

Letter Criteria (Parent Portal Letters)

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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:

Field	Description	
Recipient Selection	Select the students for whom you want to send letters to the parents.	
	List of Students	Select to print letters for multiple students who have an assigned portal ID, and then click **Directory** to select the students from the directory. Retrieve and select the student(s), and click **OK**.
	No Letter Sent	Select to print letters for students for whom letters have not been sent.
	Entire Campus	Select to print letters for all students at the campus, even if letters were sent previously.
Number of Students Selected	If you selected **List of Students**, the number of selected students is displayed.	
Letter Sort Order	Select the order in which you want the letters printed.	
	Sort by Parent Zip Code	Select to sort letters by parent zip code.
	Sort by Student Name	Select to sort letters by student name.

The Number of Students Selected field displays the number of recipients according to your selection.

2. Under Letter Sort Order, select the order in which you want the letters sorted.

Select Sort by Parent Zip Code to sort letters by parent zip code.

Select Sort by Student Name to sort letters by student name.

3. Under Run Criteria, make the following selections:

In the Letter Template field, click drop-down arrow to select the letter type. The field is required.

In the Campus field, click drop-down arrow to select the campus. The field is required.

4. Click Run to process the letters.

A message displays your selection criteria. Click Yes to continue.

The Print Letters tab is displayed.


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