

Print Letters (Parent Portal Letters)

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Registration > Maintenance > Parent Portal > Letters > Print > Print Letters

This tab allows you to print letters.

Any changes to the letter template must be made on Maintenance > Parent Portal > Letters > Update > Letter.

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 The Print Letters tab in Registration is enabled after you set letter
criteria on the Letter Criteria tab and click Run.</WRAP>
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Print letters:

2. The letters open in PDF format in an embedded Adobe Reader window.

3. From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.

4. To indicate that you have printed the letters, click Mark as Printed. The system (i.e., current) date is displayed in the Prt Date field on the Letter Criteria directory for each student for whom the letter was printed.

5. If errors are found, click Preview Errors to view the errors. Review, save, or print the report.

● The following error reports are generated:

□ Invalid addresses for parent or student □ Students without a parent/guardian that receives mailouts □ Students without an assigned portal ID ● Click Close Errors to close the error report window and return to the Print Letters tab.

● Click Return to return to the Letter Criteria tab.

A message is displayed notifying you that the letters will be cleared when you return to the Letter Criteria tab. Click Yes to continue. Otherwise, click No.


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