

attendance_letters_print_display_print_list

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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.


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