

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. If completing the form over the Summer, we are asking for the year that just completed.**

The screenshot shows a web browser window displaying the TTEF Scholarship Database. A red warning banner at the top reads "WARNING: Revision 'testingCopy' Currently Loaded". The main content area is titled "Alumni Tracking" and contains the following fields:

- * Student:** Conner, Amiria
- * School Year:** 2016-2017
- * Does this student still attend your school?:** A dropdown menu with "No" selected.
- If known, please enter the name of the school:** An empty text input field.
- You may use the box below to share any additional information about this student. We want to celebrate the success of every scholar!** A large empty text area.
- Additional Contact Information:** A section with two columns of input fields:
 - Alumni Email
 - Alumni Phone Number
 - Family Email Address 1
 - Family Email Address 2
 - Additional Phone Number 1
 - Additional Phone Number 2

At the bottom right of the form are "Save" and "Cancel" buttons. The browser's taskbar at the bottom shows the time as 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.

The screenshot shows a web browser window with the URL https://wdev.civicores.com/ttef/_revisions/testingCopy/index.php?sections=actionNeeded%2FalumniReporting&action=list. The page title is "TTEF - Scholarship Database". The form is for a student named "Amira". The form fields are as follows:

- * School Year**: 2016-2017
- * Does this student still attend your school?**: Yes (dropdown menu)
- * Please check the boxes below to tell us about any awards the student has received this year.**
 - Academic Honors/Awards
 - Spiritual/Religious Awards
 - Character Awards
 - Community/Service/Leadership Awards
 - Other
 - No Awards
- This student plans to attend the following high school**: -- Select -- (dropdown menu)
- The school is not listed above**:
- List other schools this student has been accepted.**
 - Barat Academy
 - Bishop DuBourg High School
 - Cardinal Ritter College Prep
 - Chaminade College Preparatory School
 - Christian Brothers College High School
- For any schools not listed above, select other school(s) this student has been accepted.**
 - Search (text input)
- * Is this student going to graduate from your school this year?**

Buttons: Save, Cancel

4. Questions and responses we are looking for are:

Does your student attend this school? The year is the current school year. If enrolled and graduating or graduated in May, the answer would be yes as we are asking about the most recent school year.

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.

Alumni Tracking

* Student
Lee, Corbin

* School Year
2016-2017

* Does this student still attend your school?
-- Select --

* What is this student's cumulative GPA?
[]

* This GPA is on a scale with a high of
[]

* This student has taken the SAT.
 Yes No

* This student has taken the ACT.
 Yes No

* Which of the options below best describes this students' post secondary plans?
-- Select --

Please select all college or universities of acceptance for this student.
Search []

* Is this student going to graduate from your school this year?
-- Select --

You may use the box below to share any additional information about this student. We want to celebrate the success of every scholar!
[]

Save Cancel

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.