



Update (Discipline Letters)

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

New
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Ltr ID	Description	Ltr Body
01	On Campus Suspension	<input checked="" type="checkbox"/>
20	Attitude Notification	<input checked="" type="checkbox"/>

Create a letter:

A list of existing letters is displayed in the grid sorted alphanumerically by type.



Ltr Body The field 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.

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

Type or edit the letter using as many variables as necessary.

Variables	<p>1. To add a variable, position the cursor where you want to insert a variable.</p> <p>2. Click Variables to select a variable.</p> <p>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.</p> <p>Search for a variable:</p> <p>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.</p> <p>The list can be re-sorted.</p> <p>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.</p> <p>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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> When you locate the variable you want to retrieve, click the replacement. The lookup closes, and the letter is populated with the selected variable.</p> <p><input type="checkbox"/> Repeat for the remaining variables.</p> <p><input type="checkbox"/> Click Cancel to close the lookup without selecting a variable.</p> <p>3. Click the link for the variable you want to add. The variable is inserted into the letter.</p> <p>4. Repeat for the remaining variables.</p> <p>Variables must be inserted one at a time.</p>
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Click **Save**.

The letter editor closes, and the new letter is added to the grid.

Click **Cancel** to close the letter editor without making changes.

Other functions and features:

Edit	<p>1. Click a letter in the grid to select it, and then click Edit. The letter opens in the letter editor.</p> <p>2. Edit the letter type, description, or body as needed.</p> <p>3. To delete a variable, highlight the variable to select it, and then press DELETE.</p> <p>4. Click Save. The letter editor closes, and you return to the Update page.</p>
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Delete Click a letter in the grid to select it, and then click **Delete**. The letter is deleted from the grid.



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