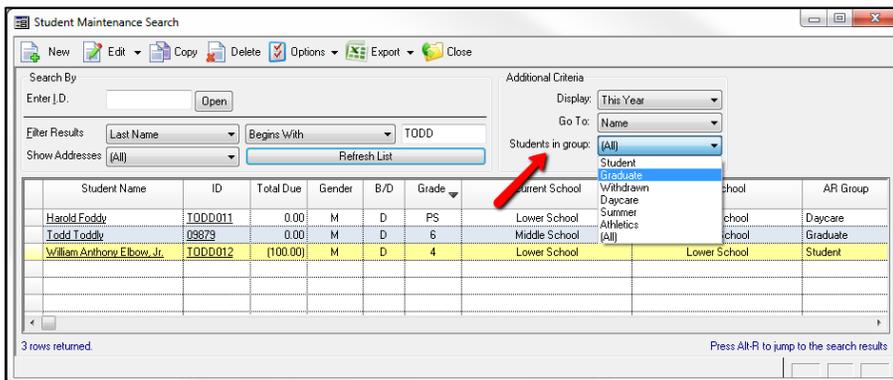


Quick Reference: Viewing and Printing an Enrollment Contract for a Graduate

You can view and print an Enrollment Contract for a student's Graduate record in the Enrollment Management application. To do this, you will need to make the record available in the Enrollment Management application (if it's not there already), and then open the PDF of the student's Enrollment Contract and print it directly.

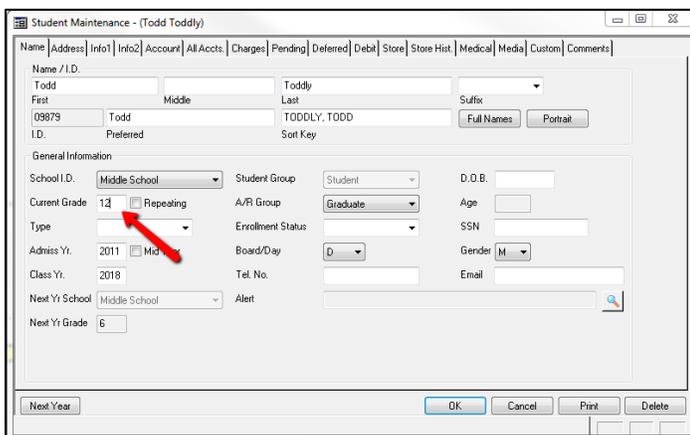
To print a Graduate Enrollment Contract in Enrollment Management:

1. Open the Student Maintenance Search screen in either Accounts Receivable or Registrar, and select **Graduate** in the **Students in group** drop-down menu.



Student Name	ID	Total Due	Gender	B/D	Grade	Current School	Withdrawn	School	AR Group
Harold Foddy	TODD011	0.00	M	D	PS	Lower School	Daycare	School	Daycare
Todd Toddy	09879	0.00	M	D	6	Middle School	Summer Athletics	School	Graduate
William Anthony Elbow, Jr.	TODD012	(100.00)	M	D	4	Lower School	(All)	Lower School	Student

2. Select the student from the list to whom you would like to send the Enrollment Contract and enter **12** into the **Current Grade** field. Click **OK** to save the student record. This makes the student record available in the Enrollment Management application.



Student Maintenance - (Todd Toddy)

Name / I.D. Todd Middle Toddy Last Suffix

I.D. 09879 Todd Preferred TODDLY, TODD Sort Key Full Names Portrait

General Information

School I.D. Middle School Student Group Student D.O.B.

