



## 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                                                                             |                                                                                                                                                                                                                                            |
|-----------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <b>Directory</b> to select the students from the <a href="#">directory</a> .<br><br>Retrieve and select the student(s), and click <b>OK</b> . |
|                             | 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 <b>List of Students</b> , 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.                                                                                                                                                                                                    |
| Run Criteria                | Letter Template                                                                         | Select the letter type. The letter types created on <a href="#">Maintenance &gt; Parent Portal &gt; Letters &gt; Update &gt; Directory</a> are listed.                                                                                     |
|                             | Campus                                                                                  | Select the campus for which letters are being printed.                                                                                                                                                                                     |

Click **Run**.

- A pop-up message displays your selection criteria and prompts you to continue. Click **Yes**.
- The [Print Letters](#) tab is displayed.



## Back Cover