

# TTEF Online System Training

## Module Five: Exits & Transfers

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

#### Part One: Submitting an Exit Form

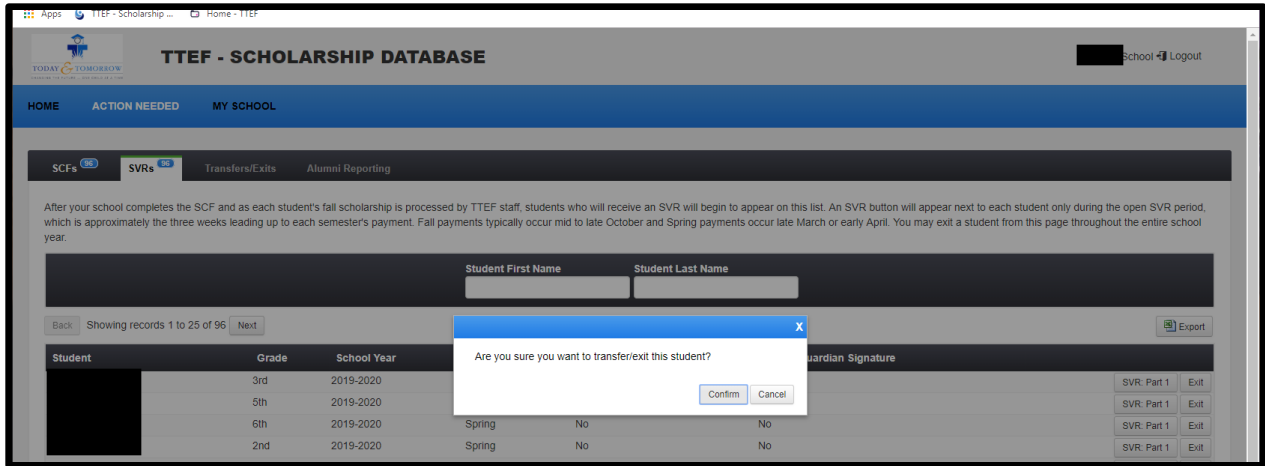
1. To submit an Exit Form, first log in to your school's account and click on the **ACTION NEEDED** tab. There is only one form for any student exiting your school, regardless of whether they will be attending another school on a TTEF scholarship.
  - a. If you have not yet completed an SCF for a student for the upcoming school year, you will exit the student from the **Payment Verification (PV)** 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 **Payment Verification** page in the **ACTION NEEDED** area of the site, when the PV opens. Please call the office as soon as you know the student is not attending.
  - c. If you need to exit a student and do not see an **Exit** button next to their name on the **SCF** or **PV** page, please call TTEF Staff at 314-792-7777 and we will assist you.

The screenshot shows the TTEF - SCHOLARSHIP DATABASE interface. At the top, there is a navigation bar with 'HOME', 'ACTION NEEDED', and 'MY SCHOOL'. Below this is a sub-menu with 'SCFs', 'Payment Verification', 'Transfers/Exits', and 'Alumni Reporting'. A message states: '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.'

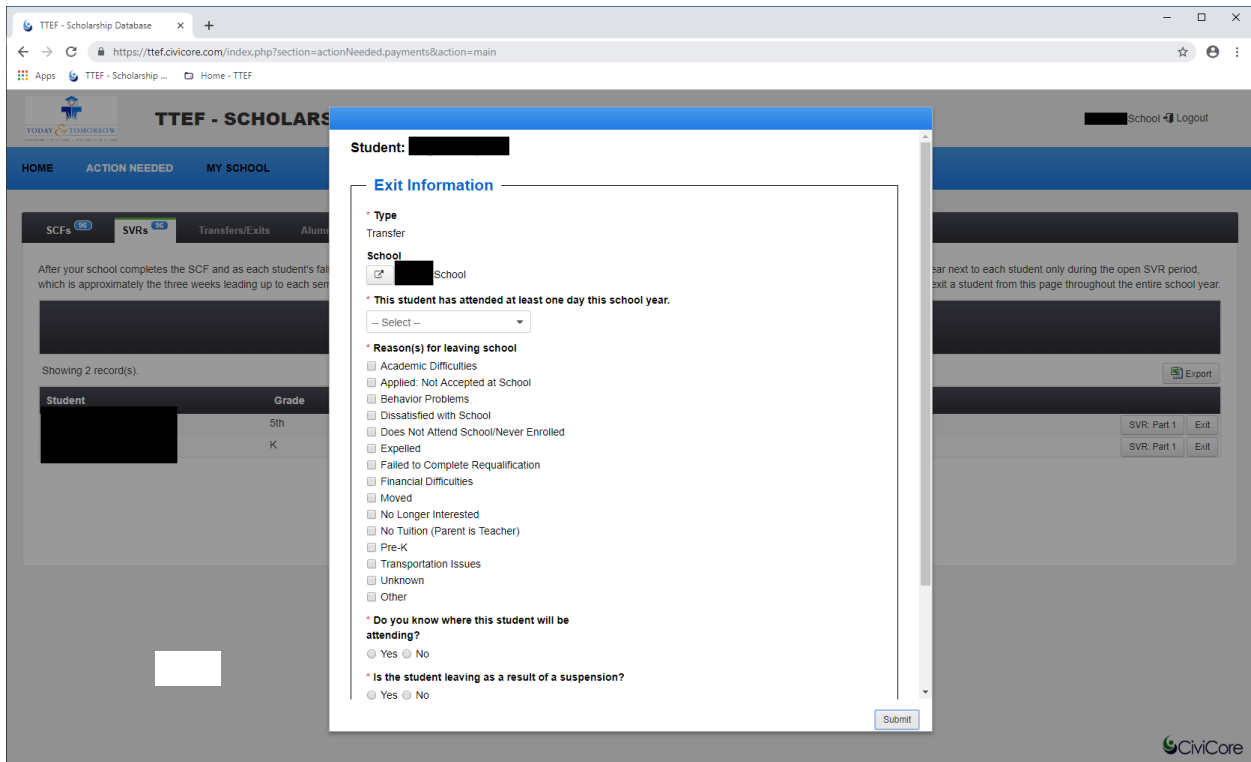
Search filters include 'Student First Name', 'Student Last Name', 'SCF Complete', and a 'Show All' dropdown menu. Below the filters is a pagination bar: 'Back Showing records 1 to 25 of 103 Next'.

