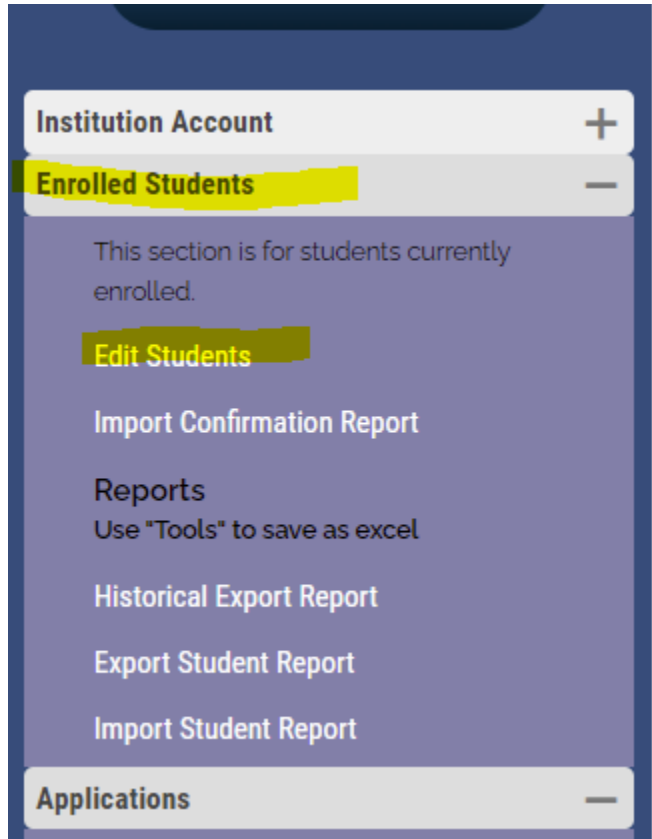




Leave of Absence

Import schools
&
Export schools

Leave of Absence – Import schools



The Import TELO locates the name of the student **taking** a Leave of Absence(LOA) and click on the student's name

Students

Student Name	TE ID	Exp. Inst.	Imp. Inst.	On Leave
Alegre, Joseph	2017	SAMPLE Exchange	SAMPLE Exchange	No
Bartels, Unknown		SAMPLE Exchange	College Four	No
Downie, Danielle		SAMPLE Exchange	SAMPLE Exchange	No
Greene, Elaina		College Four	SAMPLE Exchange	No
Kulka, James		SAMPLE Exchange	SAMPLE Exchange	No
Landsbergis, Jacob		SAMPLE Exchange	SAMPLE Exchange	No
McNary, Morgan M		Geneva College - PA	SAMPLE Exchange	No
Nix, Mary Gara W		SAMPLE Exchange	SAMPLE Exchange	No
Poles, Owen S		SAMPLE Exchange	SAMPLE Exchange	No
Sheeder, Gabrielle	8110	SAMPLE Exchange	SAMPLE Exchange	No

The **On Leave option** should be marked YES only for students taking an approved leave of absence.

Address

Email

Parent

Parent Email

Entry Class

Entry Semester

Student Expires

Program Option Traditional Double Credit Program (\$40 fee) What is this?

On Leave Yes No

Importing Institution (School Student will Attend)

In the **Edit Student section**, the student is YES on leave at the Import School.

Students

Student Name	TE ID	Exp. Inst.	Imp. Inst.	On Leave
Alegre, Joseph	207	SAMPLE Exchange	SAMPLE Exchange	No
Bartels, Unknown		SAMPLE Exchange	College Four	Yes
Downie, Danielle		SAMPLE Exchange	SAMPLE Exchange	No
Greene, Elaina		College Four	SAMPLE Exchange	No
Kulka, James		SAMPLE Exchange	SAMPLE Exchange	No
Landsbergis, Jacob		SAMPLE Exchange	SAMPLE Exchange	No
McNary, Morgan M		Geneva College - PA	SAMPLE Exchange	No
Nix, Mary Gara W		SAMPLE Exchange	SAMPLE Exchange	No
Poles, Owen S		SAMPLE Exchange	SAMPLE Exchange	No
Sheeder, Gabrielle		SAMPLE Exchange	SAMPLE Exchange	No

The examples below are the same school and same year's Enrollment Report.

No student on LOA

Add new students by clicking here

Imports for 2021-2022					
Name	TE ID	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
Bartels, Unknown		College Four	9/1/2021	6/1/2025	8
Whitehouse, Walker E		TE TEST SITE	9/1/2020	6/1/2024	6

2 Import(s)

Bartels marked as LOA by Import School

Add new students by clicking here

Imports for 2021-2022					
Name	TE ID	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
Whitehouse, Walker E		TE TEST SITE	9/1/2020	6/1/2024	6

1 Import(s)

The student falls off the Enrollment Report. However, all students, including those on LOA can be found in the Enrolled Student folder, then select Edit Student. Just another reason to always print your Enrollment Report every time a change is made.

