




health_letters_run_criteria_run

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| Letter Template | The letter types for the selected letter category (immunizations, referrals, or screening, as set up on Letters > Create Letter) are listed. Select the letter type. |
| Address to Print | Indicate if the student's or contact's address should be printed on the letters. <i>Contact</i> address is from Registration > Maintenance > Student Enrollment > Contact (top priority contact, which is the contact with the lowest priority number (e.g., 1)). <i>Student</i> mailing address is from Registration > Maintenance > Student Enrollment > Demo1 . |
| Letter Sort Order | Select the order in which to print letters. <i>Contact Zip Code</i> - Contact's zip code, zip + 4, student's last name, student's first name, student's middle initial, grade level, and student ID <i>Student Zip Code</i> - Student's mailing zip code, mailing zip +4, student's last name, student's first name, student's middle initial, grade level, and student ID <i>Student Name</i> - Student's last name, first name, middle initial, grade level, and student ID |
| As of Date | Type the date in the MMDDYYYY format. Or, click  to select the date from the calendar. The date is used to determine what is due for the student. |
| Campus | Select the campus. Leave blank to select all campuses. |
| Status | Select active or withdrawn students. Leave blank to print letters for all students. |
| Grade | Select a grade level. Leave blank to print letters for all grade levels. |
| Student ID | Type a student ID to print the report for one student. Leave blank to select all students. If you do not know the ID, click Student ID to access the directory . |
| Use Next Year Grade Level | Select to generate immunization letters using the next school year grade level and immunization criteria. If a student is in PK and will still be four years old on September 1 of the next school year, the grade level will not be incremented to KG; therefore, KG rules will not apply to the student (DTP, polio, MMR, varicella, and Hep A). |



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