

[pls](#), [independent study](#), [archiving](#)

# Master Agreement Compliance



This article contains information regarding our Document Archiving feature, which is an additional module available to our SIS clients. If your school does not already use this feature, and is interested in making use of it, please contact your School Pathways representative. We offer free demonstrations!

Master Agreement Compliance is a new feature that allows school admins to review the state of a master agreement (states described below) and also allows teachers to keep track of where they are in the process of creating master agreements. This report works for colors red and orange for all master agreements functions. The colors yellow and green only work for **electronically** archived master agreements (no manual uploads to the archiving system).

***TIP: This new feature should be turned on no earlier than July 1 of 2017. You should contact your School Pathways account manager with help turning on these features. Contact your SP Account Manager to activate this new feature as turning it on without full comprehension of what it does could cause issues. Most importantly, any check marks for the 16/17 school year and previous years will revert to RED. Find this under Admin>Security>Policies»Archiving>#11. Set to YES.***

## Compliance Report

When this feature is turned on, there is a Master Agreement Compliance Report available for all PLS students. Find the report under Teachers>Compliance>Master Agreement Compliance Report. The report shows the status of all student Master Agreements.

The permission element for this report is **admin/reports/ma\_class\_status.php**. Setting this will allow teachers to view only their master agreement report. It has been added to the following groups.

- Teachers – PLS Individualized Learning
- Teachers – PLS Individualized Learning w/Customized Curriculum

The permission group for this report that allows an administrative person to view the report is **admin/reports/ma\_class\_status.php#OTHERS**. This has been set for the permission group titled:

- Archiving Administrator

1. Choose your report criteria and click Generate Report

**Master Agreement Compliance Report**

Restrictions

Learning Center: 0 Selected (defaults to all)

Teacher of Record: -- All Teachers --

School Year: 2016 - 2017

Educational Program: 0 Selected (defaults to all)

Gradelevels: 14 Selected

School Track: -- All Tracks --

Supervised By: -- All --

Range: -- Manually Specified --

01/02/2017 thru 05/26/2017

Other Options

Generate Report

A list by your report criteria populates below.

Teachers	Compliant	Awaiting Review	Printed or Signature Requested	Not Created
Ashton, Taryn	0	0	0	0
Atkins, Thomas	0	0	0	0
Barbato, Alexandria	0	0	0	3
Boyd, Danice	0	0	0	6
Brenneman, Kathleen	0	0	0	23
Callahan, Christopher	0	0	0	1

### Column color coding on the report

- Not Created** A master agreement has not been initiated or the default settings have been saved but nothing has been printed nor signatures requested. If a master agreement is approved, a red color could also mean one or more classes for this student are new since the original MA was created. The option of an additional class causing the system to change back to red is only available for schools using electronic archiving.
- Printed or Signature Requested** The master agreement has been physically printed or signature invites have been requested. If the master agreement has been printed, the system has no way of knowing if signatures were obtained and the master agreement was filed. Therefore, printed MAs will not have use of any further color code changes.
- Awaiting Review** The master agreement is submitted and ready for review in archiving compliance. This color only available for schools using electronic archiving.
- Compliant** Master agreement has been accepted/approved by the school in the archive compliance area. This option is only available for schools using electronic archiving.

- Click on any **number** in a column to expand and get a list of students in a category. Click the number again to collapse.

Teachers	Compliant	Needing Review	Printed or Signature Requested	Not Created
Alexandria, Barbato	0	0	0	3
Amy, Gruber	0	0	0	0
Anita, Chang	0	0	1	16

- Click the words **View Classes** to see the classes not associated with any master agreement. Click **View Classes** again to collapse.

MA Title	Date Initiated	Start Date	Finish Date	Trk	Class Name	Curriculum	Cr/Wk	Trans Cat	Teacher	Status
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Language Arts 6	Language Arts	36	Language Arts	k.brenneman	🟡
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Mathematics-6	Mathematics	36	Mathematics	k.brenneman	🟡
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Social Studies	Social Studies	36	Social Studies	k.brenneman	🟡
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Exploratory Life Skills 6	Electives	36	Electives	k.brenneman	🟡
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Physical Education 6	Physical Education	36	Physical Education	k.brenneman	🟡
	07/29/2016	08/22/1970	08/22/1970	A	Science 6	Science	36	Science	k.brenneman	🔴

In the above example, the student had a completed master agreement at one time but then another

class was added (Social Studies) so the master agreement check turns red again and you see which class is not included on the original in the MA Title column. The other classes are still denoted with a yellow status because the office has not approved the Fall 1V1 instance in the archiving system.

