## Incomplete Contractnstructions

1. Grade Roster -Whena grade of "I" is assigned the Imoplete Contract Column becomes available

2. Click on the Add' hyperlink which will take you to the Incomplete Contract

3. Selecta reason for the Incomplete Con

4.

10. When the student accepts the contract the accepted By Studentvill be populated.

11. Once the student **a**s accepted the contract, it cannot be updated **be**liThe "I" grade also cannot be changed to any other grade.

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