



## Print Letters (Parent Portal Letters)



## Table of Contents

<b>Print Letters (Parent Portal Letters)</b>	1
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# Print Letters (Parent Portal Letters)

**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](#).

The Print Letters tab is not enabled until after you set letter criteria on the [Letter Criteria](#) tab and click **Run**.

## Print letters:

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

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**.



## Back Cover