Report Title: StudentMA

Student	Track A 2016 - 2017
Abney, John	[ Enrollment History ] [ View all Documents ] Accept 1/1
Adkins, Jordan	[ Enrollment History ] [ View all Documents ] Accept 1/1
Adkins, Samantha	[ Enrollment History ] [ View all Documents ] Accept 1/1
Bennett, Marcia	Staff Association 08/11/2016 - present [ Enrollment History ] [ View all Documents ] Unapproved 0/1
Creagan, James	[ Enrollment History ] [ View all Documents ] Unapproved 0/1
Crow, Marion	[ Enrollment History ] [ View all Documents ] Unapproved 0/1 Source: sis Archived: 07/29/2016 Uploaded: 07/29/2016 Login: learn Re-file Teacher Notes
Dee, Danielle	[ Enrollment History ] [ View all Documents ]

You might also run into cases where the first master agreement created was ignored (not approved) but a subsequent MA was approved. That would look like this in archiving. The first one should have been "skipped" instead of ignored. Things like this happens when a date is incorrect or something similar.

Flores, Jakob	[ Enrollment History ] [ View all Documents ]	Accept 1/2 Source: sis Archived: 12/21/2016 Uploaded: 12/21/2016 Login: learn Re-file Teacher Notes
		Unapproved Source: sis Archived: 08/29/2016 Uploaded: 08/29/2016 Login: learn Re-file Teacher Notes

Once the MA (or in the case shown below, the Master Agreement Addendum) is re-submitted, you'll see the new name of the file and the color coding changes to reflect the new status.

MA Title	Date Initiated	Start Date	Finish Date	Trk	Class Name	Curriculum	Cr/Wk	Trans Cat	Teacher	Status ?
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Language Arts 6	Language Arts	36	Language Arts	k.brenneman	🟢
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Mathematics-6	Mathematics	36	Mathematics	k.brenneman	🟢
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Social Studies	Social Studies	36	Social Studies	k.brenneman	🟢
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Exploratory Life Skills 6	Electives	36	Electives	k.brenneman	🟢
Fall 1 V1	12/08/2016	08/22/1970	08/22/1970	A	Physical Education 6	Physical Education	36	Physical Education	k.brenneman	🟢
Fall Addendum 1	12/08/2016	08/22/1970	08/22/1970	A	Science 6	Science	36	Science	k.brenneman	🟡

## New PLS/Student Roster Updates

### 1. Color-Coded Checks

The ✓ colors are also reflected on the PLS Student Roster. If a new class is added, the color check will change to reflect the need for a new MA or new Addendum.

16	78664								Jones, Marcia		
<div>  Semester 1 (Fall) (2016 - 2017) A         </div> <div> <a href="#">Info</a> <a href="#">Course/Assign/Eval</a> <a href="#">Reports</a> </div> <div> </div> <div>     Child Development A (:P1)         </div>											
17	78882								Knowles, James		
<div>  Semester 1 (Fall) (2016 - 2017) A         </div> <div> <a href="#">Info</a> <a href="#">Course/Assign/Eval</a> <a href="#">Reports</a> </div> <div> </div> <div>     Art Appreciation (:S1.78882)         </div> <div>     Driver Education (:S1.78882)         </div>											
18	78832								LaMar, Nicole		
<div>  Semester 1 (Fall) (2016 - 2017) A         </div> <div> <a href="#">Info</a> <a href="#">Course/Assign/Eval</a> <a href="#">Reports</a> </div> <div> </div> <div>     A-g Chemistry A (:S1.78832)         </div> <div>     HS - Chemistry - AGS (2007)         </div>											
19	78739								Lassiter, Jared		
<div>  Semester 1 (Fall) (2016 - 2017) A         </div> <div> <a href="#">Info</a> <a href="#">Course/Assign/Eval</a> <a href="#">Reports</a> </div> <div> </div> <div>     Mathematics-8 (:S1.78739)         </div>											

## 2. Warning of non-compliant Master Agreements

Another feature is a reminder to teachers which students have non-compliant master agreements. When the PLS Student Roster opens or refreshes, teachers will see a list of their non-compliant students on a red over-sheet. They can click the black X to close this and continue working.

