



ASCENDER GUIDES



admin_campus_enroll_print_portal_id_letters

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IMPORTANT: Before proceeding, be sure that a ParentPortal ID letter has already been created on **Registration > Maintenance > ParentPortal > Letters > Update > Letter** that includes the nine portal ID variables.

Registration > Maintenance > ParentPortal > Print Letters > Letter Criteria

This tab allows you to set criteria for printing parent letters for the ParentPortal. Each letter provides the portal IDs of the students in one family.

- Letters are printed for active students who have an assigned ParentPortal ID.
- A single letter is printed for multiple guardians with the same last name and same address.
- If the guardian has an invalid address, the student's address is used.

LETTER CRITERIA

PRINT LETTERS

Recipient Selection

☒ List of Students
☐ No Letter Sent
☐ Entire Campus

Number of Students Selected: 0

Letter Sort Order

☒ Sort by Parent Zip Code
☐ Sort by Student Name

Warning:
Students must have a Portal ID assigned to be displayed in the directory or to have a letter printed.

Directory

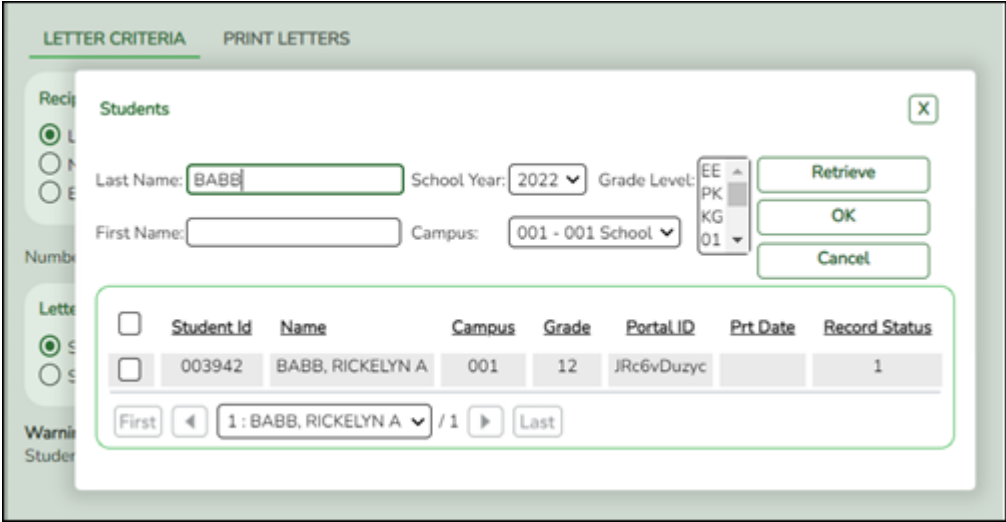
Run Criteria

Letter Template
PP Parent Portal Letter

Campus

Run

☐ Under **Recipient Selection**, select the students for whom you want to send letters to the parents.

List of Students	<p>Select to print letters for multiple students who have an assigned portal ID, and then click Directory to select the students from the Directory.</p> <p>Retrieve and select the student(s), and click OK.</p> 
No Letter Sent	Select to print letters for students for whom letters have not been sent.
Entire Campus	Select to print letters for all students at the campus, even if letters were sent previously.

Number of Students Selected	If you selected List of Students , the number of selected students is displayed.
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☐ Under **Letter Sort Order**, select the order in which you want the letters printed.

Sort by Parent Zip Code	Select to sort letters by parent zip code.
Sort by Student Name	Select to sort letters by student name.

☐ Under **Run Criteria**:

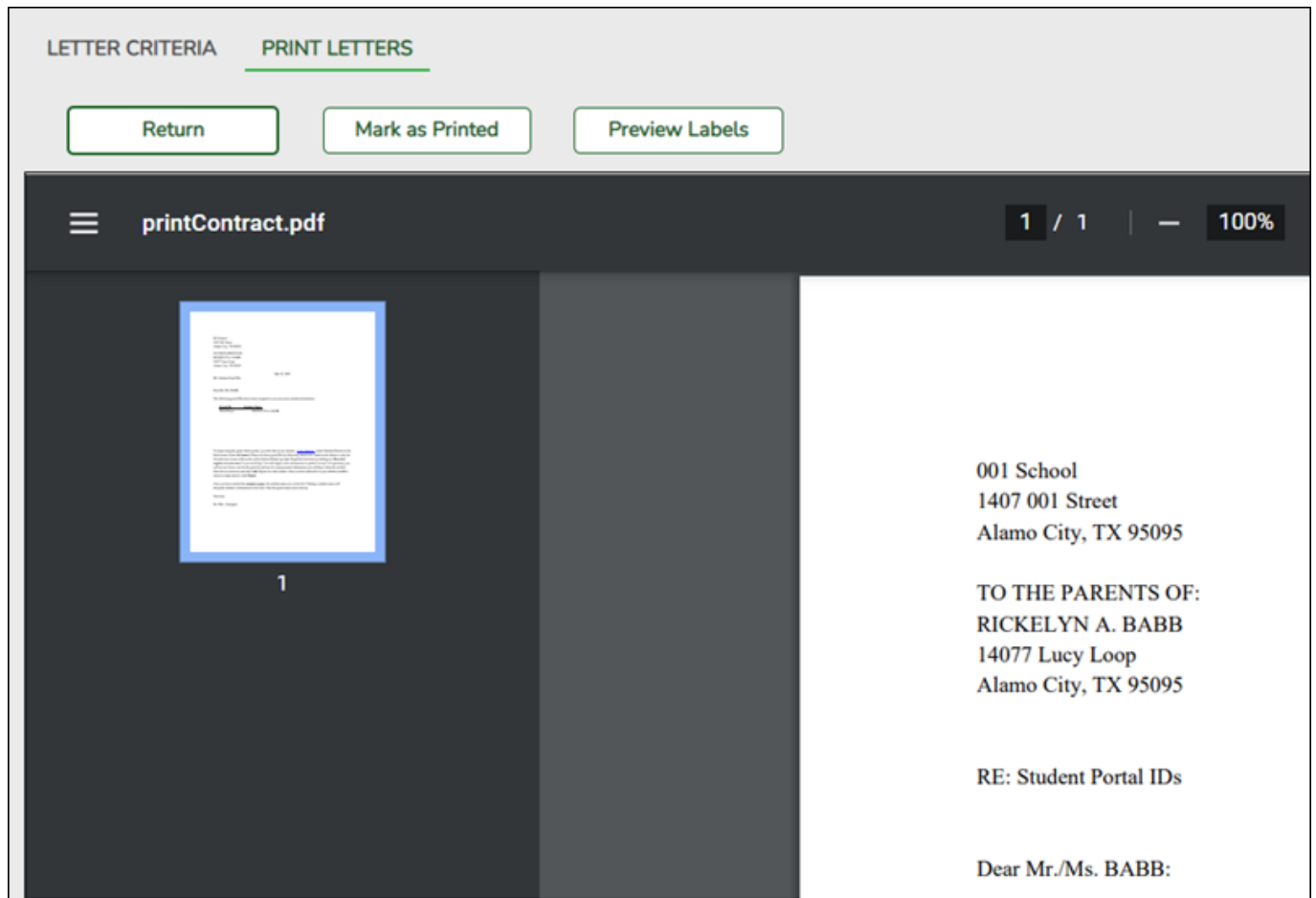
Letter Template	Select the letter type. The letter types created on Registration > Maintenance > Parent Portal > Letters > Update > Directory are listed.
Campus	Select the campus for which letters are being printed.

☐ Click **Run**.

- A pop-up message displays your selection criteria and prompts you to continue. Click **Yes**.
- The **Print Letters** tab opens.

Registration > Maintenance > Parent Portal > Letters > Print > Print Letters

The letters open in PDF format in an embedded Adobe Reader window.



From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.

If more than one student was selected, only the first student's letter is visible, but the remainder of the letters follow. You can use the scroll bar to view all letters.

Mark as Printed	<p>Click to indicate that you have printed the letter.</p> <p>Once clicked, when you open the Directory from the Letter Criteria tab, the system date (i.e., current date) will be displayed in the Prt Date field for each student for whom the letter was printed.</p>
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☐ Click **Preview Labels** to print mailing labels for the letters, which are printed in the same order as the letters.

The labels use the Avery 5162 template (14 labels per page).

Only the parent name is printed on the labels. The student address is only used if there is no parent address.

LETTER CRITERIA
PRINT LETTERS

Return
Mark as Printed
Close Labels




RAUL BABB
14077 Lucy Loop
Alamo City, TX 95095

NOTE: The letters and labels may be sorted by either zip code or student name, but the student's name is not printed on the labels. It is recommended that you include the parent name in the letter heading so that it will be easier to match the label with the letter.

☐ Click **Close Labels** to return to the letter preview.

☐ If errors are found, click **Preview Errors** to view the errors.

[Review, save, and/or print the report.](#)

- Review the report:
 - Click |< to go to the first page of the report.
 - Click < to go back one page.
 - Click > to go forward one page.
 - Click >| to go to the last page of the report.
- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click  to close the report window. Some reports may have a **Close Report** or **Exit** button instead.

The following error reports are generated:

- Invalid addresses for parent or student
- Students without a parent/guardian who receives mailouts
- Students without an assigned ParentPortal ID

☐ Click **Close Errors** to close the error report.

☐ Click **Return** to return to the Letter Criteria tab.

A message is displayed notifying you that the letters will be cleared when you return to the Letter Criteria tab. Click **Yes** to continue.

☐ Distribute the letters to parents.



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