



Update (Discipline Letters)

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Update

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

A list of existing letters is displayed in the grid sorted alphanumerically by type. **Ltr Body** is selected if the body of the letter has been typed in the editor.

Create a letter:

Click **New** to create a new letter. The [text editor](#) opens, and a blank page and formatting toolbar are displayed

Field	Description
Type	Type a two-digit letter type code to identify the letter.
Description	Type a description of the letter, up to 50 characters.

Field	Description
Variables	<p>1. To add a variable, position the cursor where you want to insert a variable.</p> <p>2. Click Variables to select a variable.</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>Search for a variable:</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>The list can be re-sorted.</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 Search field.</p> <p>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 Cancel 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>

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.

Other functions and features:

Edit	<p>1. Click a letter in the grid to select it, and then click Edit. The letter opens in the letter editor.</p> <p>2. Edit the letter type, description, or body as needed.</p> <p>3. To delete a variable, highlight the variable to select it, and then press DELETE.</p> <p>4. Click Save. The letter editor closes, and you return to the Update page.</p>
Delete	Click a letter in the grid to select it, and then click Delete . The letter is deleted from the grid.



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