

Incomplete Contract Instructions

1. Grade Roster -When a grade of "I" is assigned the Incomplete Contract Column becomes available
2. Click on the 'Add' hyperlink which will take you to the Incomplete Contract
3. Select a reason for the Incomplete Contract

10. When the student accepts the contract the ~~th~~Date Accepted By Student will be populated.

11. Once the student ~~as~~ accepted the contract, it cannot be updated ~~no~~. The "I" grade also cannot be changed to any other grade.

12. The Grade Roster cannot be approved if contract has not been created for an "I" grade or the following error message will appear.