

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. *Contact* address is from Registration > Maintenance > Student Enrollment > Contact (top priority contact, which is the contact with the lowest priority number (e.g., 1)). *Student* mailing address is from Registration > Maintenance > Student Enrollment > Demo1.
Letter Sort Order	Select the order in which to print letters. *Contact Zip Code* - Contact's zip code, zip + 4, student's last name, student's first name, student's middle initial, grade level, and student ID *Student Zip Code* - 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 *Student Name* - Student's last name, first name, middle initial, grade level, and student ID

● In the As of Date field, type the date in the MMDDYYYY format. Or, click calendar icon to select the date from the calendar. The date is used to determine what is due.

● In the Campus field, click drop-down arrow to select the campus. Leave blank to select all campuses.

● In the Status field, click drop-down arrow to select active or withdrawn students. Leave blank to print letters for all students.

● In the Grade field, click drop-down arrow to select a grade level. Leave blank to print letters for all grade levels.

● In the Student ID field, 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.

● Select Use Next Year Grade Level to generate immunization letters using the next school year grade level and immunization criteria.


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