

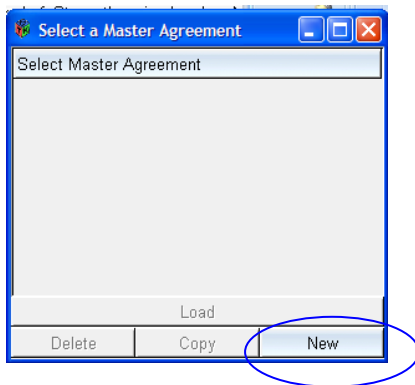
ReportWriter

Creating Master Agreements in the Current School Year for the Next School Year.

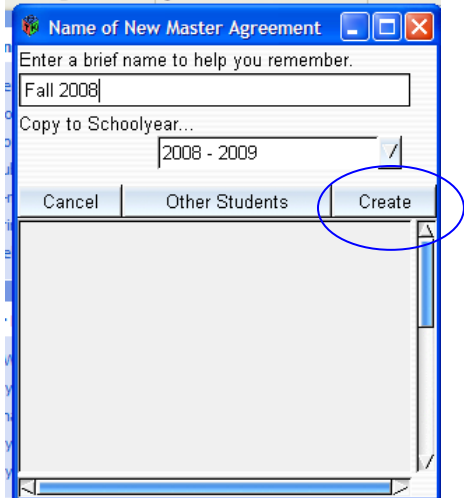
Student grade levels need to change on Master Agreements you are creating for the new school year. You can change the grade level that shows on a Master Agreement in ReportWriter without actually changing the grade level in the student information system or on the INFO page of ReportWriter. The directions for this follow.

New Calendar is in RW

1. If your new school calendar is in ReportWriter, change the school year on the info page to the next school year.
2. Click on the Course Tab
3. Click on NEW

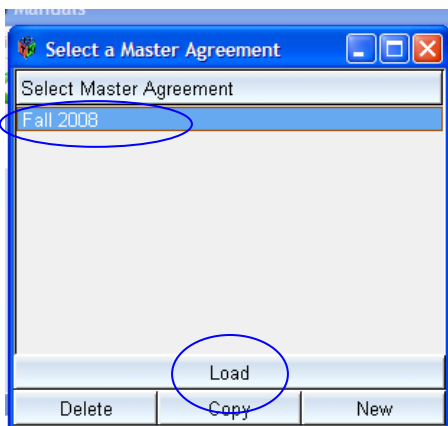


4. Enter a name for the MA (something like Fall 2008)



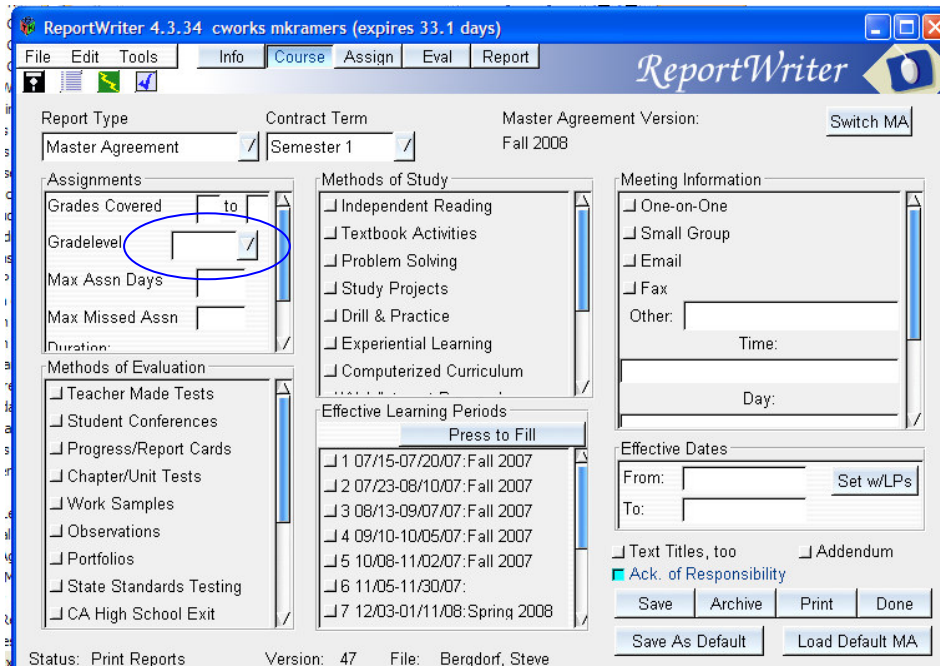
5. Click on CREATE


6. Click on Fall 2008 and then LOAD.



7. Add Classes/Curricula - SAVE

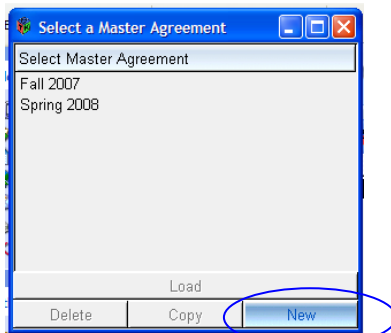
8. On the MA default page, choose next year's grade level for the student and load the default. All other steps are the same.



