Learning Focus: Viewing School Payments

1. After logging in to your school’s account, you will access your school’s list of students paid and to be paid by clicking on the My School tab and then on the Scholarships tab.
2. After each SVR has been completed by both the school and the parent, TTEF Staff will add each student to your Scholarships tab as a student that is scheduled to be on your payment. After payment occurs, you will see a date next to each student under Date Paid. This list can be filtered to the School Year or Semester. This list can also be exported to Excel. This page is simply for viewing your school’s payments. No action is required on this page for your school to receive payment.

   a. Please note you need to filter for the current School Year and Semester is set to Show All, which means the full year will be displayed. All payments before Spring 2015-2016 will display 01/06/2016 as Date Paid. You may refer to the Semester and School Year for when this payment was received.

   b. If a student is displayed with more than one payment record per semester, this is due to an adjustment based on school enrollment. The adjustment may be a positive or negative dollar amount. A student may also have more than one payment if they have a supplemental program.

   c. You may search this page for a student record by typing the student’s last name or first name into the boxes.