Learning Focus: Completing the SCF

Part One: Accessing My School’s List of SCFs

1. After logging in to your school’s account, you will access your list of SCFs by clicking the **Action Needed** tab. This screen does not include all awards that a student may have received. To see all possible awards for a student please see the All School Apps tab under My School. All students who have been preliminarily awarded appear on this page. Once a student has been awarded and the family’s financials have been verified by the TTEF staff, an orange SCF button will appear. You may also exit a student from this page.

![TTEF Scholarship Database](image)

**NOTE:** If you do not wish to complete an SCF for a student on your list because they will not be attending your school, you may exit the student from the SCF page by clicking the green **Exit** button. Completing an Exit/Transfer form will be covered in detail in Module Five.
2. To complete an SCF for a student, click on the orange SCF button next to his or her name. The SCF will open up on the same screen. Parent/guardian information will appear for you to view but not to edit. Every school must complete the SCF for each student by making certain the grade is correct, entering the full year tuition amount for this student (do not subtract any scholarships or financial aid they have had or may receive), the financial aid amount the student will receive from your school, and the late start date for this student, if applicable. All Yes/No questions are required and a text box is available for providing explanations to any “no” answers or additional information you need to provide to TTEF for this student. Be sure to click the Submit button to finish the SCF for this student. Once the SCF is complete and the scholarship has been processed, students will move to the SVR page, which will be covered in detail in Module Three.

NOTE: If you do not wish to complete an SCF for a student on your list because they will not be attending your school, you may exit the student from the SCF page by clicking the green Exit button. Completing an Exit/Transfer form will be covered in detail in Module Five.