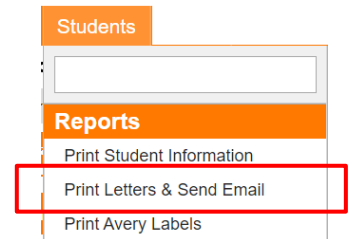


Summer School Eligibility Letters

Once the summer school eligibility has been entered, letters can be generated and distributed to the parent/guardian.

Accessing the Letters

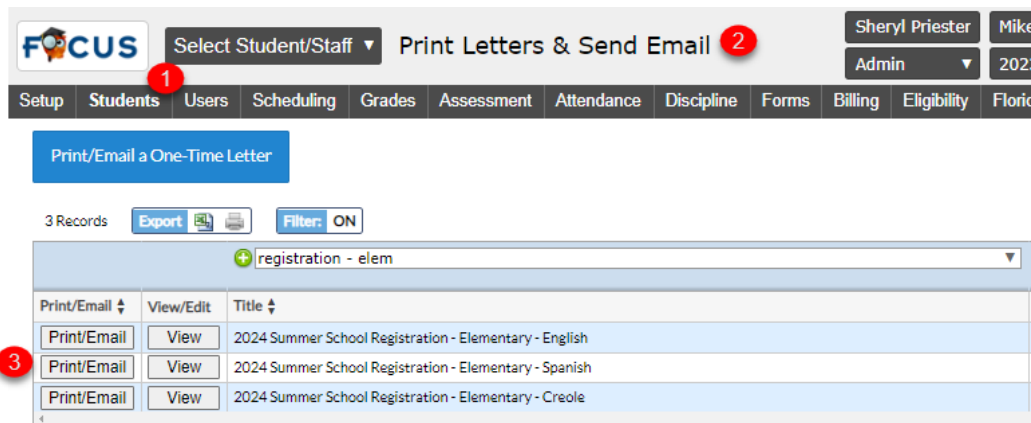
1. Click the Student tab.
2. Select **Print Letters & Send Email**
3. Locate the letter(s) named **Summer School Registration** (E) English, (S) Spanish, and (C) Creole.



Used for the following programs:

- 02 – Elementary Intersession
- 03 – Fresh Start

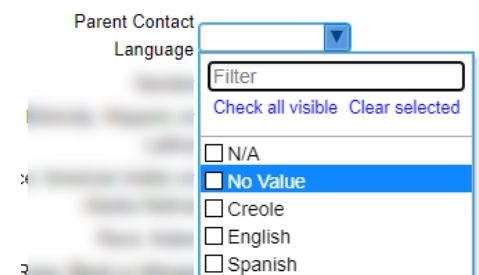
4. Click the Print/Email button to the left of the letter you want to generate.



Select your Search Criteria

You will need to select search criteria based on the selected letter.

5. Select More Search Options.
6. Select the Demographic section.
7. Locate Parent Contact Language and select the language based on the letter selected.
 - a. **English:** Select No Value and English (DO NOT select N/A)
 - b. **Spanish:** Select Spanish only
 - c. **Creole:** Select Creole only
8. Select the Summer School section.



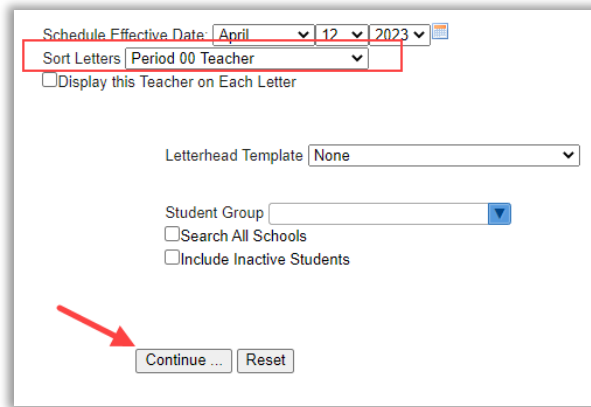
- a. Locate the Eligible drop-down and select the appropriate program(s) based on the selected letter.

