not been previously delivered to you. You can also specify that you are to retrieve requests previously delivered to you on the date(s) specified in positions 27 - 42.

FNiXnnpasswordRTRVPS *mmdyyyymmdyyy*
..../....1..../....2..../....3..../....4..

You should not send any files for this process.

The process will return 4 files to you:

- FN.iXnn.RTRVPS.ALLFROM.MAILBOX – a file that contains all of the postsecondary response records addressed to your institution.
- FN.iXnn.RTRVPS.RSSUMRY – a summary report of the responses.
- FN.iXnn.RTRVPS.PS.TSCRIPT – a text file of the postsecondary transcripts in the FDOE format.
- FN.iXnn.RTRVPS.PS.TSCRIPT.PDF – a PDF file of the postsecondary transcripts in the FDOE format.

Institution Identifier	Positions 1 - 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution’s unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>RTRVPS</u> Retrieve a file of postsecondary responses for this institution; also produces DOE format printed transcripts based on the content of the responses.
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>
Retransmit Start Date	Positions 27 - 34 Specifies the start date of a retransmission of	If this date is blank or all zeroes, all records not previously retrieved are to be extracted for download.

	<p>previously selected records. This date applies to the date the records were transmitted, not the date posted to FASTER. Format: MMDDYYYY</p>	
Retransmit End Date	<p>Positions 35 - 42 Specifies the ending date of a retransmission of previously selected records Format: MMDDYYYY</p>	<p>If the Retransmit Start Date is blank or all zeroes, this date must also be blank or all zeroes. If the Retransmit Start Date contains a valid date and this date is blank or all zeroes, only the records with an access date of the Start Date will be extracted.</p>

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SECTION 8 – Outgoing Aging Report (AGE-OUT):

This process produces a report of all records, not previously reported, that were addressed from your institution to other institutions. The report shows summary information regarding each record sent.

FNiXnnpasswordAGE-OUT

...../.....1...../.....2...../.....3...../.....4..

You should not send any files for this process.

The process will return 2 files to you:

- FN.iXnn.AGEOUT.REPORT – text file of the Outgoing Aging Report.
- FN.iXnn.AGEOUT.FILE – a file containing the header records of all records on the report.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>AGE-OUT</u> Produce the Outgoing Aging Report and a file of the header records associated with the report.
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>

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SECTION 9 – Incoming Aging Report (AGE-IN):

This process produces a report of all records, not previously reported, that were addressed from your institution to other institutions. The report shows summary information regarding each record sent.

FNiXnnpasswordAGE-IN

...../.....1...../.....2...../.....3...../.....4..

You should not send any files for this process.

The process will return 2 files to you:

- FN.iXnn.AGEIN.REPORT – text file of the Incoming Aging Report.
- FN.iXnn.AGEIN.FILE – a file containing the header records of all records on the report.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>AGE-IN</u> Produce the Incoming Aging Report and a file of the header records associated with the report.
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>

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**SECTION 10 – FASTER/SPEEDE Participant Status Summary Report
(PARTSTAT):**

This process produces a report of FASTER and SpeedeExpress participants.

FNiXnnpasswordPARTSTAT

...../.....1...../.....2...../.....3...../.....4..

You should not send any files for this process.

The process will return 2 files to you:

- FN.iXnn.PARTSTAT.REPORT – text file of the Incoming Aging Report.
- FN.iXnn.PARTSTAT – a file containing the header records of all records on the report.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>PARTSTAT</u> Produce the Participant Summary Report and a file of FASTER/Speede institutions.
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>

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SECTION 11 – Post EDI Request/Response Process (POSTEDI):

This parameter specifies that the accompanying file contains EDI (SPEEDE/ExPRESS) requests for transcripts (TS146) and/or responses (transcripts; TS130). Transactions addressed to SPEEDE institutions are to be sent to the National Student Clearinghouse and a header record is posted in order for them to show on the Outgoing Aging Report. Transactions addressed to FASTER institutions are to be translated to the FASTER format, edited and posted to the addressed institutions' mailbox.

FN*iXnn*passwordPOSTEDI

...../.....1...../.....2...../.....3...../.....4..

This process requires that you also send a file containing the requests/responses named as follows:

FN.iXnn. EDI. ONTO. SYSTEM

Your process will not run until this file is received.

