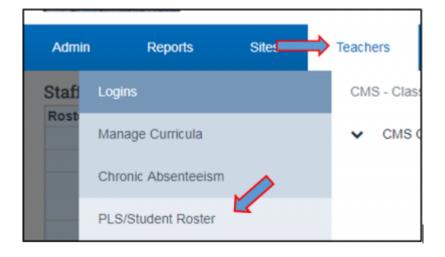
archiving, independent study, master agreements

## Archiving a Master Agreement in the PLS

## Go to Teachers > PLS/Student Roster

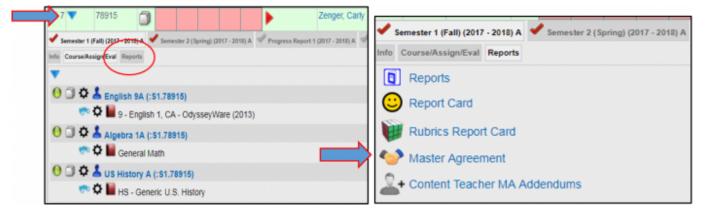


Select School Year, Track, and Date Range by drop down from PLS Roster Options. Click on the **Update** button.

Roster Options	Reset to det	
Schoolyear:	2017 - 2018 •	
Schooltrack:	All 🔻	
Date Range:	e: Entire School Year (07/03/2017 - 06/29/2018)	
	From: 07/03/2017 To: 06/29/2018	
Supervised By:	All 🔻	
Assigned As:	Teacher 🔻	
Students For:	Obregon, Tara 👔 7 Primary	
Course:	: Homeroom • (Upload Work Samples)	
PLS Options		
Expand/Collapse Students:		
Set Copy MA Mode:	•	
Rint Options		
Update Print/Export		

Click on the **>** icon to expand the student's folder for a list of classes the student has been enrolled in.

Note: If you are not seeing a list of classes, you must first enroll students in classes before creating a master agreement. Click on 
icon to create class enrollments. Once classes are visible, click on the Reports Tab, then the blue Master Agreement link.



When creating a master agreement for the first time or if the student has a new enrollment record on the date shown you will see the following warning message. This is purely a warning message and may be removed by clicking on the **red x** after message details or if left alone the message will automatically disappear after master agreement settings have been saved and master agreement has been created for the date range indicated.

Warning: There is not a Master Agreement associated with the enrollment starting on 09/19/2017 🗙
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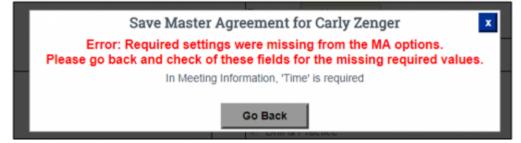
Report Type and Reporting Period Date Range will automatically generate based on search options from the PLS Roster. All required fields must be input prior to saving master agreement. **Note: If you are creating a master agreement for another staff member select their name by drop down, otherwise your name will automatically default in this field. If archiving/printing by full year, be sure reporting period shown is a valid reporting period option of your school year calendar, and the Print as Full Year checkbox has been checked prior to saving.** 

Select Report Type:	Master Agreement <b>T</b>	
 For staff member:	Obregon, Tara	
Start Date:		
Finish Date:		
Select Reporting Period:	Semester 1 (Fall) A (2017 - 2018)	
Print as Full Year:		

If School Default Settings have been set, only highlighted fields in green can be edited. If you wish to copy master agreement settings from most recent master agreement document click on the button prior to saving.

Assignments	Meeting Information Copy from most recent Master Agreement
From Grade K	☑ One-on-One
To Grade 12	Small Group
Gradelevel Override	Email Fax
Max Assignment Days 20	Online
Max Missed Assignments 3	Other Class
	Time 8 00
	Day Monday through
	Frequency weekly
	Location school
	Location school
Methods of Evaluation Teacher Made Tests	Methods of Study
Student Conferences	✓ Independent Reading ✓ Textbook Activities
ProgressReport Cards	Problem Solving
Chapter/Unit Tests	Study Projects
V Work Samples	Drill & Practice
Observations	Experiential Learning
Portfolios	Computerized Curriculum
State Standards Testing	Web/Internet Research
Learning Journals	Library Research
Presentations	Field Trips
Quizzes	Learning Center Courses
Finals	Other
Other	
	Other Options
	Include Acknowledgement of Responsibility
	Include Curriculum Titles

If a save is attempted prior to a required field being input, you will receive a warning to return to the master agreement settings page and input missing field.



Once all required fields have been input click on **Save Master Agreement (and Archive or Print)**. A dialogue box will appear allowing you to edit and customize the title of new master agreement instance you are creating or leave default title of **Original - Version 1**. Click on the **Save Settings** button to load the next dialogue box to select **Archive** or **Print** Options.



If the student you are currently working on already has a signed and accepted Master Agreement for the date range specified, you'll receive a warning message. This is a warning that may be bypassed if desired. If you wish to proceed you can click the **Continue** button to move past notification or Cancel to return to the PLS Roster.