Select the following programs:

- 02 – Elementary Intersession
- 03 – Fresh Start

Summer School Eligibility Letters

9. Using the “Sort Letters” drop-down, select Period 00 Teacher.
10. Click Continue.



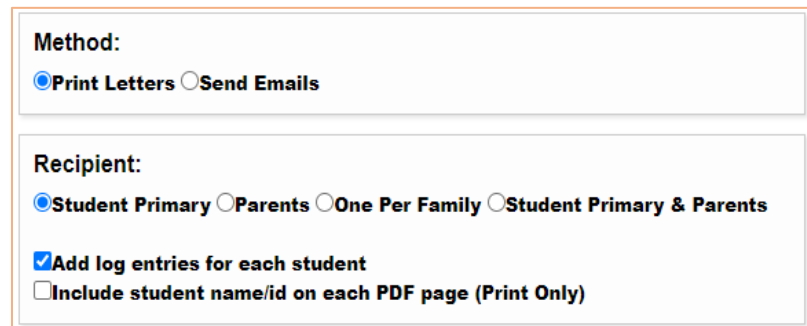
Schedule Effective Date: April 12 2023
 Sort Letters: Period 00 Teacher
 Display this Teacher on Each Letter
 Letterhead Template: None
 Student Group:
 Search All Schools
 Include Inactive Students
 Continue ... Reset

Generating Letters

11. The Print Letters & Send Email screen will display a student list based on your search criteria.
12. Method: Select Print Letters.
13. Recipient: Select Student Primary.
14. Select Add log entries for each student.

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

15. UNCHECK Include student name/id on each PDF page (Print Only) when printing letters that are more than one page. Note: Each letter is two pages.
16. Select the students (all or individuals) 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.
17. Click Print Letters.
18. The FOCUS PDF screen will display the letter(s) generated based on your selection.

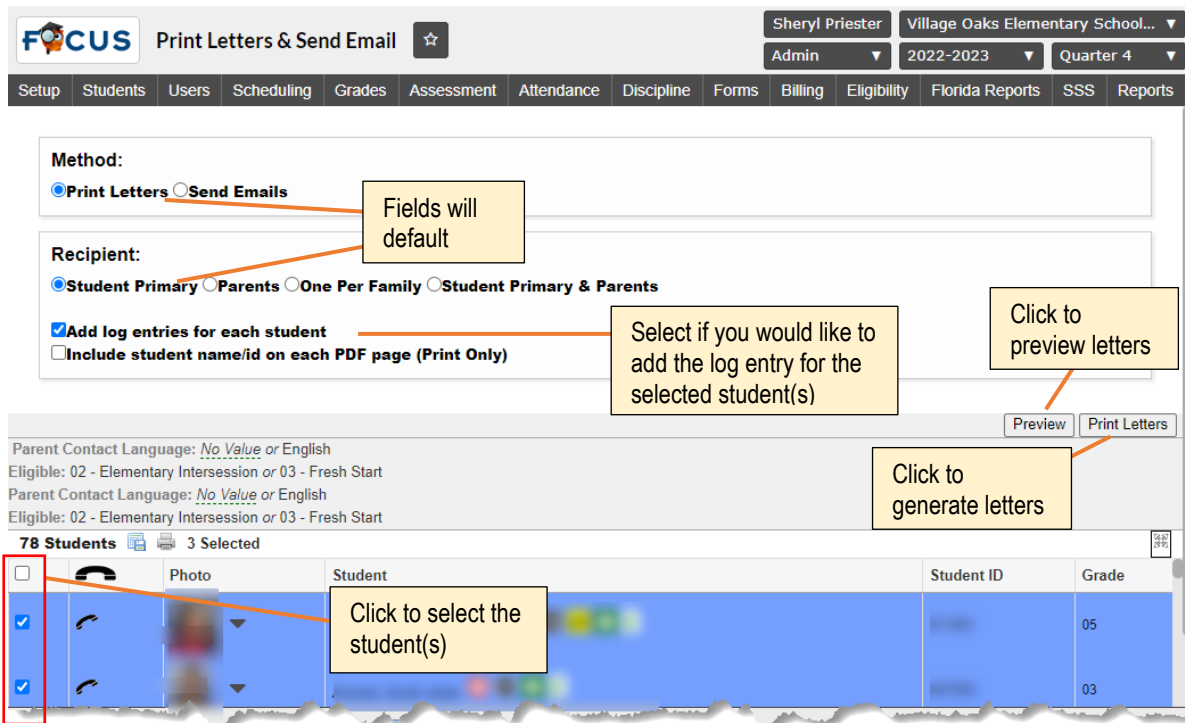


Method:
 Print Letters Send Emails

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)

Summer School Eligibility Letters



Printing Letters

19. You will have the option to download or print your letters.

Note: It is not recommended that you download the file. It usually downloads as an HTML document file type. If you want to save/download the file, it is recommended to save it as PDF via the print properties.

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

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

