

Immunization Non-Compliance Letters for Next Year 7th Grade Students (grade 6)

Students entering, attending, or transferring to the seventh grade in Florida schools must complete all required immunizations.

Accessing the Letters

1. Click the Student tab.
2. Select Print Letters & Send Email
3. Locate the letter(s) named “MS Immunization 7th Grade Non-Compliance”.
4. Click the Print/Email button to the left of the letter you would like to generate. (E) English, (S) Spanish, and (C) Creole.

Students

Reports

- Print Student Information
- Print Letters & Send Email
- Print Avery Labels

FOCUS Print Letters & Send Email 2019-2020 Quarter 3

Setup **Students** 1 Users Scheduling Grades Assessment Attendance Discipline Forms Eligibility Florida Reports Reports

Print/Email a One-Time Letter Save

Filter: ON

Print/Email ↓	View/Edit	Title ↓	Default Letterhead ↓	Created By ↓
3	View			
Print/Email	View	(E) MS Immunization 7th Grade Non-Compliance		Linda Edzkowski
Print/Email	View	(S) MS Immunization 7th Grade Non-Compliance		Linda Edzkowski
Print/Email	View	(C) MS Immunization 7th Grade Non-Compliance		Linda Edzkowski

Select your Search Criteria

5. Select More Search Options.
6. Select Grade 06.
7. Select the Demographic section.
8. Locate Parent Contact Language and select the language based on the letter selected.
9. Select the Medical Immunization section.
10. Locate Immunization Status and Select 1-Complete for K-12, except for 7th grade requirements [1].

FOCUS Print Letters & Send Email

Setup Students Users Scheduling Grades Ass

Create Letter

Student

More Search Options

Create Letter

General

Last Name

First Name

Student ID

Address

Grade 06 07 08 99

Calendar N/A

GPA Import Demographic

Custody Notes

Parent Contact Language

Gender

Ethnicity: Hispanic or Latino

Race: American Indian or Alaska Native

Race: Asian

Race: Black or African American

Race: Native Hawaiian or

Filter

Check all visible Clear selected

N/A

No Value

CR

EN

SP

Medical - Health Screening Medical - Immunizations

Health Examination Status

Immunization Status

Birthdate

Between

Health Examir

Between

Temporary Va

Between

Immunization

Filter

Check all visible Clear selected

N/A

No Value

0-Enrolled in Virtual Pgm Only [0]

1-Complete for K-12, except for 7th grade requirements [1]

2-Temporary medical exemption [2]

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11. Using the “Sort Letters” drop-down, select your letter sort order (by period, by teacher, etc.).
12. Click Continue.

Screenshot of the FOCUS interface showing search criteria for generating letters. The interface includes a 'Schedule Effective Date' dropdown set to 'March 5 2020', a 'Sort Letters' dropdown set to 'Alphabetically by Student Name', a 'Letterhead Template' dropdown set to 'None', and an unchecked checkbox for 'Include Inactive Students'. There are 'Continue ...' and 'Reset' buttons at the bottom.

Generating Letters

13. The Print Letters & Send Email screen will display with a student list based on your search criteria.
14. Method: Select Print Letters.
15. Recipient: Select Student Primary.
16. Select Add log entries for each student.
Note: Only check this checkbox if you want the entry to be logged.
17. 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.
18. 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 boxes next to each student’s name.
19. Click Print Letters.
20. The FOCUS PDF screen will display the letter(s) generated based on your selection.

Screenshot of the FOCUS interface showing method and recipient selection options. The 'Method' section has radio buttons for 'Print Letters' (selected) and 'Send Emails'. The 'Recipient' section has radio buttons for 'Student Primary' (selected), 'Parents', 'One Per Family', and 'Student Primary & Parents'. There is a checked checkbox for 'Add log entries for each student' and an unchecked checkbox for 'Include student name/id on each PDF page (Print Only)'.

Screenshot of the FOCUS 'Print Letters & Send Email' screen with callouts explaining various options. The interface shows a navigation menu, user information (Sheryl Priester, Mason Classical Academy), and a list of students. Callouts include: 'Fields will default' pointing to the Method and Recipient sections; 'Select if you would like to add the log entry for the selected student(s)' pointing to the 'Add log entries for each student' checkbox; 'Click to preview letters' pointing to the 'Preview' button; 'Select when printing letters that are more than one page' pointing to the 'Include student name/id on each PDF page (Print Only)' checkbox; 'Click to generate letters' pointing to the 'Print Letters' button; and 'Click to select the student(s)' pointing to the checkboxes in the student list.

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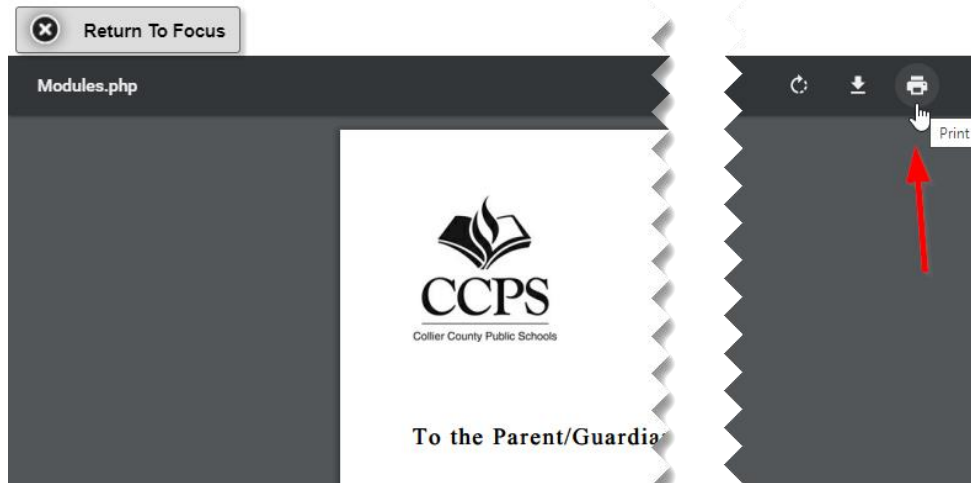
Printing Letters

21. 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.

22. Click the printer icon in the upper right corner of the screen to print your letters.

23. Click the Return to FOCUS button to return to the Print Letters & Send Email screen.



EMAILING Letters to Parents

13. The Print Letters & Send Email screen will display with a student list based on your search criteria.

14. Method: Select Send Emails.

15. The email section will display.

16. Enter an Email Subject and a CC (Carbon Copy email address) if needed. You have the option to Only CC first message and to Send a copy to myself (your email address will display here).

17. Select the Send from NoReply check box to ensure that emails are not sent from your logged email address recorded in FOCUS and from the following email address instead: noreply@focusmail.focus-sis.org.

18. Recipient: Select Parents.

19. Select Add log entries for each student.

Note: Only check this checkbox if you want the entry to be logged.

20. 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.

21. 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 boxes next to each student's name.

22. Click Send Emails.

23. A confirmation message will display once emails are sent. If the parent does not have an email set up, you will receive an Error that no email was entered and the message was not delivered.

Method:
 Print Letters Send Emails

Email Subject: (E) MS Immunization 7th Grade N
CC:

Only CC first message
 Send a copy to myself (priess@collierschools.com)
 Send from NoReply
[Attach file \(5 more\)](#)

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

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

