EdChoice Scholarship Program

How to Enter the First Date of Attendance

1. Log onto the EdChoice system through your SAFE account.
2. Click the *Admitted Students* link located on the left side of the screen. A list of students whose scholarships were accepted in the system should now be showing (user may have to scroll down the screen to see student names).
3. Click the *Select* button next to the student's name.
4. Click the *Student Enrollment Detail* link.
5. Enter the date on which the student first attended the school (MM/DD/YYYY) in the box provided.

[Note: For students who applied for or renewed their scholarship through your school and began the school year at your school, the first day of attendance should be the ***first day your school opened for students*** for the current school year. If a student does not actually start until a few days later, you should still enter the first day your school year started. Those days that the student was not there should be considered as either excused or unexcused absences, depending on whether or not valid notes are provided. If a student attended another private school the first few days or weeks of school and then transferred to your school, then the first date of attendance should be the ***actual day on which student first started attending*** your school.]

6. Click the *Save* button.

[Note: If the user has more than one student for whom to enter the first day of attendance, click the *Save and Next* button; this will take the user to the Student Enrollment Detail screen of the next student record.]