


# Print (Discipline Letters)

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# Print (Discipline Letters)

***Discipline > Maintenance > Letters > Print***

This page allows you to retrieve the students for whom you want to print letters. You can perform a variety of queries to retrieve a specific group of students, such as all students involved in an incident with a specific action code. Once you select the students, you can set printing options, print a test page, and then print the letters.

If a court-ordered restriction exists, all incident data for the student is restricted.

## Print letter:

**IMPORTANT:** To print a discipline letter, the **Parent Contact** field must be set to *Letter* on Maintenance > Student > Maintenance for the incident; otherwise, the incident cannot be retrieved on this page.

❑ Retrieve a student using one or more of the following fields.

Or, leave all fields blank to retrieve all students.

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| **Student ID** | Type the student's ID if known. If you know the ID, it is not necessary to use the remaining fields. |
| **Last Name** | Type all or part of the last name to retrieve all students whose last name *begins with* the letters you typed. |
| **First Name** | Type all or part of the first name to retrieve all students whose first name *begins with* the letters you typed. |
| **Grade Level** | Type the two-digit grade level to retrieve only students in a particular grade level. |
| **Incident Date** | Type the date on which the incident occurred in the MMDDYYYY format. |
| **Discipline Action Date** | Type the date on which action was taken for the incident in the MMDDYYYY format. |

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| **Administered By** | Select the person handling the incident and taking action. The drop-down list displays names from the following:<br><br>• Discipline > Tables > Campus Level > Administered By<br><br>• Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor<br><br>**NOTE:** If the **Advisor Number** or **First**, **Middle**, or **Last Name** is changed on the Principal/Counselor tab in Registration, the **Administered by** ID or name field (respectively) for any corresponding Discipline records for the same school year and campus will be updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing Administered by information in the Discipline record. |
| **Offense Code** | Select the offense code for the record you want to retrieve. |

❑ Click **Go**.

All students who match the specified criteria are displayed in alphabetical order.

❑ Select the students for whom you want to print letters.

❑ Click **Print**.

A pop-up window opens.

❑ On the **Other Selection** tab, all fields are required:

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| **Letter Type** | Select a letter type for one of the letters created on the Update page. |
| **Change "Parent Contacted" from (L) Letter to (Y) Yes** | Indicate if the student's **Parent Contacted** field on Maintenance > Student > Maintenance should be changed from *Letter* to *Yes* once the letter is generated:<br><br>• **Yes** - The **Parent Contacted** field will be updated to *Yes*, and a letter will not be generated again for this incident. Also, the **Contact Date** field is updated with the date on which the letter is printed. **IMPORTANT:** Note that to print a letter again for this incident, you will need to reset the **Parent Contacted** field to *Letter* or select **No** for this field.<br><br>• **No** - The **Parent Contacted** field remains as *Letter*, and another letter can be generated. |
| **Sort Sequence** | Select the order in which you want the letters printed (alpha, grade, or zip code). |

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| **Which Parents to Send to:** | • **First Primary Parent to Receive Mailouts** - Send the letter only to the priority one guardian who is selected to receive mailouts.<br><br>• **All Primary Parents to Receive Mailouts** - Send the letter to all guardians who are selected to receive mailouts.<br><br>The **Receive Mailouts** and **Priority** fields are maintained on Registration > Maintenance > Student Enrollment > Contact.<br><br>Duplicate addresses are skipped.<br><br>Discipline letters are not printed in different languages. If multiple contacts have duplicate addresses, **Receive Mailouts** is selected, and the languages are different, the letter will be printed for the contact with the lowest priority number. |

❑ On the **Print Letters** tab:

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| **Paper Size** | Adjust the page width and height as needed. |
| **Margins** | Adjust the left, right, top, and bottom margins as needed. The margins are specified in inches. |

❑ Click **Test** to print a test page, or click **Run** to print letters for all selected students.

The letter opens in a new window or tab.

Review, save, and/or print the letters.

**Review the report using the following buttons**:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

**The report can be viewed and saved in various file formats**.

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**, **Exit**, or **Cancel** button instead.

❑ Click **Cancel** to close the dialog box without printing the letter.


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