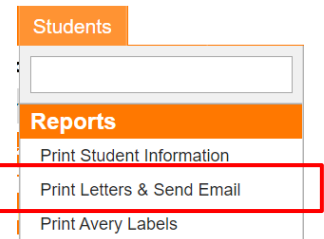
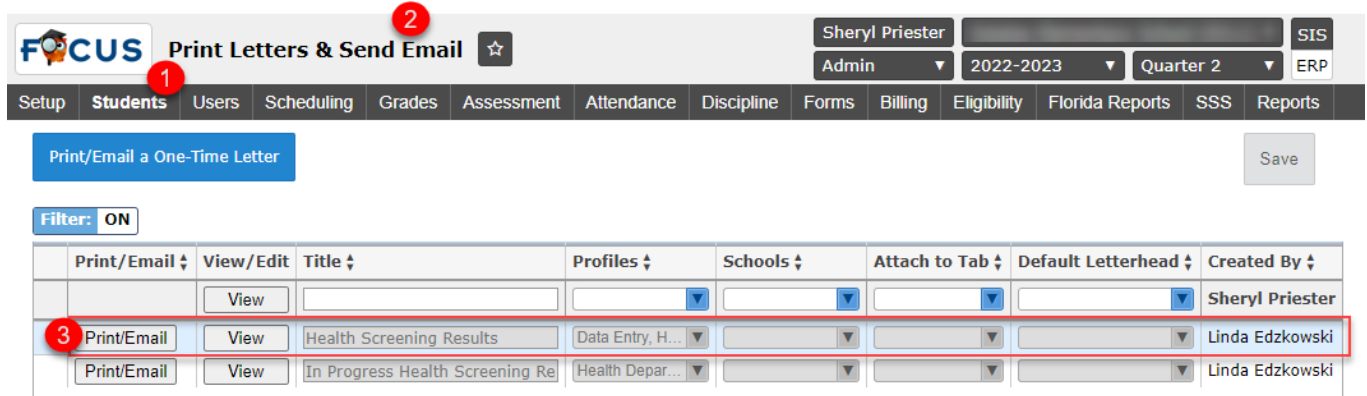


Health Screening Letters

Health Screening Results letters are printed from FOCUS and provided to the screening coordinator.

Accessing the Letters

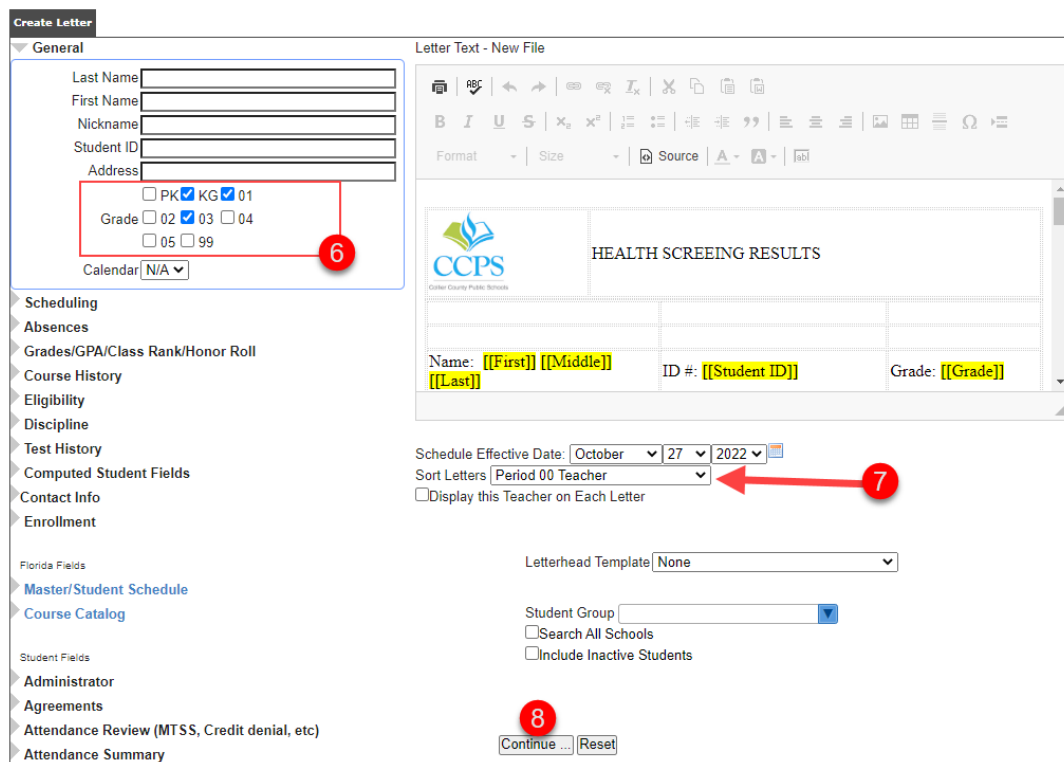
1. Click the Student tab.
2. Select Print Letters & Send Email
3. Locate the letter(s) named "Health Screening Results".
4. Click the Print/Email button to the left of the letter you would like to generate.

