Update (Discipline Letters)

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Update

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This page allows you to create, edit, and delete discipline letters.

Create a letter:

A list of existing letters is displayed in the grid sorted alphanumerically by type. **Ltr Body** is selected if the body of the letter has been typed in the editor.

Click New to create a new letter. The text editor opens, and a blank page and formatting toolbar are displayed

Field	Description
Type	Type a two-digit letter type code to identify the letter.
Description	Type a description of the letter, up to 50 characters.

Field	Description
Variables	1. To add a variable, position the cursor where you want to insert a variable. 2. Click Variables to select a variable. The Letter Variables lookup is used to select letter variables when printing attendance, discipline, or health letters. Some variables are not available, depending on the letter type. **Search for a variable:** Letter variables are listed in alphabetical order by replacement. Replacement describes the content that will appear in place of the variable when letters are generated for students. 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. ❏ To search for a specific variable, begin typing the replacement text in the **Search** field. The list is automatically filtered to display the variables that contain the characters you have typed. ❏ When you locate the variable you want to retrieve, click the replacement. The lookup closes, and the letter is populated with the selected variable. ❏ Repeat for the remaining variables. ❏ Click **Cancel** to close the lookup without selecting a variable. 3. Click the link for the variable you want to add. The variable is inserted into the letter. 4. Repeat for the remaining variables. Variables must be inserted one at a time.

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