


# Letter Criteria (Parent Portal Letters)

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

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

- Letters are printed for active students who have an assigned 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.

## Set criteria:

| | | |
|---|---|---|
| **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.<br><br>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. |
| **Run Criteria** | **Letter Template** | Select the letter type. The letter types created on Maintenance > Parent Portal > Letters > Update > Directory 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.


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