The process will return 6 files to you:

- FN.iXnn.SPEX01.EDITRPT – a report showing EDI-to-FASTER translator errors and summary totals of the transactions processed.
- FN.iXnn.SPEX02.EDITRPT – a report showing EDI records counts by those addressed to SPEEDE or FASTER.
- FN.iXnn.RESPEDI.EDITRPT – a report showing details of any errors found plus response transaction totals.
- FN.iXnn.RESPEDI.SYSERRS – a file with the header records of responses found to be in error.
- FN.iXnn.REQSEDI.EDITRPT – a report showing details of any errors found plus request transaction totals.
- FN.iXnn.REQSEDI.SYSERRS – a file with the header records of requests found to be in error.

Institution Identifier	Positions 1 - 6 6 characters; FN <i>iXnn</i>	Where <i>i</i> =D (district), C=(college), T=Technical Center or U (university); <i>nn</i> =district number or assigned number. The file names for files submitted with this parameter and those returned to the institution by this process are started with this parameter. E.g., printed high school transcripts returned by the retrieve response process for the George Stone Technical Center are FN.TX17 .RTRVRS.HS.TSCRIPT.
Password	Positions 7 - 14 8 characters	Institution's unique password for FASTER processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>POSTEDI</u> Edit and post EDI (SPEEDE/ExPRESS) format requests/responses.
Process Qualifier	Positions 23 - 26	<u>See SECTION 1</u>

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SECTION 12 – Retrieve K - 12 ACT/SAT Scores (SACTSCRD):

This process retrieves ACT and SAT test scores available to the submitting school district on the test score Repository.

FNiXnnpasswordSACTSCRD *email address*
1...../.....2...../.....3...../.....4...../...../.....5... - >71

You should not send any files for this process.

The process will return 3 files to you:

- FN.iXnn.FTP.DA – a file that contains the ACT test scores for your institution.
- FN.iXnn.FTP.DP – a file that contains the SAT test scores for your institution.
- FN.iXnn.FTP.E02 – an audit/error report for this process.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution’s unique password for ACT/SAT processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>SACTSCRD</u> Retrieve K-12 ACT and SAT test score files.
	Positions 23 - 42	Blanks
Email Address	Positions 43 - 71 29 character email address	Notification that this process has completed will be sent to this email address.

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SECTION 13 – Retrieve Postsecondary ACT/SAT Scores (SACTSCRS):

This process retrieves ACT and SAT test scores available to the submitting institution on the test score Repository.

FNiXnnpasswordSACTSCRS *email address*
1...../.....2...../.....3...../.....4...../...../.....5... - >71

You should not send any files for this process.

The process will return 3 files to you:

- FN.iXnn.FTP.DA – a file that contains the ACT test scores for your institution.
- FN.iXnn.FTP.DP – a file that contains the SAT test scores for your institution.
- FN.iXnn.FTP.E02 – an audit/error report for this process.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution's unique password for ACT/SAT processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>SACTSCRS</u> Retrieve a file of responses for this institution; also produces DOE format printed transcripts based on the content of the responses. Files generated:
	Positions 23 - 42	Blanks
Email Address	Positions 43 - 71 29 character email address	Notification that this process has completed will be sent to this email address.

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SECTION 14 – Retrieve Requested ACT/SAT Scores (SACTREQS):

This process posts the requested students for the submitting institution onto the Dispatch File. The posted test scores can be subsequently downloaded using the SACTSCRS process.

Note: **This process is available only to postsecondary institutions.**

FNiXnnpasswordSACTREQS *email address*
 /1.... /2.... /3.... /4.... / /5.. - >71

This process requires that you also send a file containing the requests named as follows:

FN.iXnn.REQSTSIN.ONTOSYSTEM

Your process will not run until this file is received.

The process will return 1 file to you:

- FN.iXnn.REQ.ERRORS – an audit/error report for this process.

Institution Identifier	Positions 1 - 6 6 characters; FNiXnn	Where i=D (district), C=(college), T=Technical Center or U (university); nn=district number or assigned number.
Password	Positions 7 - 14 8 characters	Institution's unique password for ACT/SAT processes
Process Requested	Positions 15 - 22 8 character definition of the process being requested	<u>SACTREQS</u> Submit requests to have students loaded for this institution to the Dispatch File.
	Positions 23 - 42	Blanks
Email Address	Positions 43 - 71 29 character email address	Notification that this process has completed will be sent to this email address.