



# Letter Criteria (ParentPortal Letters)



# Table of Contents

**Letter Criteria (ParentPortal Letters) ..... 1**



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## Registration > Maintenance > Parent Portal > Print Letters > 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:

<b>Recipient Selection</b>	Select the students for whom you want to send letters to the parents.	
	<b>List of Students</b>	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> .  Retrieve and select the student(s), and click <b>OK</b> .
	<b>No Letter Sent</b>	Select to print letters for students for whom letters have not been sent.
	<b>Entire Campus</b>	Select to print letters for all students at the campus, even if letters were sent previously.
<b>Number of Students Selected</b>	If you selected <b>List of Students</b> , the number of selected students is displayed.	
<b>Letter Sort Order</b>	Select the order in which you want the letters printed.	
	<b>Sort by Parent Zip Code</b>	Select to sort letters by parent zip code.
	<b>Sort by Student Name</b>	Select to sort letters by student name.
<b>Run Criteria</b>	<b>Letter Template</b>	Select the letter type. The letter types created on <a href="#">Maintenance &gt; Parent Portal &gt; Letters &gt; Update &gt; Directory</a> are listed.
	<b>Campus</b>	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