



School Support Session

January 2017

Goals

- ▶ How Schools Can Help Families
- ▶ Changes to Application
- ▶ Helpful Information for Schools - Viewing Applications, Awards, Not Awarded Reasons

Scholarship Process Review

- ▶ Application Cycle
 - ▶ Aligned with Catholic Schools Week
- ▶ School Commitment Forms (SCF)
 - ▶ Rolling period ending June 30th, 2017
- ▶ Student Verification Report (SVR)
 - ▶ Fall & Spring
 - ▶ Finite period of time
- ▶ Exit Forms
 - ▶ Rolling, as-needed

What is required of families?

- ▶ What is required of my families?
 - ▶ All families are encouraged to apply as soon as possible - **February 28th deadline!**
 - ▶ New Families
 - ▶ Consideration for Beyond Sunday, SOAR!, Catholic Families Tuition Assistance, Parish Employees Endowment Fund
 - ▶ Alive! In Christ is first-come, first-served
 - ▶ Re-applying families
 - ▶ Re-applying vs. Re-qualifying
 - ▶ Deadline for above programs apply to all families
 - ▶ **Alive! In Christ recipients may re-apply through May 1st but family will not be considered for other programs after February 28th**

What is required of families?

- ▶ What is required of my families?
 - ▶ Complete Application
 - ▶ Full online application
 - ▶ Essay and references (if applicable)
 - ▶ All required documentation
 - ▶ Financial Documents
 - ▶ Proof of Residency (Residents in the City of St. Louis only)

How will the process work?

- ▶ How does the process work and how will parents be notified?
 - ▶ Processing financial documents and applications as received
 - ▶ Weekly parent reminders in February
 - ▶ Incomplete application (required documentation, essay & references - if applicable)
 - ▶ Not yet re-applied
 - ▶ Award Status Letters
 - ▶ First or second week of April
 - ▶ All Complete applications
 - ▶ Not-Awarded Reason

Partnership to Support Families

- ▶ How can we ensure families understand the process?
 - ▶ TTEF Family Communications
 - ▶ Letter to home the first week of January 2017
 - ▶ Copy of this letter in email (English & Spanish)
 - ▶ Edited Version emailed to non-awarded families who applied for 16-17
 - ▶ Reminder email on January 26th, 2017
 - ▶ Parent Support Nights
 - ▶ February 2, 2017: Our Lady of Guadalupe, 1115 South Florissant Road, 63121
 - ▶ February 6, 2017: St. Rose Philippine Duchesne, 3500 St. Catherine Street, 63033
 - ▶ February 7, 2017: Our Lady of Lourdes - Washington MO, 950 Madison Avenue, 63090
 - ▶ February 9, 2017: St. Cletus, 2721 Zumbahl Road, 63301
 - ▶ February 15, 2017: St. Margaret of Scotland, 3964 Castleman Avenue, 63110

Partnership to Support Families

- ▶ Schools can ensure...
 - ▶ Parents know about deadlines and application requirements
 - ▶ Parents know about available support sessions
 - ▶ SCFs and exit forms are submitted regularly
 - ▶ Staff enlisted to support the process knows how to apply
 - ▶ Staff enlisted to support the process knows how to view awards, not awarded reasons, and application status

Partnership to Support Families

- ▶ How else can my school help?
 - ▶ Hang fliers in a visible location
 - ▶ Include messaging in regularly-scheduled communications with parents
 - ▶ Newsletters, emails, weekly folders, SchoolReach calls
 - ▶ Direct outreach to families with incomplete or not-yet submitted applications
 - ▶ Host parent support night

