

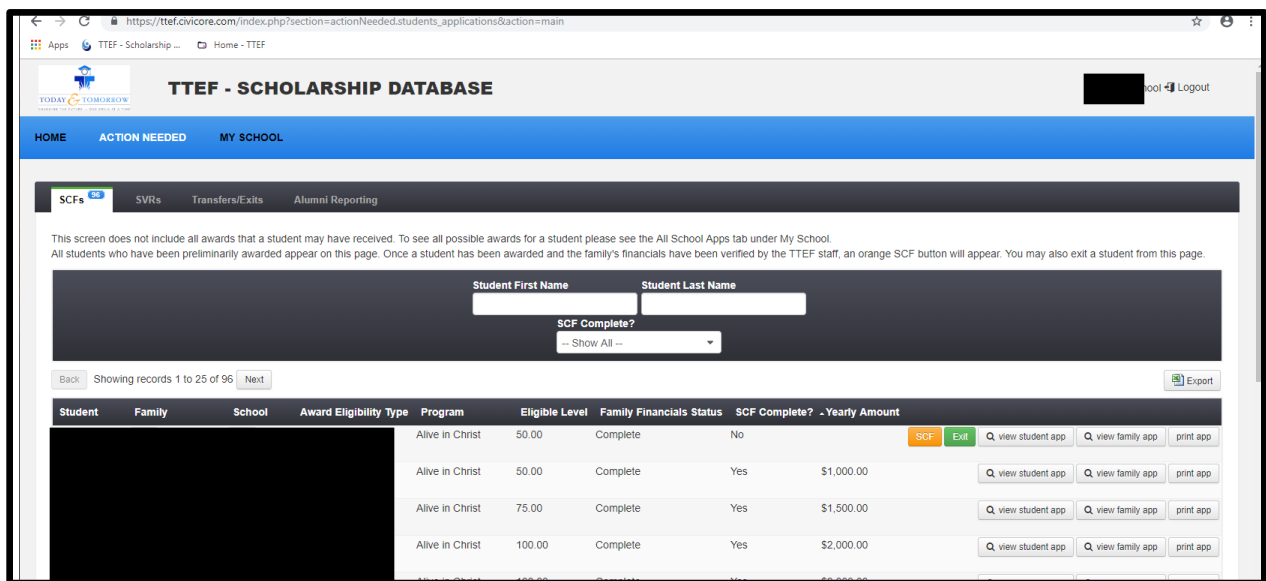
TTEF Online System Training

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'. The 'ACTION NEEDED' tab is selected, and the 'SCFs' sub-tab is active. Below the navigation, there are search fields for 'Student First Name' and 'Student Last Name', and a dropdown for 'SCF Complete?'. A table displays a list of students with columns for Student, Family, School, Award Eligibility Type, Program, Eligible Level, Family Financials Status, SCF Complete?, and Yearly Amount. The table contains four rows of data, each with an orange 'SCF' button and a green 'Exit' button. The 'Yearly Amount' column shows values of 50.00, \$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
			Alive in Christ		50.00	Complete	No	
			Alive in Christ		50.00	Complete	Yes	\$1,000.00
			Alive in Christ		75.00	Complete	Yes	\$1,500.00
			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. **If the family has more than one child enrolled, please enter a per-student tuition amount (divide the family tuition by number of enrolled students.)** 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 Payment Verification page, which will be covered in detail in Module Three.

*** Required field**

SCF

*** School**
St. [redacted] pl

Program
Alive in Christ

*** Grade**
4th

*** Tuition Amount** \$ [input] *** Financial Aid Amount from your school** \$ [input]

Late Start Date Please enter a start date for this student only if the student began attending your school after the first day of school.
[input]

*** This student has completed registration and has been accepted for enrollment.**

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.

*** Is this person a registered parishioner?**
 Yes No

*** Is all the personal information valid & update to date?**
 Yes No

*** This family is current on tuition or fees at this school.**
 Yes No

*** I promise to report on this family's tuition payment status when asked.**
 *** I promise to report to you if this student leaves to attend another school.**
 *** I promise to report attendance, student success and alumni data for this student when asked.**

You may use the box below to provide any additional information.
[text area]

Close

Ieshia	School	Help for Today -	50.00	Complete	Yes	\$2,000.00	view student app	view family app	print app
HOST	St. Ann New								

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