samegoal

Draft Watermark

A "Draft" watermark appears on documents when printed until each document is marked complete (with a few exceptions for ongoing documents such as progress reports or forms that require majority parent input).

Displaying a "Draft" watermark on documents until they are marked complete helps districts better communicate to parents and other team members when a given document contains all required information and signatures, especially when meetings are held remotely.

💡 Tip Parents should not be given documents with a draft watermark. Before you give a document to a parent/guardian to sign, mark the document complete.

💡 Tip Unsure how to incorporate "Draft" watermarks into your meeting and document finalization process? See Holding Meetings for suggested workflows.

View a draft watermark

Steps *To view a document containing a "DRAFT" watermark:*

1. Visit an incomplete document.
2. Click the **Printer** icon at the top right.
3. Select the document view you wish to print (i.e. section, full document).
4. The "Draft" watermark will appear across all the pages.