

registration_parent_portal_letters_print_body

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The letters open in PDF format in an embedded Adobe Reader window.

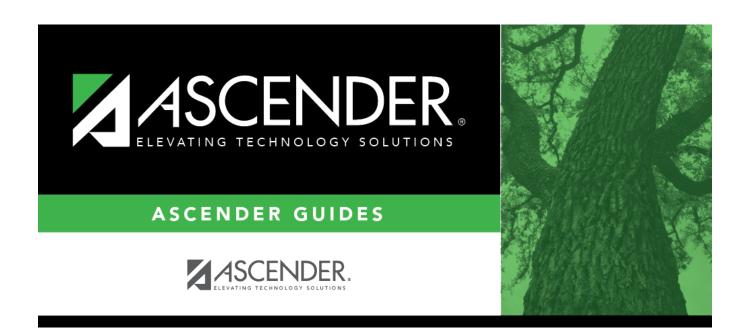
From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.

If more than one student was selected, only the first student's letter is visible, but the remainder of the letters follow. You can use the scroll bar to view all letters.

Mark as	Click to indicate that you have printed the letter.
Printed	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	Click to print mailing labels for the letters, which are printed in the same order as the
Labels	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.
	the letter.
	Click Close Labels to return to the letter preview.
Preview	If errors are found, click to view the errors.
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.

 $\hfill \square$ Distribute the letters to parents.



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