



Letter Control

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Attendance > Maintenance > Student > Student Inquiry > Letter Control

This tab displays letter control records for individual students, which are created when attendance letters are generated on [Maintenance > Letters > Update > Directory](#). You can enter or modify the date on which the letters were sent, if needed.

View data:

Select a student

To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>



(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
From Date	(Required) Type the date from which you want to inquire about the student's attendance letters. Use the MMDDYYYY format.

The student's original entry date, grade level, and withdrawal date (if applicable) are displayed.

Records are displayed that indicate letters have been printed.

- Data from [Maintenance > Letters > Update > Directory](#) is displayed.
- [The list can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.


A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

Date Sent	<p>The date on which the letters were generated is displayed. Type another date in the MMDDYYYY format if necessary.</p> <p>NOTE: If you manually change this field for a student, it will <i>not</i> be updated if you run the Update/Delete Letter Controls utility to mass update letter controls.</p>
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Click **Save**.

Other functions and features:

**Delete a letter control record.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Documents [View or attach supporting documentation.](#)



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