

## TESP Enrollment Status Verification Quick Reference Guide

Steps to enter and submit TESP Enrollment Status Verification and the SETTW Tuition Waiver Conversion Form (TWCF) via My Zone.

### 1. Access TESP Enrollment Status Verification

- Select Teacher Education Scholarship Programs (TESP) Enrollment Status Verification from the My Zone Program Selection screen to access the Enrollment Status Verification View screen.
- Students in the IOESP program will display when the screen is first accessed. Select Program Type from the drop-down box to display the students in a different program (IOESP, MTI & SETTW). Only students for whom ISAC records indicate previously received TESP funds and may have been enrolled during the 2017-18 academic year with an “In School” status (“I”) (sorted in ascending Social Security Number (SSN) order) will display.
- The Academic Year is grayed out and cannot be changed.
- Click on the <Go> button

### 2. Enter TESP Enrollment Status Verification

- If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field. The statuses that display for SETTW recipients are different than those for all other programs. See the Enrollment Status chart below.
- A Status Date is required if the enrollment status is changed from an In-School status. Click on the calendar icon in the Status Date field and select a date. Use the right and left arrows to decrease or increase the months. Click on the month banner (a faster way to access a different year) to display a box of months and years. Click the month and year to display the calendar for that month. Double click on a date to select the date of the status change.

### 3. Enter SETTW Tuition Waiver Conversion Form

- A TWCF must be completed for all SETTW recipients who are no longer enrolled in school and are not eligible to receive a tuition waiver. **A TWCF is not required if the enrollment status is in-school or cancelled.**
- Click on the pencil icon in the TWC Form field to the left of the student’s name.
- Enter the year, term, college and tuition amount for each term (by academic year) that the tuition and mandatory fees were waived.
- The reason the recipient is no longer eligible for a waiver is the same reason reported as the enrollment status.

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- If the enrollment status code is changed to Transferred, enter the school the student “transferred to” in the Transferred School Code box.
- If information was submitted on the previous year’s TWCF for a student, the data is retained on the TWCF but cannot be edited online by the college. If prior year information needs to be changed, then the college needs to contact School Services.
- Press the <Save> button. If a TWCF is not completed, a message will display at the top of the screen. Make the necessary changes and press the <Save> button again. **Only one error at a time will display after the each time the <Save> button is selected. All data entry will be lost if the <Save> button is not pressed prior to closing the TWCF screen.**
- Press the <Close> button to return to the TESP Enrollment Status Verification View screen. Pressing the <Back > button on the tool bar will return the user to the TESP Enrollment Status Verification View screen. All saved TWCFs will be submitted when enrollment status verification data is submitted to ISAC.
- Completing a TWCF for in-school students is optional. Be sure to <save> all entry then <close the screen.

#### 4. Submit Enrollment Status Verification and SETTW TWCF data to ISAC

- Select the <Reset> button to clear all the entry and begin again.
- Select the <Save> button if the enrollment status verification and SETTW TWCF data only partially completed. The <Save> button allows the user to return to enter data at a later time. A message will display next to the screen title indicating that the “Data Successfully Saved”.
- Select the <Submit> button to save and transmit enrollment status verification and SETTW TWCF data to ISAC. A message will display prompting the user to verify the choice to review or submit data to ISAC.
  - If “Review” is selected, the user will return to the Enrollment Status Verification View screen.
  - If “OK” is selected, an error message will display at the top of the screen identifying the student and the missing information.
  - Add the missing information and press <Submit> again. If there are multiple errors, the next student with an error will display in that the top of the screen. A message will display if a TWCF is not completed for SETTW recipients who are no longer in-school or cancelled.
- The date that data is submitted to ISAC will display next to the screen title.
- Online revisions can be made to enrollment status verification and SETTW TWCF data only before it is submitted. Contact ISAC for any changes that need to be made after a request has been submitted.

Select another program type from the Program Type drop-down box to display a different program. The message “No Data Available” will display if there are no enrollment statuses to verify in a particular program.

## TESP Enrollment Status Verification Screen Fields

Field	Field Type	Definition	Rule
Program Type	Updateable	The program name that applies to the students listed.	IOESP is the first program to display on Enrollment Status Verification View: screen. Select the program from the drop-down menu.
Academic Year	Cannot be updated	2017-18 is the only year available.	At the end of each academic year, Colleges are required to verify enrollment statuses for recipients in programs with teaching requirements or practice agreements
SSN	Cannot be updated	Pre-populated from Application information. Full 9-digits of the student's Social Security number.	
Name	Cannot be updated	Pre-populated from the Application information. Last Name, First Name and Middle Initial.	
Enrollment Status	Updateable	List of enrollment statuses that describe the change from an in-school status. (The <Cancel> Enrollment Status is available in SETTW only.)	Select the appropriate enrollment status from the drop-down box. See enrollment status types for all programs in the chart below.
Status Date	Updateable from calendar only	The date that the student is no longer at an in-school enrollment status. (e.g., graduation date )	Select the calendar icon then choose the date the enrollment status type changed.

## SETTW Tuition Waiver Conversion Form (TWCF) Screen Fields

Field	Field Type	Definition	Rule
Year	Updateable/Numeric	Year the tuition was waived.	Enter the year the tuition was waived. (CCYY) (2017-18 academic year = 2017)
Term	Updateable	Term of the waived tuition. Semester School = 1S and 2S Quarter School = 1Q, 2Q and 3Q	Select the term from the drop-down box
School	Updateable	College where the SETTW was applied.	Select the college from the drop-down box
Tuition \$	Updateable/Numeric	Tuition and mandatory fees amount waived for the term	Enter an amount, Can use decimal point

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Field	Field Type	Definition	Rule
Transfer	Updateable	College the student transferred to.	Select the college from the drop-down box

## TESP Enrollment Status Verification Codes

Program(s)	Enrollment Status	Status Date Required
<b>IOESP</b>	IN SCHOOL	Not Required
<b>MTI</b>	GRADUATED	Required
	DROPPED PROGRAM – ENROLLED	Required
	DROPPED PROGRAM - NOT ENROLLED	Required
	LESS THAN HALF-TIME ENROLLED	Required
<b>SETTW</b>	IN SCHOOL	Not Required
	GRADUATED	Required
	DROPPED PROGRAM – ENROLLED	Required
	DROPPED PROGRAM - NOT ENROLLED	Required
	LEAVE OF ABSENCE – APPROVED	Required
	LEAVE OF ABSENCE EXPIRED – RE-ENROLLED IN PROGRAM	Required
	LEAVE OF ABSENCE EXPIRED – NOT RE-ENROLLED IN PROGRAM	Required
	LEAVE OF ABSENCE EXPIRED – NOT RETURNED TO SCHOOL	Required
	LESS THAN HALF-TIME ENROLLED	Required
	CANCELLED – WAIVER NOT USED	Required
	TRANSFERRED	Required
	TUITION WAIVER EXPIRED –ENROLLED IN PROGRAM	Required
	TUITION WAIVER EXPIRED – NOT ENROLLED IN PROGRAM	Required
	NOT MAINTAINING SATISFACTORY ACADEMIC PROGRESS	Required
	TUITION WAIVER USED AND CONSENTED TO RELEASE WAIVER – STILL ENROLLED IN PROGRAM	Required
	TUITION WAIVER USED – NO LONGER SEEKING INITIAL TEACHER CERTIFICATION IN SPECIAL EDUCATION	Required
	CONTINUES TO BE ENROLLED IN PROGRAM, BUT NO LONGER MEETS RESIDENCY REQUIREMENTS	Required