

Letter Criteria (Health)

Table of Contents

Letter Criteria (Health) 1

Letter Criteria (Health)

Health > Letters > Run Letter > Letter Criteria

This tab allows you to set criteria for printing Health letters for immunizations, referrals, or screenings.

Notes:

■ For Immunization Due letters, if a students 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).

■ Vaccine doses can be administered four or fewer days before the minimum interval or age.

■ Referral letters print for students who failed a screening and have no referral date in their record for the current year.

■ The blank referral date is updated with the current date when you click Update Referrals from the Print Letters tab. An existing referral date is not replaced, because a letter is not generated if the referral date is not blank.

■ Hearing or vision referrals are generated when the Pass/Fail field is set to Fail or Inconclusive.

■ Spinal referrals are generated when the Signs/Symptoms field is set to Kyphosis, Other, or Scoliosis.

■ Acanthosis referrals are generated when the AN Marker field is set to a value other than 0 (negative).

■ Spinal and acanthosis screening letters print for students who do not have a religious exemption.

■ The affidavit date must be prior to the generation date of the screening letters in order for the letters to not print due to the religious exemption.

■ Students must have record status 1, 2, or 3 in order to have a letter generated.

Select criteria:

1. Select the letters you want to print:

● Under Immunizations, select the immunization(s) for which to print letters.

To select all immunizations, select the check box next to Immunizations.

● Under Referrals, select the type of referrals for which to print letters.

● Under Screenings, select the type of screening for which to print letters.

2. Under Label Criteria, make the following selections for the labels:

● Select Grade Level to print the student's grade level on the label.

● Select Campus Name to print the campus name and ID on the label.

● Select “To Parent/Guardian of” to print “To the Parent/Guardian of” on the label.

● Select Student ID to print the student ID on the label.

Note: The labels are designed using the Avery 5162 template, which prints 14 labels per page, 1 1/3“ x 4” each.

3. Under Run Criteria, make the following selections for the letters:

● In the Letter Template field, click drop-down arrow to select the letter type. Only letter types for the selected letter category are displayed in the drop down.

● In the Address To Print field, click drop-down arrow to 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. ● In the Letter Sort Order, click drop-down arrow to select the order in which you would like the letters to print.

□ 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.

4. Click Run to process the letters. The Print Letters tab is displayed. To return to the Letter Criteria tab, click Return.

Note: For referral letters, the students' referral dates are updated with the date on which the letter was printed.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover