

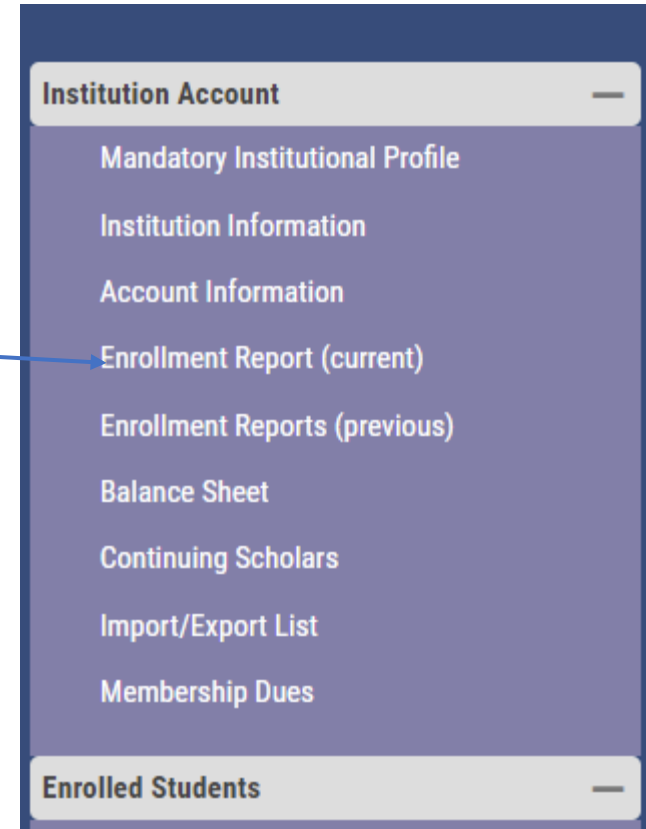
Recertifying Eligible Continuing TE Scholars

Be sure all eligible continuing students are recertified no later than March 15
If the parent or student are deemed no longer eligible, updating the Expiration date
trumps all other action

Recertifying Eligible 2021-2022 continuing student
TE scholars – EXPORT school only

From inside the Institution Account option,
open your CURRENT Enrollment Report

NEVER CREATE A NEW APPLICATION FOR A CONTINUING
STUDENT WHO IS RETURNING TO THE SAME SCHOOL IN
THE FOLLOWING ACADEMIC YEAR.



Scroll to the EXPORTS for 2021-22 and review the section titled **Re-certify 2022-2023**
 If the box reads **Re-certified** your work is complete.
 If the box reads **Re-certify** you need to click the **Re-certify** box and follow the prompts
 In this example, Bartels is recertified
 Dog, Dog, Hanson, and Jones require action
 Greek has one remaining term and should not be recertified
 Be sure to review all Expiration dates (Exp). If wrong, contact TE Central to update the information.

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	104	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)

DO NOT create a new application for continuing students unless the student is transferring