

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 a contract has not been created for an "I" grade or the following error message will appear.