

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. The top of this tab displays the TTEF Terms of Agreement. 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. This page displays information for the current application year only.

The screenshot shows the TTEF - SCHOLARSHIP DATABASE interface. At the top, there is a navigation bar with tabs for HOME, ACTION NEEDED, and MY SCHOOL. Below this, there is a search area with fields for Student First Name and Student Last Name, and a dropdown for SCF Complete? (set to -- Show All --). A table displays 12 records of students. The table has columns for Student, Family, School, School Year, Application Type, Program, Yearly Amount, Eligible Level, Fam. Fin. Complete?, and SCF Complete?. The SCF Complete? column contains buttons: 'SCF' (orange) and 'Exit' (green). The first two rows have 'Yes' in the SCF Complete? column, and the third row has 'No'.

Student	Family	School	School Year	Application Type	Program	Yearly Amount	Eligible Level	Fam. Fin. Complete?	SCF Complete?
Corus, Alendra	Corus, Alucius	St. Joan of Arc School	2016-2017	Re-Qual	Alive in Christ	\$1,000.00	0.50	Yes	Yes
Corus, Rhystan	Corus, Alucius	St. Joan of Arc School	2016-2017	Re-Qual	Alive in Christ	\$1,000.00	0.50	Yes	Yes
Karse, Kantor	Karse, Alberich	St. Joan of Arc School	2016-2017	Re-Qual	Help for Today - Hope for Tomorrow		0.50	Yes	No

2. 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 push 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.
 - a. 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.

http://fwdev.civicores.com/ttef/_revision=testData/index.php?section=actio... TTEF - Scholarship Database

WARNING: Revision "testData" Currently Loaded

Ascension School-Chesterfield

HOME ACTIO

SCFs SV

By completing the... of this student. V... the scholarship o... consultation with... the terms outline...

Showing 3 record...

Student
Flintstone, Fred
Flintstone, Pebbles
Flintstone, Rocky

Ascension School-Chesterfield

the education... agree to report to... ndation may, in... t and agree to

Export
view family app
view family app
view family app

CiviCore
100%
2:31 PM
1/7/2016

* School
Ascension School-Chesterfield

* Grade
6th

* Tuition Amount
\$

* Financial Aid Amount from your school
\$

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.*

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

* This student has completed registration and has been accepted for enrollment.
 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.
 Yes No

* I promise to report to the scholarship program this student's attendance.
 Yes No

* I promise to report to you if this student leaves to attend another school.
 Yes No

If you answered no to any of the above statements, please use the box below to explain.

Close