

health_letters_print_preview_errors

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The button is displayed if there are students with missing or incomplete guardian information. Click to preview the error report.

● Review, save, or print the report.

● Click View Letters to close the error report and return to the letters preview.

3. Click Preview Labels to view the labels.

● Review, save, or print the labels.

● Click View Letters or Close Labels to close the labels and return to the letters preview.

4. Click Preview List to view a list of the letters generated.

● Review, save, or print the list.

● Click View Letters or Close List to close the list and return to the letters preview.

5. If you have run one of the referral letters, the Update Referrals button is displayed. Click Update Referrals to populate the Referral Date field on the screening tab for Vision, Hearing, Spinal, or Acanthosis with the date the referral letter is run. This indicates that the parent/guardian was notified that the student was referred to a specialist, assuming the letter was sent.


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