**TIP: In order to use this new feature, the school policy to allow the tracking of master agreements must be turned on. Because this is a feature that can erase how you tracked master agreements in the 1/17 school year, you must contact your SP Account Manager to turn this feature on. Starting in the 17/18 school year, you will have access to these new policies. Find this under Admin>Settings>Policies»Archiving>#10. Set to YES.**

4-7 - California Math Triumphs, Volume 6 - Macmillan McGraw Hill Glencoe (2008)	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12	A13	A14	A15	A16	A17	A18	A19	A20	A21	A22	A23	A24	A25	A26	A27	A28	A29	A30	A31	A32	A33	A34	A35	A36	A37	A38	A39	A40	A41	A42	A43	A44	A45	A46	A47	A48	A49	A50	A51	A52	A53	A54	A55	A56	A57	A58	A59	A60	A61	A62	A63	A64	A65	A66	A67	A68	A69	A70	A71	A72	A73	A74	A75	A76	A77	A78	A79	A80	A81	A82	A83	A84	A85	A86	A87	A88	A89	A90	A91	A92	A93	A94	A95	A96	A97	A98	A99	A100	A101	A102	A103	A104	A105	A106	A107	A108	A109	A110	A111	A112	A113	A114	A115	A116	A117	A118	A119	A120	A121	A122	A123	A124	A125	A126	A127	A128	A129	A130	A131	A132	A133	A134	A135	A136	A137	A138	A139	A140	A141	A142	A143	A144	A145	A146	A147	A148	A149	A150	A151	A152	A153	A154	A155	A156	A157	A158	A159	A160	A161	A162	A163	A164	A165	A166	A167	A168	A169	A170	A171	A172	A173	A174	A175	A176	A177	A178	A179	A180	A181	A182	A183	A184	A185	A186	A187	A188	A189	A190	A191	A192	A193	A194	A195	A196	A197	A198	A199	A200	A201	A202	A203	A204	A205	A206	A207	A208	A209	A210	A211	A212	A213	A214	A215	A216	A217	A218	A219	A220	A221	A222	A223	A224	A225	A226	A227	A228	A229	A230	A231	A232	A233	A234	A235	A236	A237	A238	A239	A240	A241	A242	A243	A244	A245	A246	A247	A248	A249	A250	A251	A252	A253	A254	A255	A256	A257	A258	A259	A260	A261	A262	A263	A264	A265	A266	A267	A268	A269	A270	A271	A272	A273	A274	A275	A276	A277	A278	A279	A280	A281	A282	A283	A284	A285	A286	A287	A288	A289	A290	A291	A292	A293	A294	A295	A296	A297	A298	A299	A300	A301	A302	A303	A304	A305	A306	A307	A308	A309	A310	A311	A312	A313	A314	A315	A316	A317	A318	A319	A320	A321	A322	A323	A324	A325	A326	A327	A328	A329	A330	A331	A332	A333	A334	A335	A336	A337	A338	A339	A340	A341	A342	A343	A344	A345	A346	A347	A348	A349	A350	A351	A352	A353	A354	A355	A356	A357	A358	A359	A360	A361	A362	A363	A364	A365	A366	A367	A368	A369	A370	A371	A372	A373	A374	A375	A376	A377	A378	A379	A380	A381	A382	A383	A384	A385	A386	A387	A388	A389	A390	A391	A392	A393	A394	A395	A396	A397	A398	A399	A400	A401	A402	A403	A404	A405	A406	A407	A408	A409	A410	A411	A412	A413	A414	A415	A416	A417	A418	A419	A420	A421	A422	A423	A424	A425	A426	A427	A428	A429	A430	A431	A432	A433	A434	A435	A436	A437	A438	A439	A440	A441	A442	A443	A444	A445	A446	A447	A448	A449	A450	A451	A452	A453	A454	A455	A456	A457	A458	A459	A460	A461	A462	A463	A464	A465	A466	A467	A468	A469	A470	A471	A472	A473	A474	A475	A476	A477	A478	A479	A480	A481	A482	A483	A484	A485	A486	A487	A488	A489	A490	A491	A492	A493	A494	A495	A496	A497	A498	A499	A500	A501	A502	A503	A504	A505	A506	A507	A508	A509	A510	A511	A512	A513	A514	A515	A516	A517	A5
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