Changes for Families

► Layout of Page

The screenshot displays the 'TTEF - FAMILY ACCESS' website interface. At the top left is the logo with the text 'TODAY & TOMORROW' and 'ARCHSTL'. To the right of the logo is the title 'TTEF - FAMILY ACCESS'. A red warning banner at the top right reads 'WARNING: Revision "schoolTrainingDatabase" Currently Loaded' with links for 'Whats this?' and 'X'. On the far right, there are links for 'Doll' and 'Logout'. Below the header is a blue navigation bar with the following items: 'HOME', 'APPLICATION', 'STUDENTS', and 'PARENT SIGNATURE PAGE (SVR)'. The main content area is titled 'Instructions' and contains a progress bar with five steps: 'Instructions', 'Step 1: Family Information', 'Step 2: Student Information', 'Step 3: Financials', 'Step 4: Verification', and 'Step 5: Print Form'. The 'Instructions' step is currently active. The text below the progress bar reads: 'We are pleased to offer scholarships for the 2017-2018 academic year! Scholarships are available to all those who continue to meet our eligibility requirements. Your application to renew your child(ren)'s scholarship will be considered after you review and complete the steps listed below: Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification, Step 5: Print Form (to submit required documents if you are not able to upload)'. A final paragraph states: 'You will only be eligible for a scholarship when all steps are completed. When you open a section of the application and click Save, any information you have saved is updated for your family. You may answer all questions in Steps 1-4 and return to upload your documents at a later time or print your form (Step 5) to submit your documents by mail, email, or fax. Please email us at ttef@archstl.org or call 314-792-7777 for support.' At the bottom of the instructions section is a green button labeled 'Begin Application'.

Important Notes for Schools

▶ Viewing Awards - ACTION NEEDED

WARNING: Revision "testData" Currently Loaded

St. Joan of Arc School Logout

HOME ACTION NEEDED MY SCHOOL

SCFs SVRs Transfers/Exits

By completing the School Commitment Form for each student below you are accepting the following Terms of Agreement: Our school has accepted this student for enrollment. We wish to participate with the scholarship program in assisting in the education of this student. We acknowledge that the scholarship fund's continued payment is strictly contingent upon the family meeting and maintaining conditions of eligibility and upon the family remaining current on all fees and tuition payments. We agree to report to the scholarship office any conditions that would disqualify the family from the program and inform you of any conditions that would change the amount of award given to the family. We understand that the Today and Tomorrow Educational Foundation may, in consultation with a participating school, annually review the status and progress of participating students for the purpose of verifying and monitoring their continued eligibility for participation. Finally, we certify the above information to be correct and agree to the terms outlined.

Student First Name Student Last Name
 SCF Complete?
 -- Show All --

Showing 12 record(s) Export

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	view student app	view family app
Corus, Rhystan	Corus, Alucius	St. Joan of Arc School	2016-2017	Re-Qual	Alive in Christ	\$1,000.00	0.50	Yes	Yes	view student app	view family app
Karse, Kantor	Karse, Alberich	St. Joan of Arc School	2016-2017	Re-Qual	Help for Today - Hope for Tomorrow		0.50	Yes	No	SCF	Exit view student app view family app
Karse, Karl	Karse, Alberich	St. Joan of Arc School	2016-2017	New	Catholic Families Tuition Assistance	\$0.00	1.00	Yes	Yes	Exit	view student app view family app
Karse, Skif	Karse, Alberich	St. Joan of Arc School	2016-2017	Re-Qual	Help for Today - Hope for Tomorrow		0.50	Yes	No	SCF	Exit view student app view family app
Man, Louis	Man, Super	St. Joan of Arc School	2016-2017	New	Alive in Christ	\$1,000.00	0.50	Yes	Yes	view student app	view family app
Stark, Arya	Stark, Eddard	St. Joan of Arc School	2016-2017	Re-Qual	Help for Today - Hope for Tomorrow		0.50	Yes	No	SCF	Exit view student app view family app

Important Notes for Schools

- ▶ Viewing Families Who Have Not Re-Applied - ACTION NEEDED

The screenshot shows a web application interface with a red warning banner at the top: "WARNING: Revision 'schoolTrainingDatabase' Currently Loaded". Below the banner is a table of student records. The table has columns for "Student First Name" and "Student Last Name". Below the table is a navigation bar with "Back" and "Next" buttons, and an "Export" button. Below the navigation bar is a table with columns for "First Name", "Last Name", and "Family Financials entered for application year?".

Student First Name	Student Last Name
[REDACTED]	[REDACTED]

Showing records 1 to 25 of 57

First Name	Last Name	Family Financials entered for application year?
[REDACTED]	[REDACTED]	No

Important Notes for Schools

- ▶ Viewing Application Status - MY SCHOOL

TTEF - SCHOLARSHIP DATABASE

WARNING: Revision "schoolTrainingDatabase" Currently Loaded [What's this?](#) X

St. Joan of Arc School [Logout](#)

HOME ACTION NEEDED MY SCHOOL

St. Joan of Arc School

Basic Info Tuition Schedules Contacts **All School Apps** Scholarships

This page contains a record for any student who has indicated your school on their TTEF online Scholarship Application, including students who may not currently be attending your school. Students with an estimated award listed have been awarded by TTEF and those without an amount have not. This estimated amount does not reflect any adjustments that were or will be made to your school's payment(s) based on school prorating due to school enrollment.

School Year: 2017-2018

Student First Name Student Last Name Family Search

Back Showing records 1 to 25 of 29 Next Export

Student	Family	Grade	School Year	Program	Application Type	Est Amount	Family Financials Status	Transfer/Exit?	
White, Apple	White, Snow	K	2017-2018		New		Pending TTEF Review	No	view student app view family app print app

Important Notes for Schools

- ▶ Viewing Application Status - MY SCHOOL
 - ▶ Viewing Family Financials

The screenshot shows a web application interface for a scholarship database. At the top, a red warning banner reads "WARNING: Revision 'schoolTrainingDatabase' Currently Loaded". The main content area is titled "Family: Caesar, Julius" and includes a sub-section "Family Qualification Information" with a note about residency and religious affiliation. Below this is "Household Financial Information" with a table of household data. The final section is "Adjusted Gross Income" with fields for tax filing status, income amount, and documentation status. A "Close" button is located at the bottom right of the form area.

Family: Caesar, Julius Updated 01/10/2017 by Lauren Young

Family Qualification Information

Some scholarships are reserved for residents of St. Louis City and/or for Catholic families. The information you submit in the questions in this section will help determine your eligibility for different scholarship programs.

Resident in the City of St. Louis?
No

Religious Affiliation
Catholic

Home Parish **Are you a registered Parishioner there?**
St. Joan of Arc (St. Louis) Yes

Household Financial Information

School Year	Number of Adults	Number of Children	Total Household Size
2017-2018	2	5	7

Adjusted Gross Income

Do you file a Federal Income Tax Return?
Yes

Adjusted Gross Income
\$60,000.00

Adjusted Gross Income Documentation Status
Need documentation

Close

Important Notes for Schools

▶ Viewing Not Awarded Reasons - MY SCHOOL

TTEF - SCHOLARSHIP DATABASE WARNING: Revision "schoolTrainingDatabase" Currently Loaded [Whats this?](#) [X](#) St. Joan of Arc School [Logout](#)

HOME ACTION NEEDED MY SCHOOL

St. Joan of Arc School

[Basic Info](#) [Tuition Schedules](#) [Contacts](#) [All School Apps](#) [Scholarships](#)

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School Year: 2017-2018
Student First Name: jul Student Last Name: Family: Search

Showing 1 record(s) [Export](#)

Student	Family	Grade	School Year	Program	Application Type	Est Amount	Family Financials Status	Transfer/Exit?	
Ceasar, Julius	Bartoni, Beau	6th	2017-2018	Re-Qual			Complete	No	view student app view family app print app

Student: Ceasar, Julius Updated 01/10/2017 by Lauren Young

Application Information

Not Awarded Reason
Over Income

Transfer/Exit in process?
No

School Year
2017-2018

Grade

Application Type
Re-Qual

Closing

- ▶ Helpful Reminders
 - ▶ Information for Schools Handout
 - ▶ School Training Videos & PDFs
 - ▶ Parent Application Guide PDFs (new & re-applying)
- ▶ Questions?