



**attendance\_letters\_print\_letters\_body**



# Table of Contents



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.

The screenshot shows a web application interface with a 'Letters' tab selected. The 'Display/Print' section has radio buttons for 'Letters' (selected), 'Errors', 'List', and 'Labels'. A 'Letter Selection' dropdown menu is set to '08 - Last Chance Letter (2439)'. There are 'Return' and 'Create Letter Controls' buttons. The main content area displays a letter template with the following text:















Agarita High School  
583786 First Avenue  
Greattown, TX 77222  
99

To the Parents of:  
James R. Abeyta  
1010 La Juana  
Greattown, TX  
99

Dear The Parents of James R. Abeyta,  
This letter is to inform you that your son has been absent for a total of 9 days. His absences are as follows:

This is the last Chance letter. If Little Johnny does not show up to school, Little Johnny...

- 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.

<b>Display/Print</b>	<input type="checkbox"/> Under <b>Display/Print</b> , select what you wish to view/print:
	<b>Letters</b> This option is selected by default. See additional information below.
	<b>Errors</b> The option is only enabled if errors are encountered when the report is run. Select to view the error report. <ul style="list-style-type: none"> <li>• If errors are encountered, the letters are still generated.</li> <li>• If no letters are generated, the error report is displayed.</li> <li>• The <b>Errors</b> option is disabled if no errors were encountered.</li> </ul> <p>The following error reports may be generated:</p> <ul style="list-style-type: none"> <li>• Parent &amp; Student Records without Valid Addresses</li> <li>• Students without Primary Parent Records</li> </ul> <p><a href="#">Print the error report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.          Click  to go back one page.          Click  to go forward one page.          Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> <p><b>NOTE:</b> To save the error reports, you must save before printing the letters.</p>
	<b>List</b> 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. <p>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.</p> <p><a href="#">Print the error report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.          Click  to go back one page.          Click  to go forward one page.          Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> <p><b>NOTE:</b> To save the list report, you must save before printing the letters.</p>
	<b>Labels</b> Select to print mailing labels for the letters. See additional information below.

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

## Letters:

<b>Letter Selection</b>	The field is only enabled when <b>Letters</b> is selected for <b>Display/Print</b> . 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.

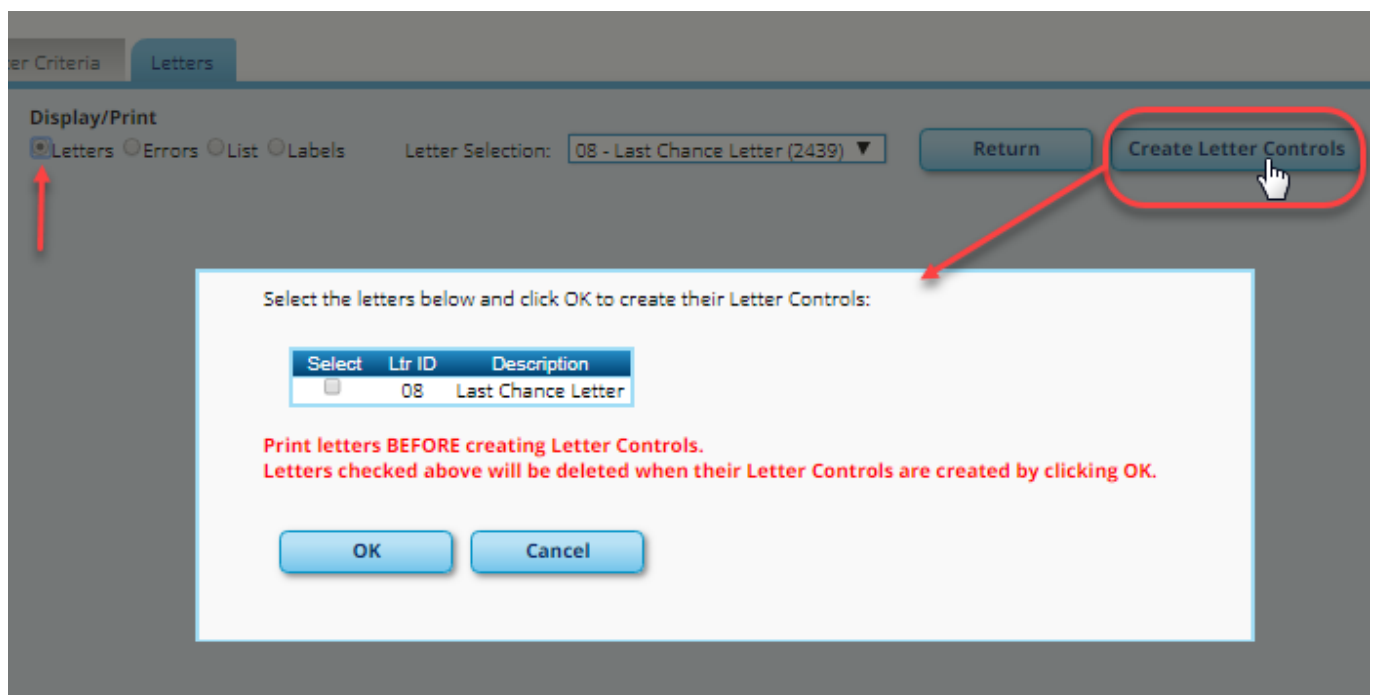
## Letter Controls:

