

Letter Criteria (Health)

Table of Contents

Letter Criteria (Health) 1

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Health > Letters > Run Letter > Letter Criteria

This tab allows you to set criteria for printing Health letters for immunizations, referrals, or screenings. Letters are generated for students with record status 1, 2, or 3.

Notes about immunization letters

Notes about referral letters

Notes about screening letters

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.


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Back Cover