

How to update a current TE student on your Annual Report who will be attending a different school second semester.

- Account Information
- Annual Report
- Balance Sheet

1

Imports for 2016-2017

Name	TE ID	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
Testing, Testing	1231	TE TEST SITE	9/1/2016	6/1/2020	8

2

Student Name	TE ID	Exp. Inst.	Imp. Inst.
Bennett, Connie J	4545	HBP	Tuition Exchange (The)
Test, Test	1233	Tuition Exchange (The)	HBP
Testing, Testing	1231	TE TEST SITE	Tuition Exchange (The)
Tuition,	8989	HBP	Tuition Exchange (The)

When updating the student record during the semester...

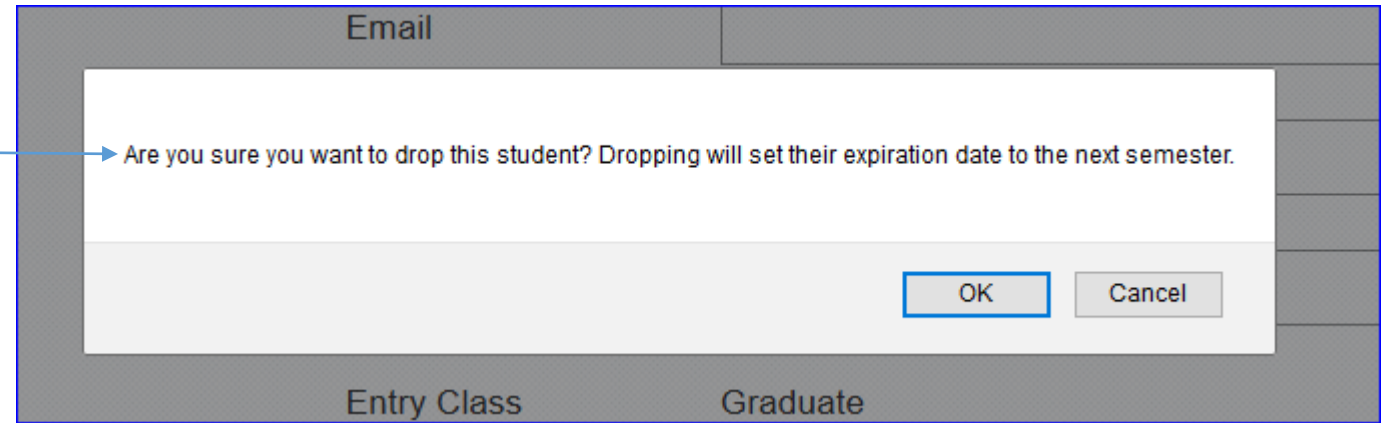


Click on the option – Drop student at the end of THIS semester. This will update the student's expiration date to 01.01.2017

Parent Email	<input type="text"/>
Entry Class	Graduate
Entry Semester	Fall 2016
Student Expires	End of Spring 2020
Program Option	<input checked="" type="radio"/> Traditional <input type="radio"/> Double Credit Program (\$35 fee) What is this?
Importing Institution (School Student will Attend)	
<input type="text"/>	
<input type="button" value="Update Student"/>	<input type="button" value="Drop Student at End of This Semester"/>
	<input type="button" value="Drop Student at End of Last Semester"/>

When updating the student record after the end of the semester, click on the option – Drop student at the end of LAST semester. This action will update the student's expiration date to the end of the most recent semester. For example, if you click end of LAST semester today (November 4), it will update the expiration date to 06.01.2016.

This message will appear sharing what will occur. You need to click OK to move forward or Cancel to go back and start again.



In this example, I selected drop at the end of THIS semester. Notice this Expiration Date is now updated.

Imports for 2016-2017					
Name	TE ID	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
Testing, Testing	1231	TE TEST SITE	9/1/2016	1/1/2017	1

Export schools have to add the student again to the system. DO NOT ADD the student without obtaining Confirmation from the new IMPORT school.

1

Add new students by [clicking here](#) (importing/exporting)

2

Students

[Add New Student](#)

Student Name	TE ID	Exp. Inst.	Imp. Inst.
Bennett, Connie J	4545	HBP	Tuition Exchange (The)

3

Be sure to select the correct term – spring is Winter.

Eligible Semesters Slide Number

Entry Class

Entry Semester Fall 2016 Winter 2017 Fall 2017 Winter 2018

Program Option Traditional Double Credit Program (\$35 fee) [What is this?](#)

Importing Institution (School Student will Attend)

Hint – the system does not allow duplicates – TE Central suggests after the student’s first name type 2nd semester app.

Once you add the student – review the Annual Report confirming the student is added twice – once for each semester, Fall and Spring.

Imports for 2016-2017					
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Testing, Testing	1231	TE TEST SITE	9/1/2016	1/1/2017	1
Testing, Testing 2nd semester app	1231	Tuition Exchange (The)	1/1/2017	6/1/2020	7

Submit your Annual Report. This will create a new Participation Fee statement. You will not be responsible for another \$35 participation fee – please contact Kristine Lev sharing this is because a first semester student transferred.

EXPORT schools need to click the RECERTIFY button to move the student forward into the 2017-18 application year. Run your Balance Sheet.

Print and save all these documents so you have updated records.