

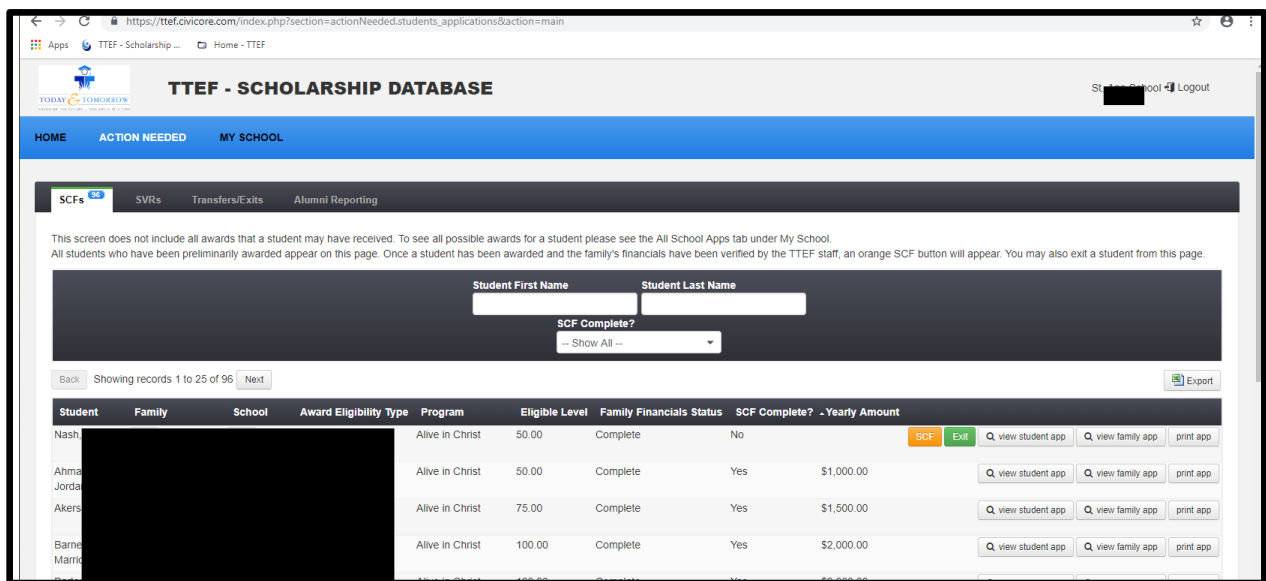
TTEF Online System Training

Module Two: School Commitment Forms

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.



The screenshot shows the TTEF - SCHOLARSHIP DATABASE interface. The top navigation bar includes 'HOME', 'ACTION NEEDED', and 'MY SCHOOL'. Below this, there are tabs for 'SCFs', 'SVRs', 'Transfers/Exits', and 'Alumni Reporting'. The main content area displays a search form with fields for 'Student First Name' and 'Student Last Name', and a dropdown for 'SCF Complete?'. Below the search form is a table with the following columns: Student, Family, School, Award Eligibility Type, Program, Eligible Level, Family Financials Status, SCF Complete?, and Yearly Amount. The table contains four rows of student data, each with an orange 'SCF' button and a green 'Exit' button. The 'Yearly Amount' column shows values of \$0.00, \$1,000.00, \$1,500.00, and \$2,000.00.

Student	Family	School	Award Eligibility Type	Program	Eligible Level	Family Financials Status	SCF Complete?	Yearly Amount
Nash			Alive in Christ	50.00	Complete	No	SCF	
Ahmad			Alive in Christ	50.00	Complete	Yes		\$1,000.00
Jordan			Alive in Christ	75.00	Complete	Yes		\$1,500.00
Akers			Alive in Christ	100.00	Complete	Yes		\$2,000.00

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.

- 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.

The screenshot shows a web browser window with the URL https://ttef.civicon.com/index.php?section=actionNeeded.students_applications&action=main. The page displays a form titled "SCF" with the following fields and options:

- School:** A dropdown menu with "St. Ann School" selected.
- Program:** "Alive in Christ".
- Grade:** A dropdown menu with "4th" selected.
- Tuition Amount:** A text input field with a dollar sign prefix.
- Financial Aid Amount from your school:** A text input field with a dollar sign prefix.
- Late Start Date:** A text input field with a calendar icon. A note below it says: "Please enter a start date for this student only if the student began attending your school after the first day of school."
- Registration Status:** A checkbox labeled "This student has completed registration and has been accepted for enrollment." Below it is a red note: "NOTE: If the answer is no, please do not check the box below. SCFs should only be completed for a student who has registered and has been accepted for enrollment. If you know with certainty that a student with an SCF will not be attending your school, please close this form and complete an Exit Form."
- Registered Parishioner:** Radio buttons for "Yes" and "No".
- Personal Information Valid:** Radio buttons for "Yes" and "No".
- Tuition Current:** Radio buttons for "Yes" and "No".
- Reporting Promises:** Three checkboxes for reporting on tuition payment status, student leaving, and reporting attendance/success/alumni data.
- Additional Information:** A text area labeled "You may use the box below to provide any additional information."

At the bottom of the form, there is a "Close" button. The background shows a sidebar with "SCFs" and "Student" buttons, and a table with student information.

*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.*