

TTEF Online System Training

Module Six: Alumni Reporting Forms

Learning Focus: Completing the Alumni form

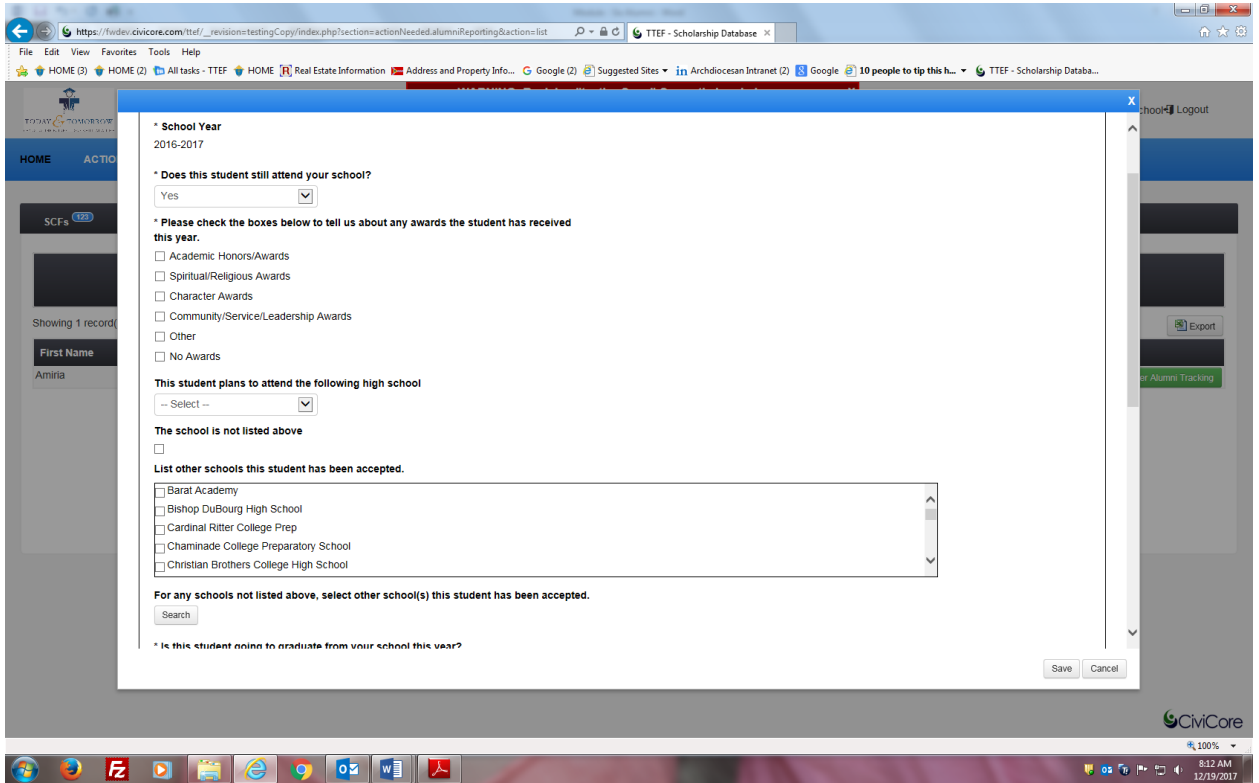
Part One: Accessing the Form

1. After logging in to your school's account, you will access your list of alumni forms to be completed by clicking the **Action Needed** section. Open the **Alumni Reporting** tab to view your list of alumni. An Alumni is any student who graduated in 8th grade or 12th grade from our programs and is currently in your school.
2. To complete an Alumni form for a student, click on the "Enter Alumni Tracking" green button next to his or her name. The Alumni Tracking form will open. The school year will be for the current school year.

The screenshot shows a web browser window displaying the TTEF Scholarship Database. A modal window titled "Alumni Tracking" is open, showing a form for a student named Conner, Amiria, for the school year 2016-2017. The form includes a dropdown menu for "Does this student still attend your school?" set to "No", a text field for "If known, please enter the name of the school.", and a large text area for additional information. Below this is the "Additional Contact Information" section with fields for Alumni Email, Alumni Phone Number, Family Email Address 1, Family Email Address 2, Additional Phone Number 1, and Additional Phone Number 2. The form has "Save" and "Cancel" buttons at the bottom right. The browser's address bar shows the URL: https://fvdev.civicores.com/ttef/_revisions/testingCopy/index.php?sections=actionNeeded&alumniReporting&actions=list. A warning message at the top of the page reads: "WARNING: Revision 'testingCopy' Currently Loaded". The browser's taskbar at the bottom shows various application icons and the system clock indicating 8:10 AM on 12/19/2017.

Part Two: Answering the questions

3. Please answer all questions. Depending on your answers additional questions may drop down.



4. Questions and responses we are looking for are:
Does your student attend this school?

Please enter any awards the student may have received.

Please select the school where the student will attend high school. **If the student is not attending a Catholic high school, click the box "The school is not listed above". A search box will drop down with all the public and other private schools listed. Please search for the correct school and click that school.**

For elementary schools completing the forms, we are also asking for any school the student may have been accepted to, even if not attending. Again, select either Catholic school or other school if not listed above.

*For High Schools completing the forms, we are asking GPA, SAT and ACT **only for Beyond Sunday and SOAR! alumni**. A student's alumni program is listed at the top of the alumni reporting form. If you are **not** reporting a student's GPA, SAT or ACT, please enter zeros in the fields.*

We are also asking what are the student's post-secondary plans and where do they plan to attend. Please use the search for the college or university they plan to attend.

Please tell us if the student will graduate from your school.

Please add any personal remarks about the student. There is a box to write your comments.

If you have any additional contact information for the student, different from their parents please enter in the appropriate boxes.

5. *Save the form. That completes the alumni reporting form. TTEF will ask this every year in March to be completed by the end of June.*

TTEF follows students through their educational journey. This information is used statistically and no names are associated with the numbers.