

How do I Viewing and Print 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:

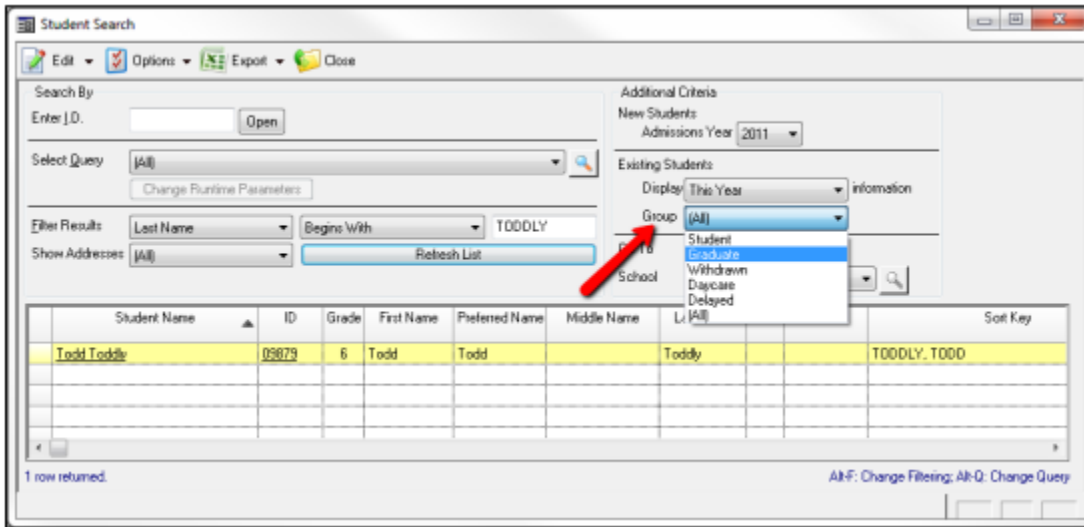
1. Open the Student Maintenance Search screen in either Accounts Receivable or Registrar, and select Graduate in the Students in group drop-down menu.

Student Name	ID	Total Due	Gender	B/D	Grade	Current School	School	A/R Group
Harold Fodde	T000011	0.00	M	D	PS	Lower School	school	Daycare
Todd T. Toddly	08079	0.00	M	D	6	Middle School	school	Graduate
William Anthony E. Brown, Jr.	T000012	(100.00)	M	D	4	Lower School	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.

Name / I.D.: Todd Toddly
First: Todd Middle Last: Toddly, TODD Suffix: Full Names Partial
I.D.: Preferred: Todd Suffix Key: TODDLY, TODD
General Information
School I.D.: Middle School Student Group: Student D.O.B.:
Current Grade: 12 Repeating: A/R Group: Graduate Age:
Type: Student Enrollment Status: SGR:
Admission Yr: 2011 HSA: Board/Day: D Gender: M
Class Yr: 2013 Tel. No.:
Next Yr School: Middle School Alert:
Next Yr Grade: 6
Buttons: 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.



- 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.