The Master Agreement document will open in a web version with signature boxes. If student and parent are not available to sign the document on your computer at the time of creating, you can email one or both an invitation to sign. After confirmation of student demographics as well as course schedule being shown correctly on your screen, scroll down the document to locate signature boxes.

Sign Document			
Milestone Academy Milestone Academy - High School Independent Study Master Agreement for Independent Study			
Student: Zenger, Can	dent: Zenger, Carly Contract Term: Full Year		
Student Number:		Beginning Date: 07/03/2017	
Address: 34 Pitts Ro	ad	End Date: 06/29/2018	
Location: Blairsden,	CA 96103	Year: 2017 - 2018	
1st Phone Number:			
DOB: 08/05/2002	DB: 08/05/2002 Grade Level: 9		
Program Placement:	Program Placement: General Education 2017 - 2018 School for Classroom Option: Plumas Unified		
It is understood that: Objectives: The student will complete the courses listed below. All course objectives will be consistent with the established program's governing board and are consistent with program standards as outlined in the program's subject/course descriptions. Assignment and Work Record (AWR) Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "Course Value" (CV) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.			
Schedule	Category	Course Value	
English 9A	English	5 Credits	
English 9B	English	5 Credits	
Algebra 1A	Algebra 1	5 Credits	
Algebra 1B	Algebra 1	5 Credits	



Note: Signature boxes will always be shown in the following order: 1) Student, 2) Parent/Guardian/Caregiver, 3) Supervising Teacher.

If the student, parent/guardian/caregiver, and supervising teacher are present, use the signature boxes below to sign and type full names in the signed by fields noted. Note: Do NOT enter student, parent/guardian/caregiver, or supervising teacher emails if one or more parties are signing master agreement at the time of creation, leave all email address fields blank.

Type your full

name here

Obregon, Tara

🔮 Invite staff to sign

Signed By Supervising Teacher:

Signatures and Dates: I have read and	I understand the terms of this agreement, and agree to all p	Insert Student's email address here if sending by invitation
Signed By Student: OInvite staff to sign	Signature Date 07/03/2018 Invite email address:	
Signed By Parent/Guardian/Careg		Insert Parent/Guardian's email here
Invite staff to sign	07/03/2018 Invite email address:	4

6

Sign here as Supervising

Teacher

Enter only if sending

Supervising

Teacher an

invitation to sign

Use **Other Staff** signature boxes to invite additional staff that might need to sign the Master Agreement. For example, SPED or Counseling Oversight Staff Members. You may invite by email or click on the Green *invite staff to sign.. button to search by name or position if email is unknown.* 

Signature Date

07/03/2018

Invite email address:

Signed By Other:	Signature Date 07/03/2018
	Invite email address:
OInvite staff to sign	invite email address:
Who are you inviting?	
Name adal Position	
Adale, Joe Counselor	

The signature box will turn grey if staff was sent invitation by name. In order to sign, staff must be logged into the SIS under their user login.

Repeat this process for the Acknowledgements and Responsibilities document if applicable. When all invitations have been entered or fulfilled, click on Send Invitation(s) / Submit Agreement **at the bottom of the page.** 

Clear	•	Send Invitation(s) / Submit Agreement

Documents are then automatically emailed to any student, parent/guardian/caregiver, as well as staff to sign. They will receive an email with the Click Here to Sign **invitation link directing them to sign using their computer mouse, stylus pen or touchpad on their keyboard.** 

You	are invited to e-sign a Document for contract # 1862 for student: Zenger, Carly!
+	Milestone Academy <noreply@plsis.com> to me 👻</noreply@plsis.com>
	This is the 1st invitation sent
	Hello!
	You have been invited by Milestone Prep Academy to sign an electronic master agreement. This is required of the page and click Submit Agreement. If you have any questions, please contact your [student's] teacher
	Thank you.
$\langle$	Click here to sign

Users will scroll down the document to identify requested signature areas noted by the Sign Here/ Post it note. Once all Signature requests have been fulfilled, click on the **Send Invitation(s)** / **Submit Agreement** button at the bottom of the page.

Farazo	negon	
Signed By Supervising Teacher:	Signature Date	
Tara Obregon	07/03/2018	_
Clear		Send Invitation(s) / Submit Agreement

Once all parties have successfully signed and submitted the document to you (Supervising Teacher) for finalization, you will receive an email in your Inbox asking you to finalize the document by clicking on the appropriate link provided.

Con	tract Complete D Inbox x	
-	Milestone Academy noreply@spsis.com via bohr.schoolpathways.com to me 💌	
	A contract has been completed and you need to finalize it! to submit the contract for final approval, go to:	
	https://milestone.plsis.com/mod.php/archive/sign.php?signature_id=1865	

Review the document for complete Signatures and click the **Send Invitations(s)** / **Submit Agreement** button at the bottom of the page.

Cally Znegr	07/03/2018
Student: Zenger, Carly	Signature Date
Front Zonge	07/03/2018
Parent/Guardian/Caregiver: Frank Zenger	Signature Date
Jara Omege	07/03/2018
Supervising Teacher: Obregon, Tara	Signature Date
Clear	Send Invitation(s) / Submit Agreement

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