

## Notification Letters Overview

The Notification Letter Application brings together Reports and Risk Indicators with a tracking system to help keep track of contact with student guardians. It allows the user to keep track of the letter through various stages of delivery from printed, mailed, and acknowledged to no email on file, sent, or email opened.

Often, letters are sent in response to a requirement imposed by law, a requirement for some program, or a district policy. In addition, some letters are sent to achieve a goal beyond notification, such as achievement, accomplishment, and performance.

Notification Letters encompass three themes revolving around keeping guardians informed of student data.

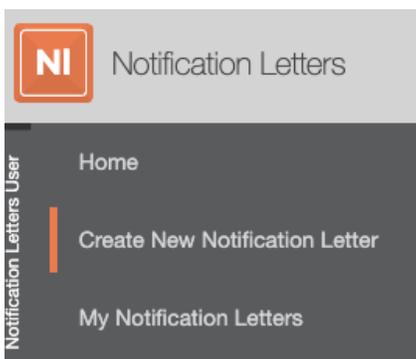
- Letter with specific data points determining which students' guardians will receive the letter. Those letters can be emailed to parents or printed and hand-delivered.
- Letters with specific data point to a static list (such as all 3rd graders). Those letters can be emailed to parents or printed and hand-delivered.
- It generates an email with a file attached. The file may be something the district has already produced, but we would like to have it emailed to students' guardians with a record of that email.

## TYPES OF NOTIFICATIONS

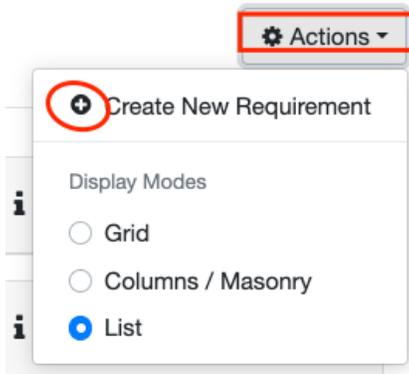
- Attendance / Absence Notifications
- Assessment Results / Parent Notification
- Current D's and F's Notification Letter
- Progress Report Notification
- Parent Information

## CONFIGURING A NOTIFICATION REQUIREMENT

Select **Create New Notification Letter** from the left navigation menu in the **Notification Letter App**.



Locate the **Actions Gear** button to the right of the screen and select **Create New Requirement** from the drop-down menu.

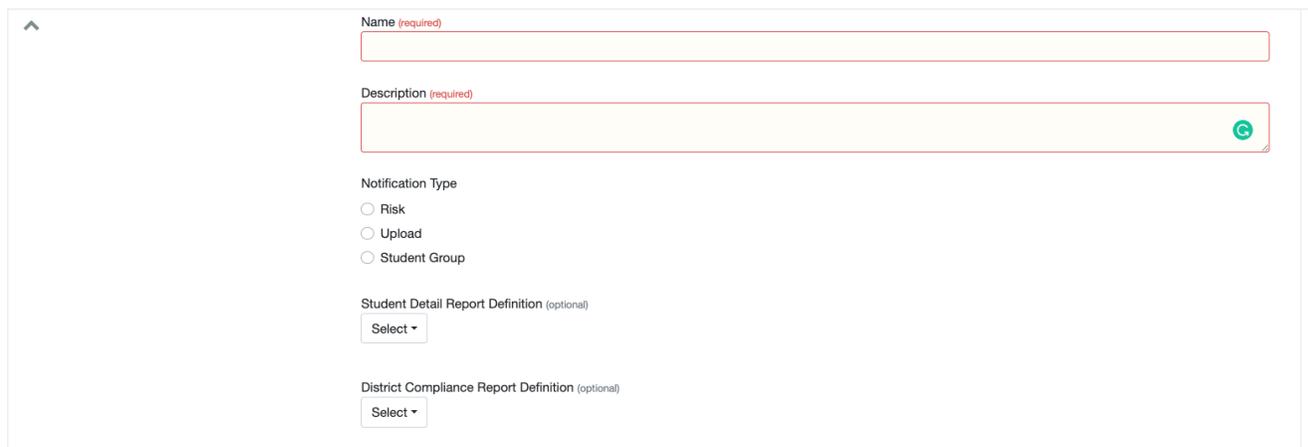


Type a **Name** and **Description**, and choose the **Notification Type**.

