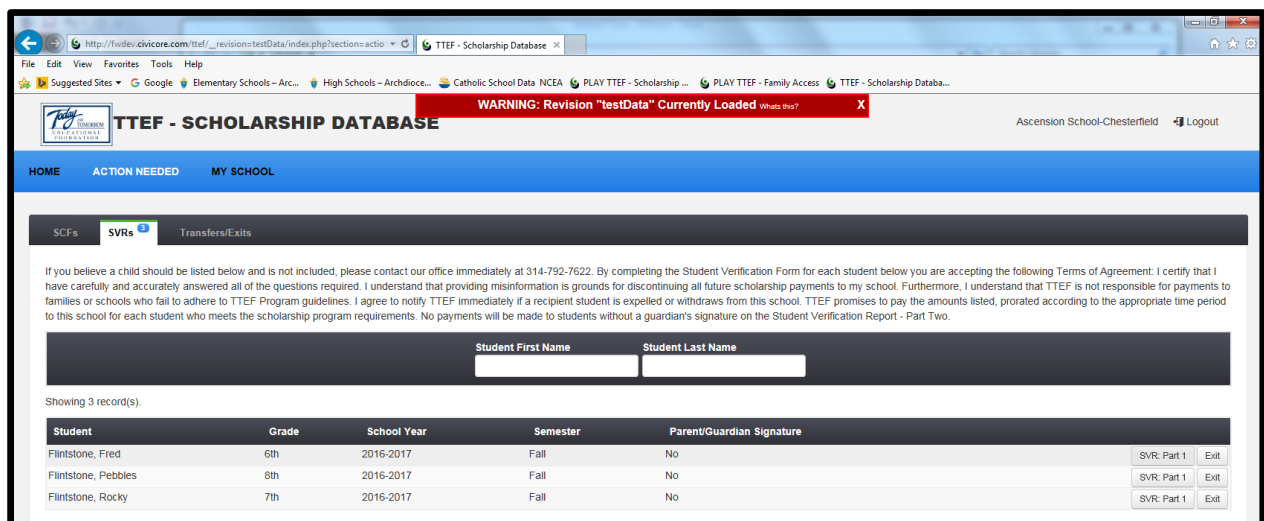


# TTEF Online System Training

## Module Three: Scholarship Verification Report

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

1. 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. You may exit a student from this page throughout the entire school year. Completing an Exit/Transfer form will be covered in detail in Module Five.



2. 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.

