TTEF Online System Training
Module Five: Exits & Transfers

*Learning Focus: Submitting an Exit Form & Viewing Exits/Transfers*

Part One: Submitting an Exit Form

1. To submit an Exit Form, first log in to your school's account and click on the **ACTION NEEDED** tab. There is only one form for any student exiting your school, regardless of whether they will be attending another school on a TTEF scholarship.

   a. If you have not yet completed an SCF for a student for the upcoming school year, you will exit the student from the **SCR** page in the **ACTION NEEDED** area of the site.

   b. If you have already completed an SCF for a student, you will exit the student from the **SVR** page in the **ACTION NEEDED** area of the site, when the SVR opens. Please call the office as soon as you know the student is not attending.

   c. If you need to exit a student and to not see an **Exit** button next to their name on the **SCF** or **SVR** page, please call TTEF Staff at 314-792-7777 and we will assist you.

2. Once you have clicked on the **Exit** button for a student, you will receive a warning screen that you must click **Confirm** to confirm you actually want to exit the student from your school.
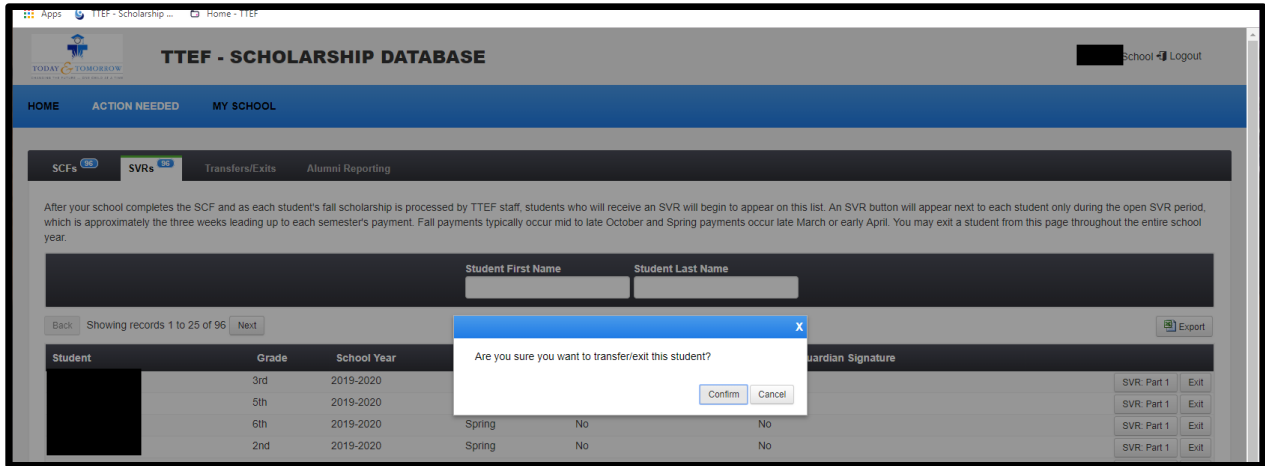
3. Once you confirm you would like to exit the student from your school, the Exit Form will open on the same page. If you reply Yes that a student has attended at least one day in your school during the current school year, boxes will appear for you to enter the start date and exit date for the student. Please check the box next to any reasons for leaving that apply to this student and answer the remaining questions. Be sure to click **Save** to submit your Exit Form to TTEF.
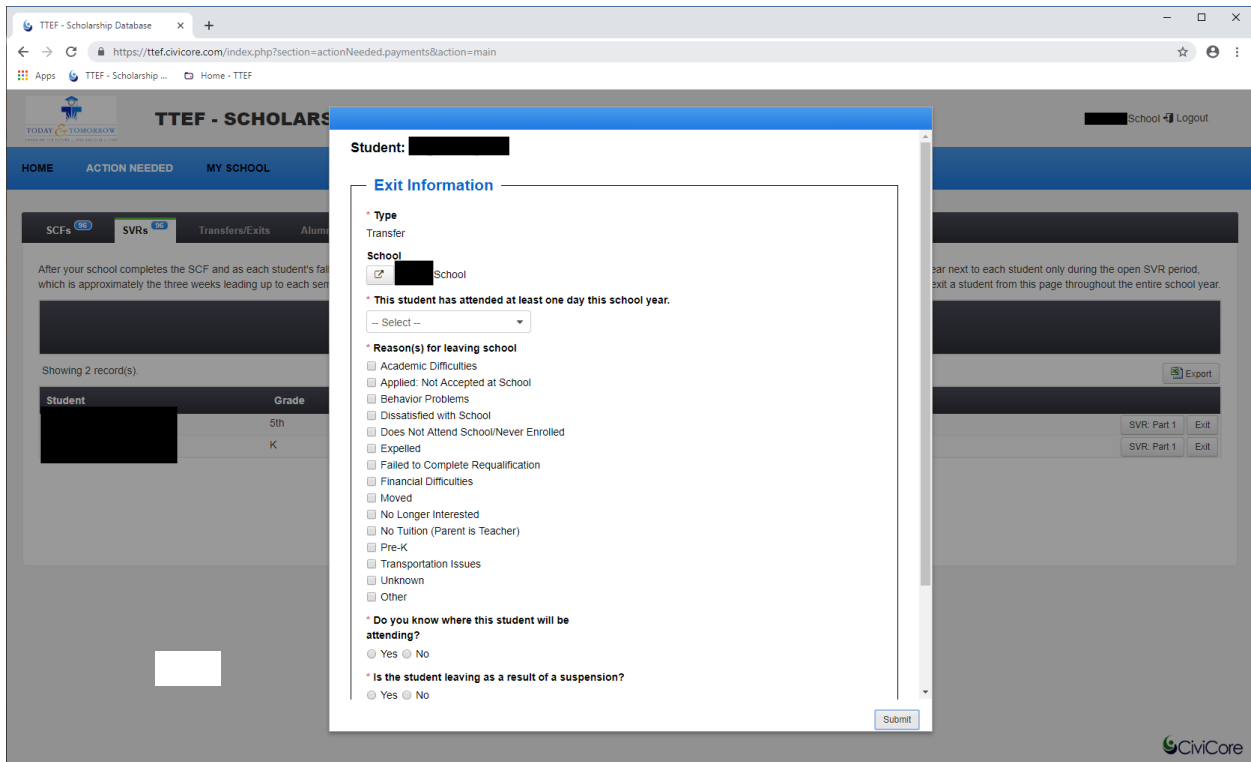
Part Two: Viewing Exits/Transfers

1. Once you click **Save** on the Exit Form for a student, his or her name will move to the **Transfers/Exits** page in the **ACTION NEEDED** area of the site. Any student who was exited from the **SVR** page will appear under SVR on this page while TTEF staff fully processes the exit, including making adjustments and transferring the student to a new school on scholarship, if applicable. Any student who is exited from the **SCF** page will appear under SCF during this same time.

    a. Once TTEF has fully processed a student's Exit Form, the student's name will only show under All/Transfers/Exits.