Next, select a **Student Detail Report Definition** and **District Compliance Report Definition** from the drop-down menu.

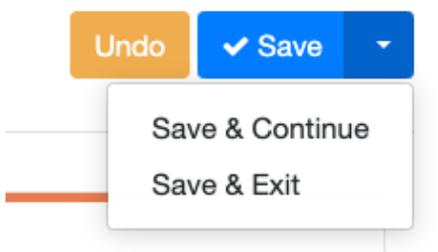
Create New Notification Requirement

Undo Save

A screenshot of a web form titled "Create New Notification Requirement". The form has a header with "Undo" and "Save" buttons. The main content area includes:

- A text input field for "Name (required)".
- A text input field for "Description (required)" with a green circular icon on the right.
- A "Notification Type" section with three radio button options: "Risk", "Upload", and "Student Group".
- A "Student Detail Report Definition (optional)" section with a "Select" dropdown menu.
- A "District Compliance Report Definition (optional)" section with a "Select" dropdown menu.

Click **Save & Continue** from the drop-down menu in the top right corner.



A new window should appear for the Email Template. Modify the **Subject** and **Body** and add a **Reply Email Address** if you choose. Then click **Next**.

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test

Details
Email Template
Report Definitions

### Email Template

This is the default email subject and body that is sent to guardians. When users are creating the notification letter they will be allowed to modify either the subject or body.

You can use the following token replacements in the Body and Subject of the email. *The token name must be in all capital letters and enclosed in percent symbols %.*

-  **%STUDENT\_FULL\_NAME%** - The first and last name of the student.
-  **%RECIPIENT\_FULL\_NAME%** - The first and last name of the student's guardian.
-  **%RECIPIENT\_FIRST\_NAME%** - The first name of the student's guardian.
-  **%RECIPIENT\_LAST\_NAME%** - The last name of the student's guardian.
-  **%STUDENT\_PRINCIPAL\_FULL\_NAME%** - The first

**Reply-To Email Address** (optional)

**Subject** (required)

**Body** (required)

File Edit View Format

← → Formats B /

Hello %RECIPIENT\_FULL\_NAME%,

We are sending you this e-mail on behalf of Tahoma School District, in regard to your student's test. Please follow the link below to download a detailed report. Due to FERPA regulations, you will be required to sign-in to download the file. If you have forgotten your password, you can easily reset it using the 'Reset Password' link on the login page. If you have any questions, please visit the Tahoma School District website.

**%DOWNLOAD\_FILE\_BUTTON%**

Thank you,  
Tahoma School District

Select all of the Risk indicators that will be used to find students who are at risk and need a notification. Next, click the check mark(s) to the left of the chosen, then click **Apply**. If prompted, select **Save** to save your work so far, then continue by clicking **next**.

Select Indicators from Hide In Homeroom is No [change](#)
✓ Apply
✕

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41 Indicators ⌵ Pre-Filtered
Filter Search Results
⚙️

<input type="checkbox"/>		
<input type="checkbox"/>	0 Unexcused in Year	Yes
<input checked="" type="checkbox"/>	10 Absences Year	Yes
<input type="checkbox"/>	10 Unexcused Year	Yes
<input type="checkbox"/>	10-19% Absence Year to Date	Yes
<input type="checkbox"/>	15 Unexcused Year	Yes
<input type="checkbox"/>	2 Unexcused Last 30 Days	Yes
<input type="checkbox"/>	20% Chronic Absence in Year	Yes
<input type="checkbox"/>	2020-21 Absence Rate	Yes
<input type="checkbox"/>	5 Absences Last 30 Days	Yes
<input type="checkbox"/>	5 Unexcused Last 30 Days	Yes
<input type="checkbox"/>	7 Unexcused Last 30 Days	Yes

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50 per page ⏴

Select the **Report Definitions** used to generate the Notification Letters, click **Save** if prompted, and **Next**. Your Notification Requirement has now been successfully created.