




# health\_letters\_run\_criteria\_run



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<b>Letter Template</b>	The letter types for the selected letter category (immunizations, referrals, or screening, as set up on <a href="#">Letters &gt; Create Letter</a> ) are listed. Select the letter type.
<b>Address to Print</b>	Indicate if the student's or contact's address should be printed on the letters. <i>Contact</i> address is from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a> (top priority contact, which is the contact with the lowest priority number (e.g., 1)). <i>Student</i> mailing address is from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a> .
<b>Letter Sort Order</b>	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
<b>As of Date</b>	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.
<b>Campus</b>	Select the campus. Leave blank to select all campuses.
<b>Status</b>	Select active or withdrawn students. Leave blank to print letters for all students.
<b>Grade</b>	Select a grade level. Leave blank to print letters for all grade levels.
<b>Student ID</b>	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 <b>Student ID</b> to access the <a href="#">directory</a> .
<b>Use Next Year Grade Level</b>	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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