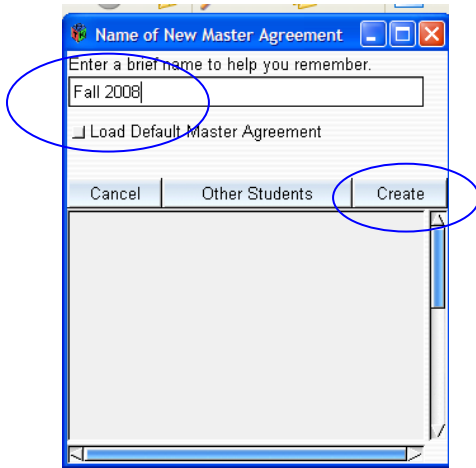
**Don't forget! Go back to the student's INFO page and change the school year back to the current year and click SAVE. 

New School Calendar is not entered into RW yet.

1. Leave the school calendar year current.
2. Click on the Course Tab
3. Click on NEW

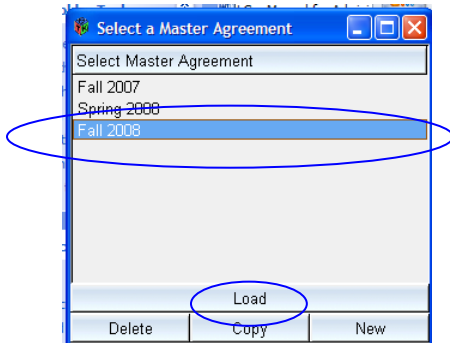


4. Enter a name for the MA (something like Fall 2008)



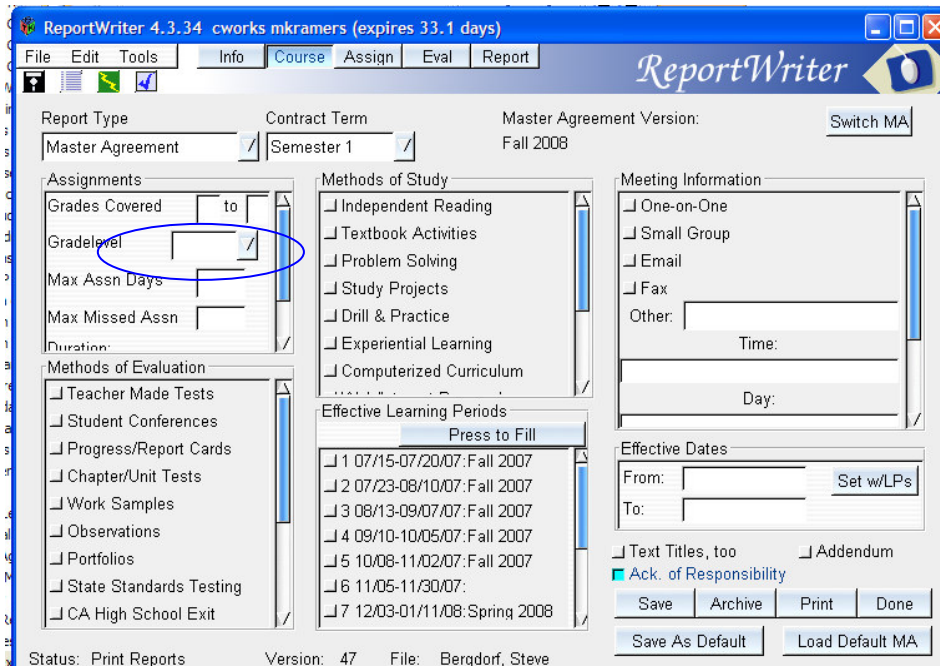
5. Click on CREATE

6. Click on Fall 2008 and then LOAD.

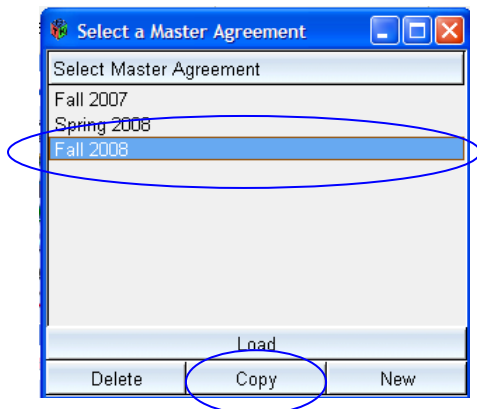


7. Add Classes/Curricula - SAVE

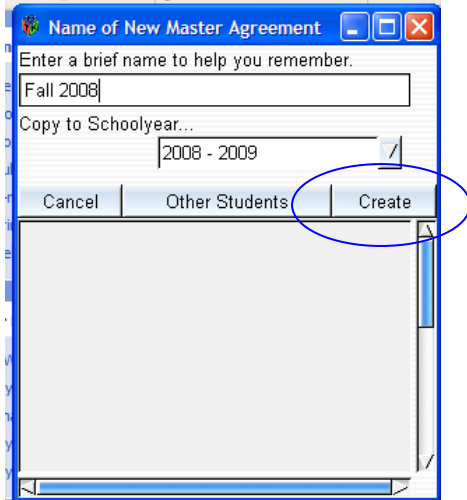
8. On the MA default page, choose next year's grade level for the student and load the default.



9. When the calendar for the new school year is in RW, go to the COURSE tab and click on the Fall 2008 MA then click COPY.



10. Name the new copied MA - Fall 2008 and choose the new school year.



11. Click CREATE - the 2008/2009 MA will be sent to the new school year for this student and ready to use in August.