

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.
 - c. If you need to exit a student and do 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.

WARNING: Revision "testData" Currently Loaded

Ascension School-Chesterfield Logout

HOME ACTION NEEDED MY SCHOOL

SCFs SVRs Transfers/Exits

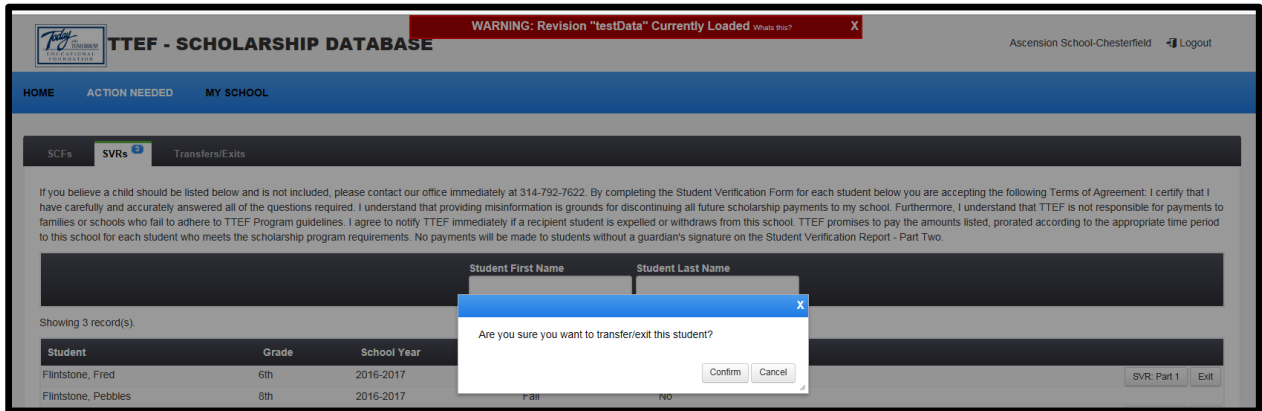
If you believe a child should be listed below and is not included, please contact our office immediately at 314-792-7622. By completing the Student Verification Form for each student below you are accepting the following Terms of Agreement. I certify that I have carefully and accurately answered all of the questions required. I understand that providing misinformation is grounds for discontinuing all future scholarship payments to my school. Furthermore, I understand that TTEF is not responsible for payments to families or schools who fail to adhere to TTEF Program guidelines. I agree to notify TTEF immediately if a recipient student is expelled or withdraws from this school. TTEF promises to pay the amounts listed, prorated according to the appropriate time period to this school for each student who meets the scholarship program requirements. No payments will be made to students without a guardian's signature on the Student Verification Report - Part Two.

Student First Name Student Last Name

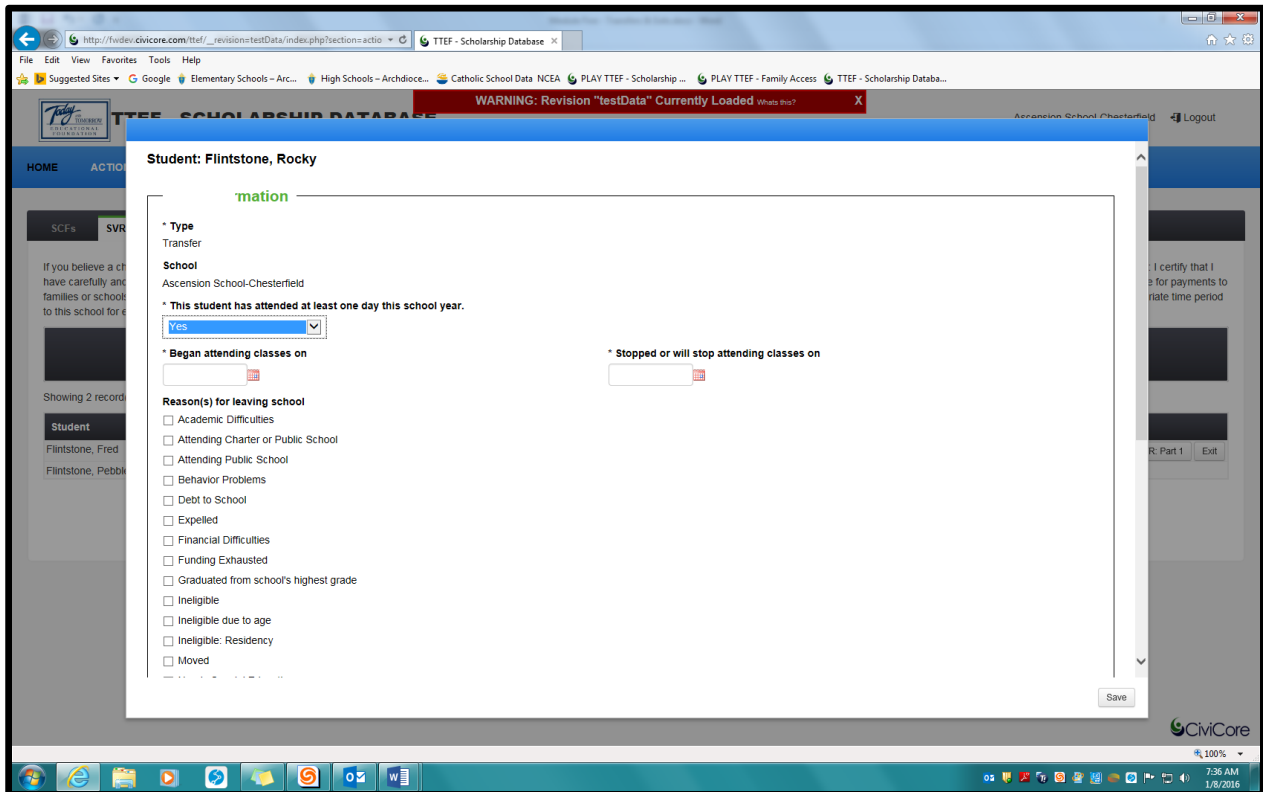
Showing 3 record(s).

