

**LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

***Taylor Opportunity Program for Students (TOPS)
Bulletin***

TOPS BULLETIN NUMBER:	T2018-1
DATE ISSUED:	February 14, 2018
EFFECTIVE DATE:	For 2018 graduates and thereafter
DISTRIBUTION:	High School Counselors, High School Principals, Parish Superintendents, College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Personnel
TOPICS:	ACT WorkKeys for TOPS Tech Award

Since the 2010-11 academic year, high school students have been able to qualify for the Taylor Opportunity Program for Students (TOPS) Technical award by achieving a qualifying score on the ACT WorkKeys test. Previously, the high school sent The ACT National Career Readiness Certificate to LOSFA as proof of the student's test score. Since this certificate does not indicate the student's test date, it delays the processing time. In an effort to streamline the process LOSFA will no longer allow submission of the certificate as acceptable documentation.

Effective with the 2018 high school graduates and thereafter, the **ACT WorkKeys Skill Report** or the **WorkKeys Test Results** (see attachment) form will now be required as documentation that the student achieved the required test score prior to the testing date deadline.

Students must achieve a passing score of Silver by the ACT April testing date. Students who achieve the passing score with a June testing date will receive a one-semester penalty.

For additional information, please email the Scholarship Grant Division at sgie@la.gov.

WorkKeys Test Results

School Name
School Address
City, State

Student Name (First Name, Last Name)	DOB	Test Title	Test Date	Score Level	WorkKeys Certificate

I certify the above information is correct and that I will retain a copy of the student's WorkKeys scores at the high school for at least five years after the student graduates from high school.

Signature
Title

Date