Current Grade 12 Repeating A/R Group Graduate Age

Type Enrollment Status SSN

Admiss Yr. 2011 Mid Board/Day D Gender M

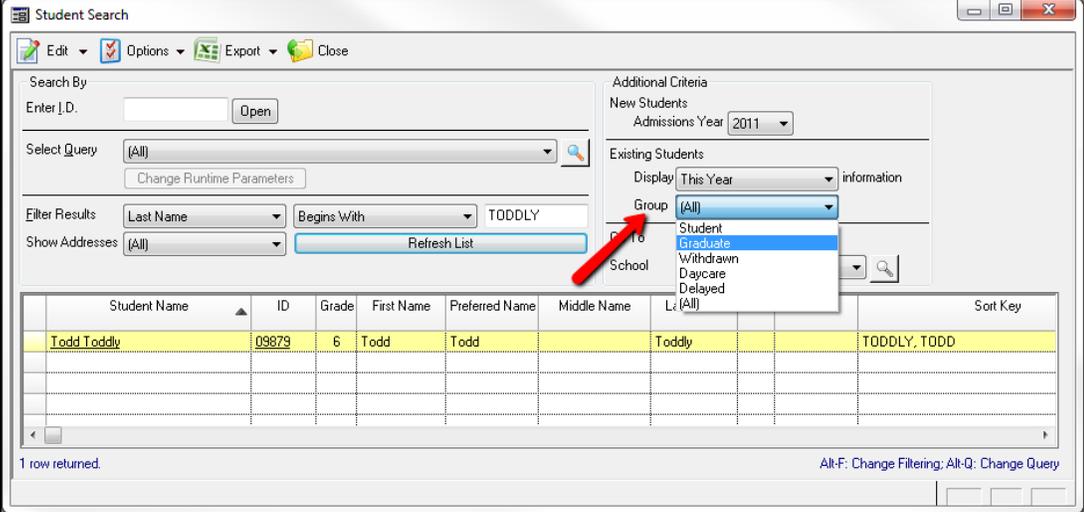
Class Yr. 2018 Tel. No. Email

Next Yr School Middle School Alert

Next Yr Grade 6

Next Year OK Cancel Print Delete

- Open the Enrollment Management application and open the Student Maintenance Search screen. Select **Graduate** from the **Group** drop-down menu, and open the student record for whom you would like to print the Enrollment Contract.



Student Search

Search By: Enter I.D. [] Open

Select Query: [All] Change Runtime Parameters

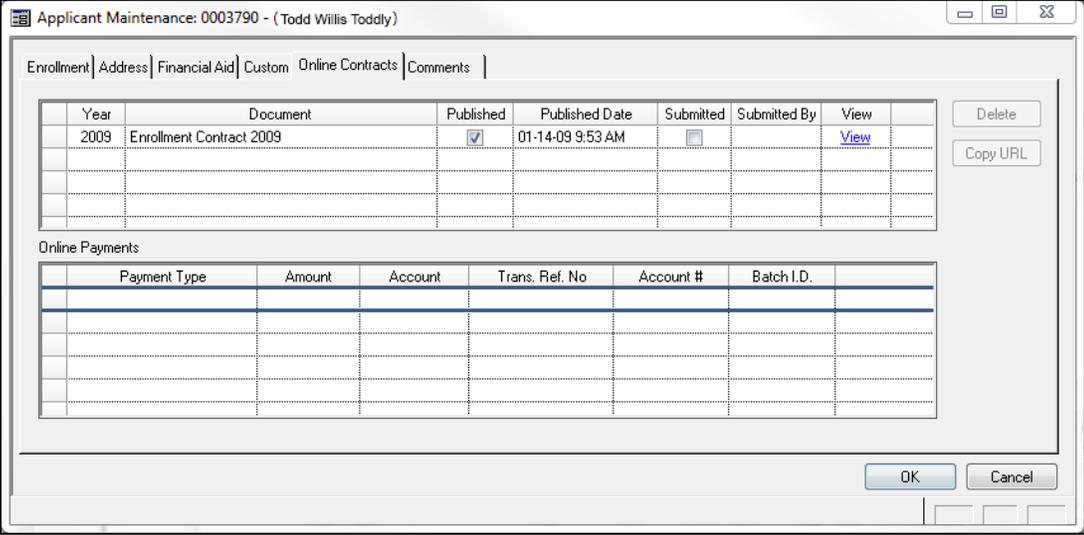
Filter Results: Last Name Begins With TODDLY Show Addresses [All] Refresh List

Additional Criteria: New Students Admissions Year 2011 Existing Students Display This Year information Group [All]

Student Name	ID	Grade	First Name	Preferred Name	Middle Name	L: (All)	Sort Key
Todd Toddy	09879	6	Todd	Todd	Toddy		TODDLY, TODD

1 row returned. Alt-F: Change Filtering; Alt-Q: Change Query

- Click the **View** link on the Applicant Maintenance screen. The Enrollment Contract appears in either in My BackPack or in a PDF format. You can now directly print the PDF from My BackPack by clicking the **Printable Version** link, or you can print the Enrollment Contract directly from the PDF.



Applicant Maintenance: 0003790 - (Todd Willis Toddy)

Enrollment | Address | Financial Aid | Custom | Online Contracts | Comments

Year	Document	Published	Published Date	Submitted	Submitted By	View
2009	Enrollment Contract 2009	<input checked="" type="checkbox"/>	01-14-09 9:53 AM	<input type="checkbox"/>		View

Online Payments

Payment Type	Amount	Account	Trans. Ref. No	Account #	Batch I.D.

Delete Copy URL OK Cancel