

## • School Administrator Databases •

This file contains five ClarisWorks databases that are designed to increase the productivity of public school administrators and their staff. They require ClarisWorks 2.0.

- Transfer Data- This database keeps track of requests for transfer of funds from one account to another. It also has a form layout for printing your request.
- Budget Database- This database is used keep an up to date balance of accounts. It is designed to calculate balances. You no longer need your calculator !
- Budget P.O.- This database is used to process purchase orders. All you do is enter all of the pertinent information. ClarisWorks 2.0 does the rest! One layout is used to print your purchase order request on an existing form. (You may have to arrange it to fit your forms.)
- Student Database- This database is used for student demographic data. It also has a birthday layout so that you can send birthday notes to your students by mail merging!
- Student Discipline Data- This is the latest database that I have developed. This database is used to keep track of student discipline. It takes advantage of one of ClarisWorks 2.0 's newest feature, auto entry. This feature makes it very easy to enter discipline data.

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If you use this software regularly please send a donation of \$50.00, or whatever you think these databases are worth, to the address below. Your donation will be deeply appreciated.

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["The expert in anything was once a beginner." Anonymous](#)

Please send comments or suggestions to me at the addresses below.

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