

attendance_letters_print_letters_body

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The selected letters open in PDF format in an embedded Adobe Reader window.

From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.

- If letters are generated, the first set of letters is displayed.
- One letter is generated for each guardian. Only one letter is generated for guardians who have the same last name and mailing address.
- The student's two-digit track is displayed below the campus mailing address as well as the student's mailing address.

❑ 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.

Additional fields are displayed according to your **Display/Print** selection:

Letters:

Letter Selection	The field is only enabled when **Letters** is selected for **Display/Print**. Select the letter type to print. All types of letters that have been generated are listed. The number of letters for each type is displayed in parentheses.

The set of letters for the selected letter type is displayed in the Adobe Reader window.

- Letters are sorted by zip code and then by student name.
- As sets of letters are printed, the associated letter types are removed from the drop-down list.

Letter Controls:

Letter controls allow you to mark which letters have been sent to which students. Letter controls are used to prevent the same letters from generating for students who have already received them. Letters are deleted once the letter controls are created for those letters.

IMPORTANT: You must print letters before creating Letter Controls.

❑ To create letter controls, select **Letters** under **Display/Print**.

❑ Click **Create Letter Controls**.

The letter controls pop-up window opens.

❑ Select the letter(s) you want to create letter controls for.

❑ Click **OK**.

The window closes.

A record for this letter is added to Attendance > Maintenance > Student > Student Inquiry > Letter Control for each student who had a letter generated, and the **Date Sent** field on that tab will display the date on which letters were generated.

Labels:

❑ To print mailing labels for the letters, select **Labels** under **Display/Print**.

The labels are displayed in the Adobe Reader window. Labels are sorted by zip code, student last name, and student first name.

Label Selection	The field is only enabled when **Labels** is selected for **Display/Print**. Select the letter type you are printing labels for. Labels for all types of letters that have been generated are listed. The number of labels for each letter type is displayed in parentheses.
Label Format	The field is only enabled when **Labels** is selected for **Display/Print**. Select the label format. You can select 14 or 30 per page. The labels are designed according to the following templates: • 14 labels per page - Avery 5162 template (1.33“ x 4”) • 30 labels per page - Avery 5160 template (1“ x 2 5/8”) • Select *Parent's Name* to print the parent's name and address on the labels. • Select *Student Name* to print “To The Parents of” on the labels.

NOTE: To save the error reports, you must save before printing the letters.

❑ Click **Return** to return to the Letter Criteria tab.

IMPORTANT: Any letters or labels generated on the Letters tab are deleted when you return.

You are prompted to confirm that you wish to return. Click **Yes**.


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