Print/Email	View/Edit	Title	Profiles	Schools	Attach to Tab	Default Letterhead	Created By
	View						Sheryl Priester
3 Print/Email	View	Health Screening Results	Data Entry, H...				Linda Edzkowski
Print/Email	View	In Progress Health Screening Re	Health Depar...				Linda Edzkowski

Select your Search Criteria

5. Select More Search Options.
6. Select Grade KG, 01, and 03 for Elementary Schools and 06 for Middle Schools.
7. Using the "Sort Letters" drop-down, select your letter sort order (by period, by teacher, etc.).
8. Click Continue.



Create Letter

General

Last Name:
 First Name:
 Nickname:
 Student ID:
 Address:

PK KG 01
 Grade 02 03 04
 05 99
 Calendar: N/A

Scheduling

Absences
 Grades/GPA/Class Rank/Honor Roll
 Course History
 Eligibility
 Discipline
 Test History
 Computed Student Fields
 Contact Info
 Enrollment

Florida Fields

Master/Student Schedule
 Course Catalog

Student Fields

Administrator
 Agreements
 Attendance Review (MTSS, Credit denial, etc)
 Attendance Summary

Letter Text - New File

HEALTH SCREENING RESULTS

Name: [[First]] [[Middle]]
 ID #: [[Student ID]]
 Grade: [[Grade]]
 [[Last]]

Schedule Effective Date: October 27 2022

Sort Letters: Period 00 Teacher

Display this Teacher on Each Letter

Letterhead Template: None

Student Group:

Search All Schools
 Include Inactive Students

Continue ... Reset

Health Screening Letters

Generating Letters

9. The Print Letters & Send Email screen will display with a student list based on your search criteria.
10. Method: Select Print Letters.
11. Recipient: Select Student Primary.
12. Select Add log entries for each student.
 Note: Only check this checkbox if you want the entry to be logged.
13. UNCHECK Include student name/id on each PDF page (Print Only) when printing letters that are more than one page.
 Note: This letter is only one page.
14. Select the students (all or individual) which you would like to generate a letter for.
 - To select all students – Click the check box in the column title header.
 - To select individual students on the list – Click the box next to each student’s name.
15. Click Print Letters.
16. The FOCUS PDF screen will display the letter(s) generated based on your selection.

Method:
 Print Letters Send Emails

Recipient:
 Student Primary Parents One Per Family Student Primary & Parents

Add log entries for each student
 Include student name/id on each PDF page (Print Only)

The screenshot shows the FOCUS interface for generating letters. Callout boxes provide the following instructions:

- Method:** Fields will default to Print Letters.
- Recipient:** Fields will default to Student Primary.
- Add log entries:** Select if you would like to add the log entry for the selected student(s).
- PDF page options:** Click to preview letters. Select when printing letters that are *more than* one page. Click to generate letters.
- Student Selection:** Click to select the student(s) (referring to the checkboxes in the student list table).

Printing Letters

17. You will have the option to download or print your letters.
 Note: It is not recommended that you download the file. It normally downloads as an html document save as type. If you are wanting to save/download the file, it is recommended that you save as PDF via the print properties.
18. Click the printer icon in the upper right corner of the screen to print your letters.
19. Click the Return to FOCUS button to return to the Print Letters & Send Email screen.

