



## Update (Discipline Letters)



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# Update (Discipline Letters)

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This page allows you to create, edit, and delete discipline letters.

### Create a letter:

A list of existing letters is displayed in the grid sorted alphanumerically by type.

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| <b>Ltr Body</b> | The field is selected if the body of the letter has been typed in the editor. |
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Click **New** to create a new letter.

The text editor opens, and a blank page and formatting toolbar are displayed.

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| <b>Type</b>        | Type a two-digit letter type code to identify the letter. |
| <b>Description</b> | Type a description of the letter, up to 50 characters.    |

Type or edit the letter using as many variables as necessary.

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| <b>Variables</b> | <p>1. To add a variable, position the cursor where you want to insert a variable.</p> <p>2. <a href="#">Click Variables to select a variable.</a></p> <p>The Letter Variables lookup is used to select letter variables when printing attendance, discipline, or health letters. Some variables are not available, depending on the letter type.</p> <p><b>Search for a variable:</b></p> <p>Letter variables are listed in alphabetical order by replacement. Replacement describes the content that will appear in place of the variable when letters are generated for students.</p> <p><a href="#">The list can be re-sorted.</a></p> <p>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.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending <input type="checkbox"/> or descending <input type="checkbox"/> order.</p> <p><input type="checkbox"/> To search for a specific variable, begin typing the replacement text in the <b>Search</b> field. The list is automatically filtered to display the variables that contain the characters you have typed.</p> <p><input type="checkbox"/> When you locate the variable you want to retrieve, click the replacement. The lookup closes, and the letter is populated with the selected variable.</p> <p><input type="checkbox"/> Repeat for the remaining variables.</p> <p><input type="checkbox"/> Click <b>Cancel</b> to close the lookup without selecting a variable.</p> <p>3. Click the link for the variable you want to add. The variable is inserted into the letter.</p> <p>4. Repeat for the remaining variables.</p> <p>Variables must be inserted one at a time.</p> |
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Click **Save**.

The letter editor closes, and the new letter is added to the grid.

Click **Cancel** to close the letter editor without making changes.

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| <b>Edit</b>   | <ol style="list-style-type: none"><li>1. Click a letter in the grid to select it, and then click <b>Edit</b>. The letter opens in the letter editor.</li><li>2. Edit the letter type, description, or body as needed.</li><li>3. To delete a variable, highlight the variable to select it, and then press DELETE.</li><li>4. Click <b>Save</b>. The letter editor closes, and you return to the Update page.</li></ol> |
| <b>Delete</b> | Click a letter in the grid to select it, and then click <b>Delete</b> . The letter is deleted from the grid.  |



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