

Scholarship schools should use this guide to determine if a Scholarship student who was newly awarded to their school received a Scholarship in the prior school year.

How do I log-in to LEADS?

Log-in to the LEADS website with your credentials: <https://leads3.doe.louisiana.gov/PTL>

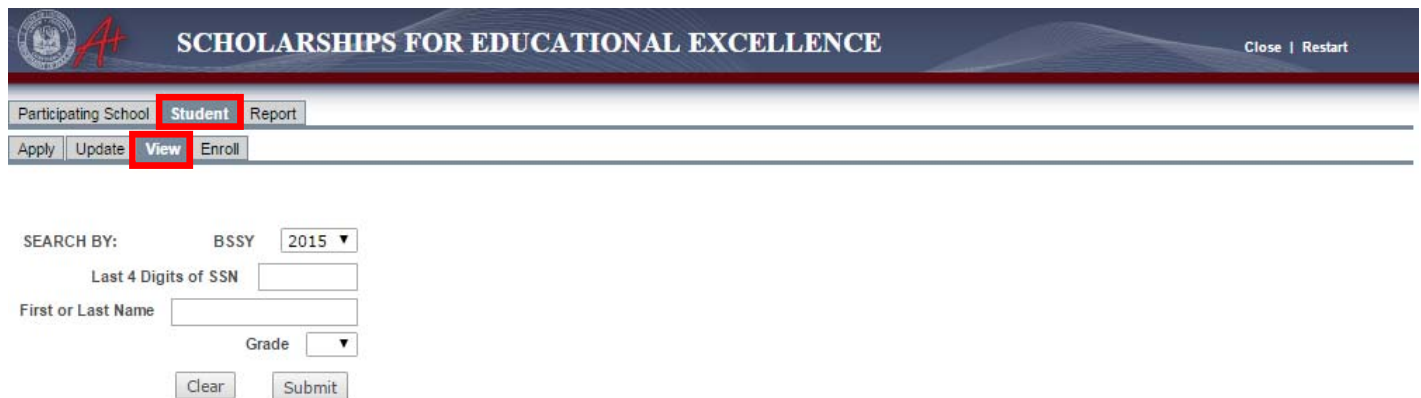
Once I've logged into LEADS, how do I access SEE?

Select SEE- Scholarships for Educ. Excellence from the menu. The SEE portal will open in a new window.



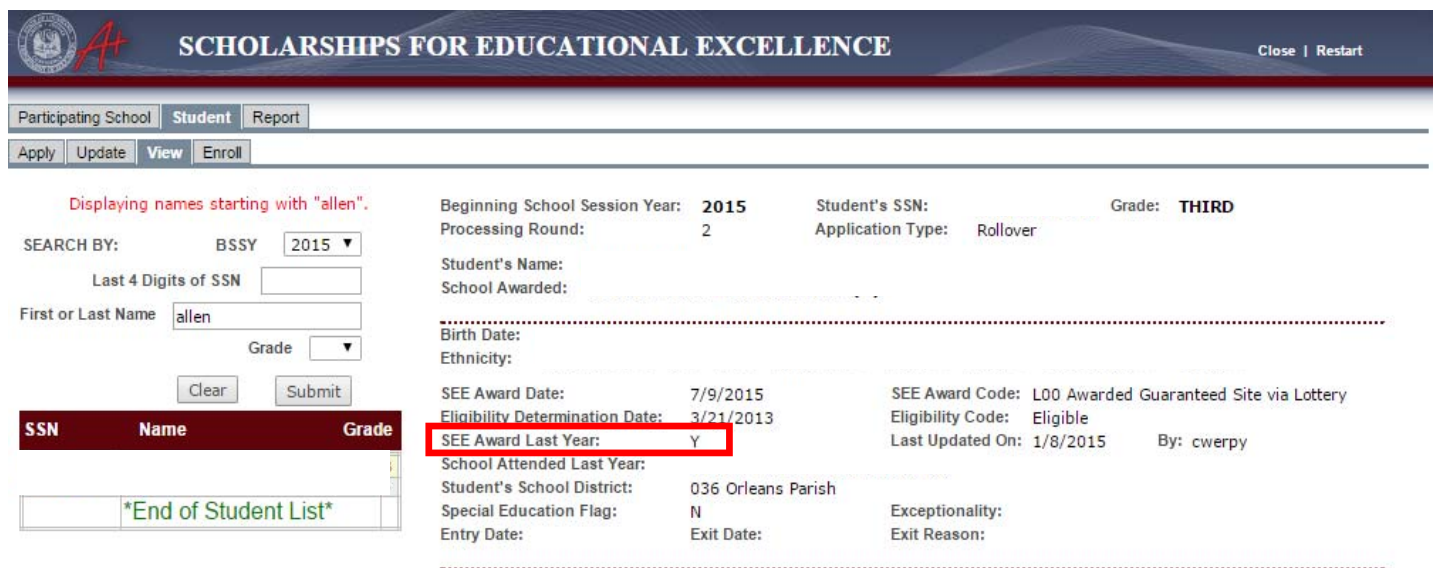
Once I've logged into SEE, how do I find a student's record?

1. Select "Student" from the top row
2. Select "View" from the second row



How do I know if a student was awarded a Scholarship in the prior year?

If a student was awarded a Scholarship in the prior school year the *SEE Award Last Year* field will show 'Y' to indicate Yes.



If an application has been entered for the student, the information will auto-populate. If an applicant was deemed eligible in the Main Round, their eligibility status will already be marked on the third page of the application.

 **SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE** Close | Restart

Participating School **Student** Report

Apply Update View Enroll

- Is the student eligible under the income requirement?: Yes No This Student is verified to be income eligible.
- Is the student a resident of Louisiana?: Yes No
- Is the student entering grades K - 12?: Yes No Eligibility Status: Eligible