# Update/Delete Letter Controls

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***Attendance > Utilities > Update/Delete Letter Controls***

This utility mass deletes letter control records, which are created when letters are printed. You can also mass update the letter control records with the actual date on which letters were sent.

Student letter control records can be viewed on Maintenance > Student > Student Inquiry > Letter Control.

If a student's **Date Sent** was manually changed, it is not updated when you use this utility to do a mass update.

## Update data:

Existing letter control records are displayed, including the number of letters generated, the date on which they were sent, and the options selected for the letter type.

The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

| Field | Description |
|---|---|
| **Date Sent** | The date on which the letters were run is displayed. To change the date, type the actual date in the MMDDYYYY format. **You may need to scroll to the right to see this field.** |

Click **Update**.

| | |
|---|---|
| **Del** | To delete all letter control records for a particular **Letter Type** and **As Of Date**, select the check box for the rows you want to delete, and then click **Delete**. The selected rows are deleted. |

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