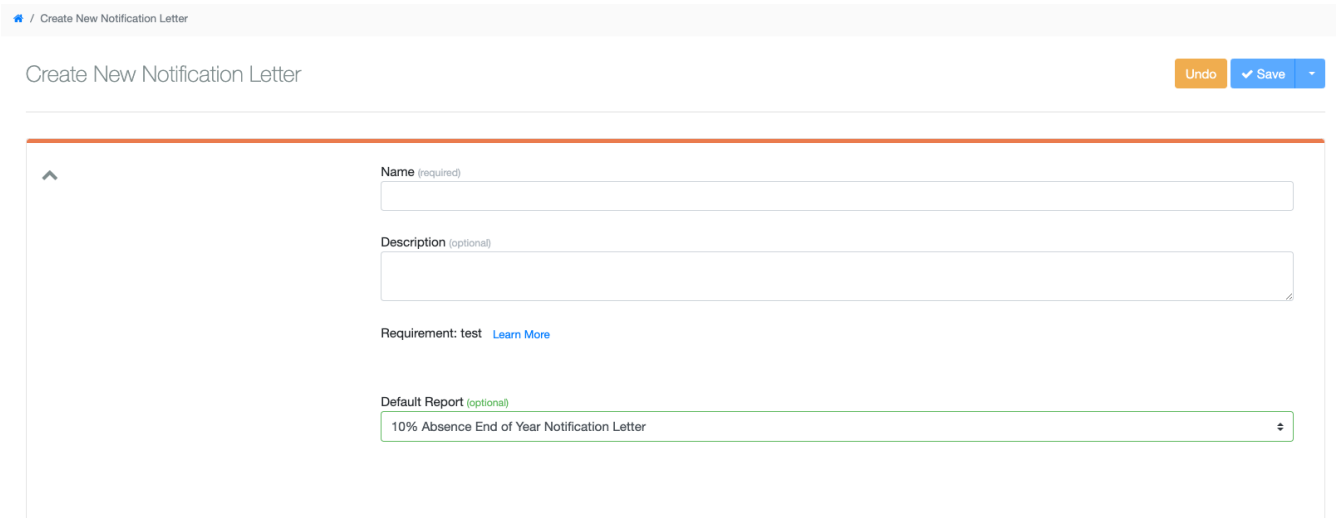


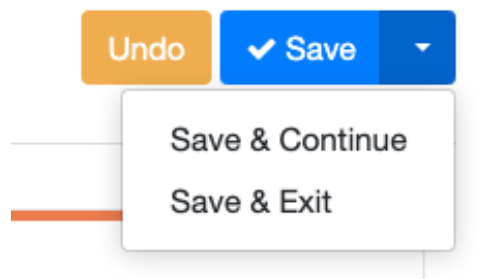
## CONFIGURE THE NOTIFICATION LETTER

Select **Create New Notification** from the left navigation menu of the **Notification Letters App**.

Find the letter you would like and click **Build Notification Letter**. Name the letter, optionally add a description, and default report.



Click **Save and Continue** from the drop-down menu to the right.

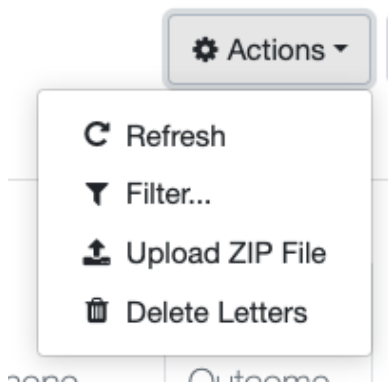


You will be presented with an Email Template. You can modify it or select a report if any are available.

On the next screen, select the student groups. The notification applies to all students who match some qualifying condition, which can be a lot of students. Therefore, with this notification, the user can select one or more student groups to limit the list of students they will be accounted for.

Within the student name column, we see the student's status. Each student is either in a state of Notification Required, Notification no long Required, or Notification Fulfilled. The first time opening the screen, only students who require a notification appear, and no notifications have been sent. As time passes, some students will transition to Notification no longer Required. But they will stay on the list to allow the user to see prior notification deliveries or attempts. Once a notification has been signed and returned, that student will appear with a status of Notification Fulfilled.

Under the **Actions Gear**, you may filter, generate, or delete letters.

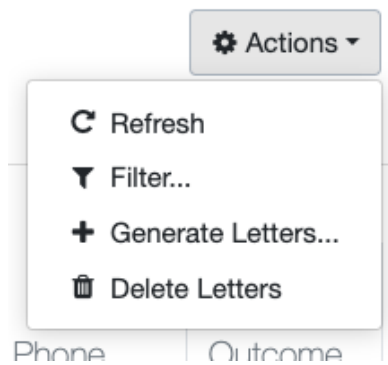


Click **Save** and **Next**. The letter has been created and can be found under **My Notification Letters**.



Select your letter and click Notify.

Under the Deliveries Tab, click the **Action Gear**, and choose **Generate Letters** from the drop-down menu.



A new window will appear. Choose manual or electronic generation, generate mailing labels or not, the document to generate, and the custom file name format.

## Generate Notification Letters ✔ Generate ✕

Are you generating a notification letter for manual distribution (printed) or electronic distribution (email) for the 25 selected students?

Manual Notification  
 Electronic Notification

Generate mailing labels

Document to generate: \*

Chronic Absence Communications Report

Custom file name format: \*

%NOTIFICATION\_REQUIREMENT\_NAME% for %STUDENT\_FULL\_NAME%

After clicking Generate, we will begin creating the documents for the students. *No emails will be sent at this time.* You will have an opportunity to review the generated documents and then decide to send all or send for an individual student.

After clicking generate, it will begin creating the documents for the students. No email will be sent at this time. You will have an opportunity to review the generated documents and then decide to send them all or send to an individual student.

Once generated Send the Notification Letters to Parents.

Manually -- print and mail paper. The generated file will download as a pdf that includes mailing address labels and individual student documents for mailing.

Electronically --send emails with links to secured electronic documents.