Student	Grade	School Year	Semester	Parent/Guardian Signature	
Flintstone, Fred	6th	2016-2017	Fall	No	SVR: Part 1 Exit
Flintstone, Pebbles	8th	2016-2017	Fall	No	SVR: Part 1 Exit
Flintstone, Rocky	7th	2016-2017	Fall	No	SVR: Part 1 Exit

- 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.

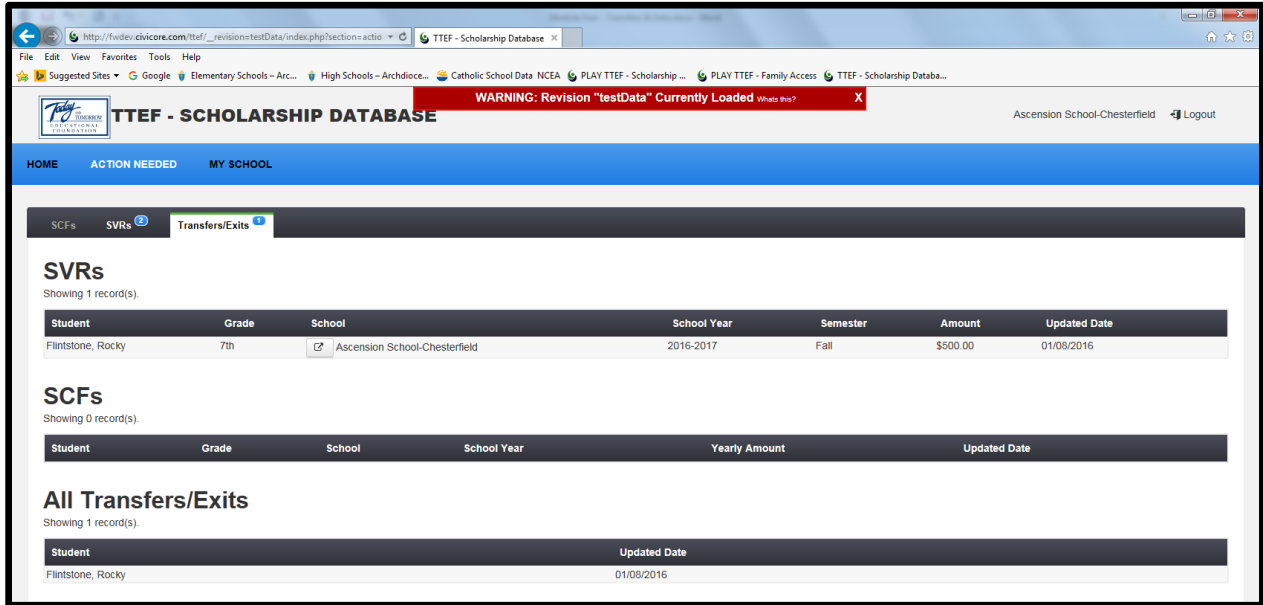


- Once you confirm you would like to exit the student from your school, the Exit Form will open on the same page. If you reply Yes that a student has attended at least one day in your school during the current school year, boxes will appear for you to enter the start date and exit date for the student. 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 push **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**.