Leave of Absence – Export schools

Students on Leave of Absence fall off the current year's Enrollment Report. All certified students for the current academic year are listed alphabetically in the Enrolled Students, edit student option Export schools should RECERTIFY an eligible continuing student **BEFORE** the LOA option is answered YES by the Import school. Not sure if you Recertified the student? Check your *View Submissions option*, inside the Application folder, next to the current year Enrollment Report. If you did not Recertify, contact TE Central for assistance.

Students

Student Name	TE ID	Exp. Inst.	Imp. Inst.	On Leave
Bartels, Unknown	1003	SAMPLE Exchange	College Four	Yes
Cat, Missy		College Two	College Four	No
Dog, Bob		College Four	College Two	No
Dog, Sissy		College Four	College Three	No
Greek, Brother		College Four	College One	No
Greene, Elaina		College Four	SAMPLE Exchange	No
Hanson, Missy		College Four	College Three	No
Jones, Donald		College Four	College One	No
Whitehouse, Walker E	8003	TE TEST SITE	College Four	No

Applications

This section is for applicants not yet enrolled.

- Scholarship Certification & Application
- Application
- Export Applications (new)
- Import Applications (new)
- Scholarship Recertification of Eligibility
- Enrollment Report [View Submissions](#)
- Forms Deletion
- Delete Submissions
- Reports
 - Export Applicant Report (2022-2023)
 - Export Applicant Report (2021-2022)
 - Import Applicant Report (2022-2023)
 - Import Applicant Report (2021-2022)

Exports for 2021-2022							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	El3 for 2021-2022	Re-certify 2022-2023
Bartels, Unknown	1	College Four	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Dog, Bob		College Two	9/1/2019	6/1/2023	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Dog, Sissy		College Three	9/1/2019	6/1/2023	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Greek, Brother		College One	1/1/2018	1/1/2022	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Hanson, Missy		College Three	9/1/2020	6/1/2024	6	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Jones, Donald	2	College One	9/1/2019	6/1/2023	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

6 Exports(s)

Eligible continuing students not recertified do not move to the following academic year. Even viewing the information below, be mindful of the YEAR

Exports for 2021-2022							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	El3 for 2021-2022	Re-certify 2022-2023
Bartels, Unknown	1	College Four	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certified
Dog, Bob		College Two	9/1/2019	6/1/2023	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Dog, Sissy		College Three	9/1/2019	6/1/2023	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Greek, Brother		College One	1/1/2018	1/1/2022	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Hanson, Missy		College Three	9/1/2020	6/1/2024	6	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Jones, Donald		College One	9/1/2019	6/1/2023	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

6 Exports(s)

Exports - New Continuing Forms				
Date	Student	TE ID	Imp. Inst	Year
02/11/2021	Dog, Bob	1	College Two	2021 - 2022
02/11/2021	Dog, Sissy		College Three	2021 - 2022
02/11/2021	Greek, Brother		College One	2021 - 2022
06/29/2021	Greene, Elaine		SAMPLE Exchange	2021 - 2022
02/11/2021	Hanson, Missy		College Three	2021 - 2022
02/11/2021	Jones, Donald		College One	2021 - 2022
12/13/2021	Bartels, Unknown		College Four	2022 - 2023

The examples below are the same school and same year's Enrollment Report. Note the Export school is unable to Recertify the student after the LOA is marked YES

No student on LOA

Exports for 2021-2022							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2021-2022	Re-certify 2022-2023
Alegre, Joseph	2	SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Bartels, Unknown		College Four	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Downie, Danielle		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Kulka, James		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Landsbergis, Jacob		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Nix, Mary Gara W		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Poles, Owen S		SAMPLE Exchange	9/1/2020	6/1/2024	6	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Sheeder, Gabrielle		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

8 Exports(s)

Bartels marked as LOA by Import School

Exports for 2021-2022							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2021-2022	Re-certify 2022-2023
Alegre, Joseph	2	SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Downie, Danielle		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Kulka, James		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Landsbergis, Jacob		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Nix, Mary Gara W		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Poles, Owen S		SAMPLE Exchange	9/1/2020	6/1/2024	6	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Sheeder, Gabrielle		SAMPLE Exchange	9/1/2021	6/1/2025	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

7 Exports(s)

The student falls off the Enrollment Report. However, all students, including those on LOA can be found in the Enrolled Student folder, then select Edit Student. Just another reason to always print your Enrollment Report every time a change is made.