

# TTEF Online System Training

## Module Three: Scholarship Verification Report (SVR)

### Learning Focus: Completing Your School's Scholarship Verification Reports (SVRs)

- After logging in to your school's account, you will access your school's SVRs by clicking on the **Action Needed** tab and then on the **SVR** tab. After your school completes the SCF and as each student's fall scholarship is processed by TTEF staff, students who will receive an SVR will begin to appear on the list. An SVR button will appear next to each student only during the open SVR period, which is approximately the three weeks leading up to each semester's payment. Fall payments typically occur mid to late October and Spring payments occur late March or early April. If a student is not attending your school, please click the exit. Completing an Exit/Transfer form will be covered in detail in Module Five.

The screenshot shows the 'TTEF - SCHOLARSHIP DATABASE' interface. At the top, there are navigation tabs for 'HOME', 'ACTION NEEDED', and 'MY SCHOOL'. Below these, there are sub-tabs for 'SCFs', 'SVRs', 'Transfers/Exits', and 'Alumni Reporting'. The 'SVRs' tab is active. A message explains that after the SCF is completed, students who will receive an SVR will appear on this list. Below the message is a search bar with 'Student First Name' and 'Student Last Name' fields. A table lists students with columns: Student, Grade, School Year, Semester, School Signature, and Parent/Guardian Signature. The table contains four rows of data. To the right of each row are two buttons: 'SVR: Part 1' and 'Exit'. The 'Showing records 1 to 25 of 96' text is visible below the search bar.

Student	Grade	School Year	Semester	School Signature	Parent/Guardian Signature	SVR: Part 1	Exit
[Redacted]	3rd	2019-2020	Spring	No	No	SVR: Part 1	Exit
[Redacted]	5th	2019-2020	Spring	No	No	SVR: Part 1	Exit
[Redacted]	6th	2019-2020	Spring	No	No	SVR: Part 1	Exit
[Redacted]	2nd	2019-2020	Spring	No	No	SVR: Part 1	Exit

- To complete the school's SVR for each student, click on the **SVR: Part 1** button next to each student's name. On the form for each student, please answer both Yes/No questions and use the available text box to provide explanations to any "no" answers or additional information you need to provide to TTEF for this student. Be sure to click **Save** to submit the SVR to TTEF for each student. The **SVR: Part 1** button will no longer be displayed for any student whose SVR you have completed. Schools are not able to complete the Parent Signature SVR through the School Log In. This is only available through the TTEF Staff Log In or each family's Log In.

The screenshot shows the 'Scholarship Verification Report: Part 1' form. The form has a title bar and a close button. It contains two questions:
 

- Does this student have a 90% attendance rate or better?** with radio buttons for Yes and No.
- Is the family current on their portion of tuition payments?** with radio buttons for Yes and No.

 Below the questions is a text box with the instruction: "If you answered no to any of the above statements, please use the box below to explain." At the bottom of the form are 'Submit' and 'Cancel' buttons. The background shows the same student list as the previous screenshot, with the 'SVR: Part 1' button highlighted for one student.