

attendance_letters_print_display_print

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❑ Under **Display/Print**, select what you wish to view/print:

Letters	This option is selected by default. See additional information below.
Errors	The option is only enabled if errors are encountered when the report is run. Select to view the error report. • If errors are encountered, the letters are still generated. • If no letters are generated, the error report is displayed. • The **Errors** option is disabled if no errors were encountered. The following error reports may be generated: • Parent & Student Records without Valid Addresses • Students without Primary Parent Records Print the error report. **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. **NOTE:** To save the error reports, you must save before printing the letters.

List	Select to generate the List of Generated Letters report, which lists students for whom letters will be printed, the criteria used to generate the letters, the student's absence and tardy information, and a parent name. If a letter is sent for the same student to different addresses or guardians, it is listed more than once for the same letter ID. Print the error report. **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. **NOTE:** To save the list report, you must save before printing the letters.
Labels	Select to print mailing labels for the letters. See additional information below.


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