



## Letter Criteria (Parent Portal Letters)



# Table of Contents

**Letter Criteria (Parent Portal Letters) ..... 1**



# 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:

Field	Description						
<b>Recipient Selection</b>	Select the students for whom you want to send letters to the parents.						
	<table border="1"> <tr> <td><b>List of Students</b></td> <td>Select to print letters for multiple students who have an assigned portal ID, and then click <b>Directory</b> to select the students from the <a href="#">directory</a>.  Retrieve and select the student(s), and click <b>OK</b>.</td> </tr> <tr> <td><b>No Letter Sent</b></td> <td>Select to print letters for students for whom letters have not been sent.</td> </tr> <tr> <td><b>Entire Campus</b></td> <td>Select to print letters for all students at the campus, even if letters were sent previously.</td> </tr> </table>	<b>List of Students</b>	Select to print letters for multiple students who have an assigned portal ID, and then click <b>Directory</b> to select the students from the <a href="#">directory</a> .  Retrieve and select the student(s), and click <b>OK</b> .	<b>No Letter Sent</b>	Select to print letters for students for whom letters have not been sent.	<b>Entire Campus</b>	Select to print letters for all students at the campus, even if letters were sent previously.
	<b>List of Students</b>	Select to print letters for multiple students who have an assigned portal ID, and then click <b>Directory</b> to select the students from the <a href="#">directory</a> .  Retrieve and select the student(s), and click <b>OK</b> .					
	<b>No Letter Sent</b>	Select to print letters for students for whom letters have not been sent.					
<b>Entire Campus</b>	Select to print letters for all students at the campus, even if letters were sent previously.						
<b>Number of Students Selected</b>	If you selected <b>List of Students</b> , the number of selected students is displayed.						
<b>Letter Sort Order</b>	Select the order in which you want the letters printed.						
	<table border="1"> <tr> <td><b>Sort by Parent Zip Code</b></td> <td>Select to sort letters by parent zip code.</td> </tr> <tr> <td><b>Sort by Student Name</b></td> <td>Select to sort letters by student name.</td> </tr> </table>	<b>Sort by Parent Zip Code</b>	Select to sort letters by parent zip code.	<b>Sort by Student Name</b>	Select to sort letters by student name.		
	<b>Sort by Parent Zip Code</b>	Select to sort letters by parent zip code.					
<b>Sort by Student Name</b>	Select to sort letters by student name.						
<b>Run Criteria</b>	<table border="1"> <tr> <td><b>Letter Template</b></td> <td>Select the letter type. The letter types created on <a href="#">Maintenance &gt; Parent Portal &gt; Letters &gt; Update &gt; Directory</a> are listed.</td> </tr> <tr> <td><b>Campus</b></td> <td>Select the campus for which letters are being printed.</td> </tr> </table>	<b>Letter Template</b>	Select the letter type. The letter types created on <a href="#">Maintenance &gt; Parent Portal &gt; Letters &gt; Update &gt; Directory</a> are listed.	<b>Campus</b>	Select the campus for which letters are being printed.		
	<b>Letter Template</b>	Select the letter type. The letter types created on <a href="#">Maintenance &gt; Parent Portal &gt; Letters &gt; Update &gt; Directory</a> are listed.					
<b>Campus</b>	Select the campus for which letters are being printed.						

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.

Click **Run**.

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

The Print Letters tab is displayed.



## Back Cover