

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 > ParentPortal > Update Letters > 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.

Mark as Printed	Click to indicate that you have printed the letter. Once clicked, when you open the **Directory** from the Letter Criteria tab, the system date (i.e., current date) will be displayed in the **Prt Date** field for each student for whom the letter was printed.
Preview Labels	Click to print mailing labels for the letters, which are printed in the same order as the letters. The labels use the Avery 5162 template (14 labels per page). Only the parent name is printed on the labels. The student address is only used if there is no parent address. **NOTE:** The letters and labels may be sorted by either zip code or student name, but the student's name is not printed on the labels. It is recommended that you include the parent name in the letter heading so that it will be easier to match the label with the letter. Click **Close Labels** to return to the letter preview.

Preview Errors	If errors are found, click to view the errors. Review, save, and/or print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. The following error reports are generated: • Invalid addresses for parent or student • Students without a parent/guardian who receives mailouts • Students without an assigned portal ID Click **Close Errors** to close the error report.
Return	Click 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.


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