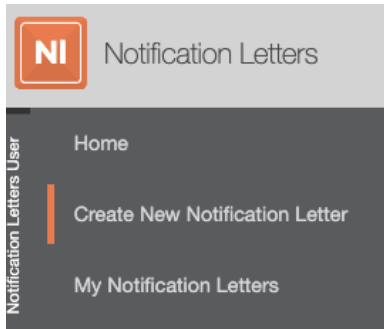


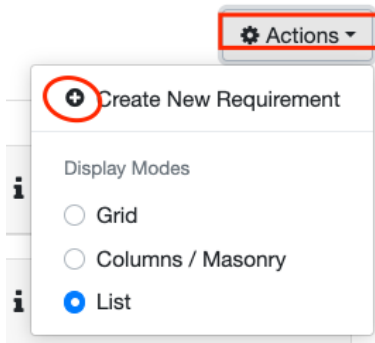
## Configuring a Notification V2

### 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

**Name (required)**

**Description (required)**

**Notification Type**

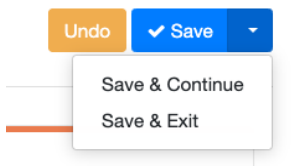
Risk  
 Upload  
 Student Group

**Student Detail Report Definition (optional)**

Select

**District Compliance Report Definition (optional)**

Select

 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**.

test Cancel Next

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 I

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 option, 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 ✕

41 Indicators Pre-Filtered Filter Search Results ⚙

<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

1 - 41 of 41 Page 1 of 1 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.

## CONFIGURE THE NOTIFICATION LETTER

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

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

Home / Create New Notification Letter

Create New Notification Letter Undo ✓ Save

---

^

**Name** (required)

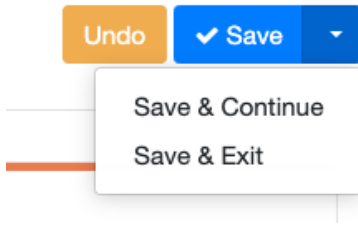
**Description** (optional)

Requirement: test [Learn More](#)

**Default Report** (optional)

10% Absence End of Year Notification Letter

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

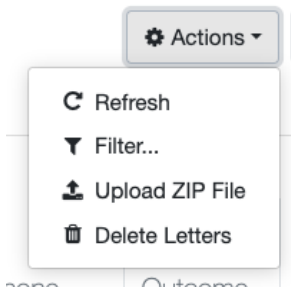


You will be presented with an Email Template. You can modify it or select a report if any are available.

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

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

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

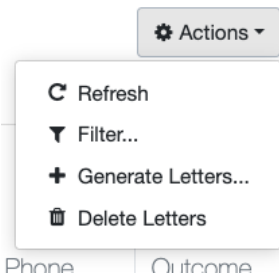


Click **Save** and **Next**. The letter has been created and can be found under **My Notification Letters**.



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%

⚙ Change Format

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 them to an individual student.

Once generated, send the Notification Letters to Parents.

Manually -- print and mail paper. The generated file will be downloaded as a PDF that includes mailing address labels and individual student documents for mailing purposes.

Electronically send emails with links to secured electronic documents.