



## Letter Criteria (Parent Portal Letters)



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# Letter Criteria (Parent Portal Letters)

***Registration > Maintenance > Parent Portal > Letters > Print > Letter Criteria***

This tab allows you to set criteria for printing parent letters for the txConnect parent portal. Each letter provides the portal IDs of the students in one family.

- Letters are printed for active students who have an assigned txConnect portal ID.
- A single letter is printed for multiple guardians with the same last name and same address.
- If the guardian has an invalid address, the student's address is used.
- Printed letters are sorted by zip code, parent last name, and parent first name.

## **Set criteria:**



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