



## Update/Delete Letter Controls



# Table of Contents

**Update/Delete Letter Controls ..... 1**



# Update/Delete Letter Controls

## ***Attendance > Utilities > Update/Delete Letter Controls***

This utility mass deletes letter control records, which are created when letters are printed. You can also mass update the letter control records with the actual date on which the letters were sent.

Student letter control records can be viewed on [Maintenance > Student > Student Inquiry > Letter Control](#).

### **Modify a record:**

Note: If the Date Sent field has been changed for a student, it is not changed when a mass update is done.

Update/delete letter control records:

Letter control records are displayed.

The records show the number of letters generated, the date on which they were sent, and the options selected for the letter type.

The list can be re-sorted.

The Date Sent field displays the date on which the letters were run. To change the date, type the actual date in the MMDDYYYY format.

Click Update.

To delete letter control records, select Del for the rows you want to delete, and then click Delete. The selected rows are deleted.



## Back Cover