Student	Family	School	Award Eligibility Type	Program
			Re-Qual	Alive in Christ
			New	Alive in Christ
			New	Revised Student Plan

- 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.



- 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 **Payment Verificaiton (PV)** page will appear under **PV** 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**.

**TTEF - SCHOLARSHIP DATABASE**

HOME ACTION NEEDED MY SCHOOL

SCFs SVRs **Transfers/Exits** Alumni Reporting

Once you push Save on the Exit Form for a student on the SCF or SVR page, his or her name will appear on this page. 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. Once TTEF has fully processed a student's Exit Form, the student's name will only show under All/Transfers/Exits.

### SVRs

Showing 1 record(s).

Student	Grade	School	School Year	Semester	Amount	Updated Date	Program
[REDACTED]	3rd	[REDACTED]	2019-2020	Spring	\$1,000.00	11/18/2019	Help for Today - Hope for Tomorrow

### SCFs

Student	Grade	School	School Year	Yearly Amount	Updated Date	Program
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### All Transfers/Exits

Showing 8 record(s).

Student	School	Updated Date
[REDACTED]	[REDACTED] School	06/03/2019
[REDACTED]	[REDACTED] School	06/03/2019
[REDACTED]	[REDACTED] School	08/16/2019
[REDACTED]	[REDACTED] School	06/03/2019
[REDACTED]	[REDACTED] School	10/23/2019
[REDACTED]	[REDACTED] School	06/04/2019

**TTEF - SCHOLARSHIP DATABASE**

HOME ACTION NEEDED MY SCHOOL

SCFs Payment Verification **Transfers/Exits** Alumni Reporting

### All Transfers/Exits

**THIS PAGE HAS BEEN UPDATED.**

Once you push Save on an Exit Form for a student on the SCF or SVR page, his or her name will appear on this page. This page is now organized by the application School Year. Please double check that you are looking in the correct school year to see when a student has been exited.

School Year: 2025-2026

Showing 11 record(s).

School Year	Student	School	Updated Date
2025-2026	Klein, Daria	[REDACTED] Sacred Heart School - Florissant	03/04/2025
2025-2026	Dyall, Owen	[REDACTED] Sacred Heart School - Florissant	04/11/2025
2025-2026	Isaacs, Emma	[REDACTED] Sacred Heart School - Florissant	04/29/2025
2025-2026	Flynn, Malenzie	[REDACTED] Sacred Heart School - Florissant	03/19/2025
2025-2026	Murray, Addison	[REDACTED] Sacred Heart School - Florissant	02/11/2025
2025-2026	Szwargulski, Aiden	[REDACTED] Sacred Heart School - Florissant	04/15/2025
2025-2026	Martinez, Genevieve	[REDACTED] Sacred Heart School - Florissant	03/12/2025
2025-2026	Kopp, Chase	[REDACTED] Sacred Heart School - Florissant	02/06/2025
2025-2026	Sullivan, Leo	[REDACTED] Sacred Heart School - Florissant	03/04/2025
2025-2026	Flynn, Derrick	[REDACTED] Sacred Heart School - Florissant	03/19/2025
2025-2026	Rehagen, Caroline	[REDACTED] Sacred Heart School - Florissant	03/03/2025