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.

## 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.

Letter Criteria Letters

Display/Print  
☐ Letters ☐ Errors ☐ List ☒ Labels  
 Label Selection: 08 - Last Chance Letter (2439) Return  
 Label Format: 30 Per Page, Parent's Name

The Parents of James R. Abeyta 1010 La Juana Greatown, TX	Blanca Cummings 12180 IH 35 S Lot 6 Alamo City, TX	The Parents of
The Parents of Rudy r. Gonzales- 180 Pecan street Greatown, TX	The Parents of KATE R. STUDENT Alamo City, TX	The Parents of
The Parents of test student	The Parents of parent test	The Parents of

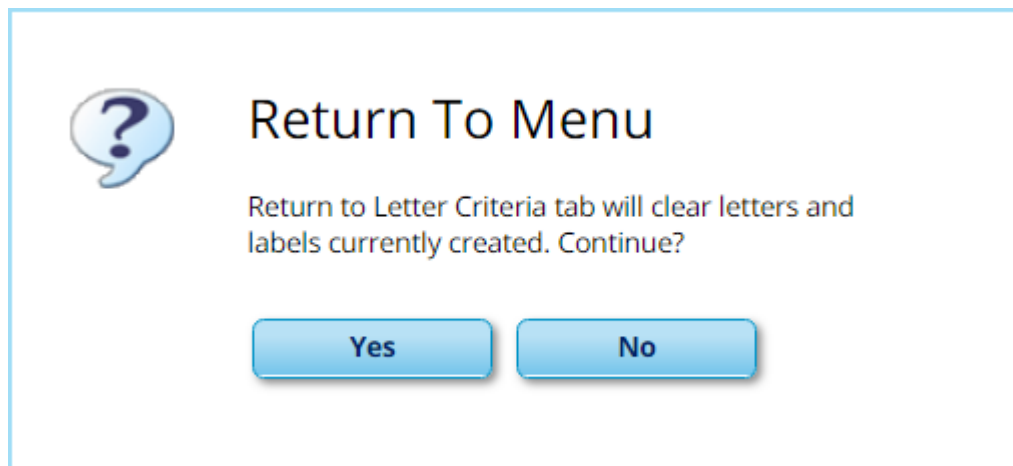
<b>Label Selection</b>	<p>The field is only enabled when <b>Labels</b> is selected for <b>Display/Print</b>.</p> <p>Select the letter type you are printing labels for. Labels for all types of letters that have been generated are listed. The number of labels for each letter type is displayed in parentheses.</p>
<b>Label Format</b>	<p>The field is only enabled when <b>Labels</b> is selected for <b>Display/Print</b>.</p> <p>Select the label format. You can select 14 or 30 per page. The labels are designed according to the following templates:</p> <ul style="list-style-type: none"> <li>• 14 labels per page - Avery 5162 template (1.33" x 4")</li> <li>• 30 labels per page - Avery 5160 template (1" x 2 5/8")</li> <li>• Select <i>Parent's Name</i> to print the parent's name and address on the labels.</li> <li>• Select <i>Student Name</i> to print "To The Parents of" on the labels.</li> </ul>

**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**.



## Back Cover