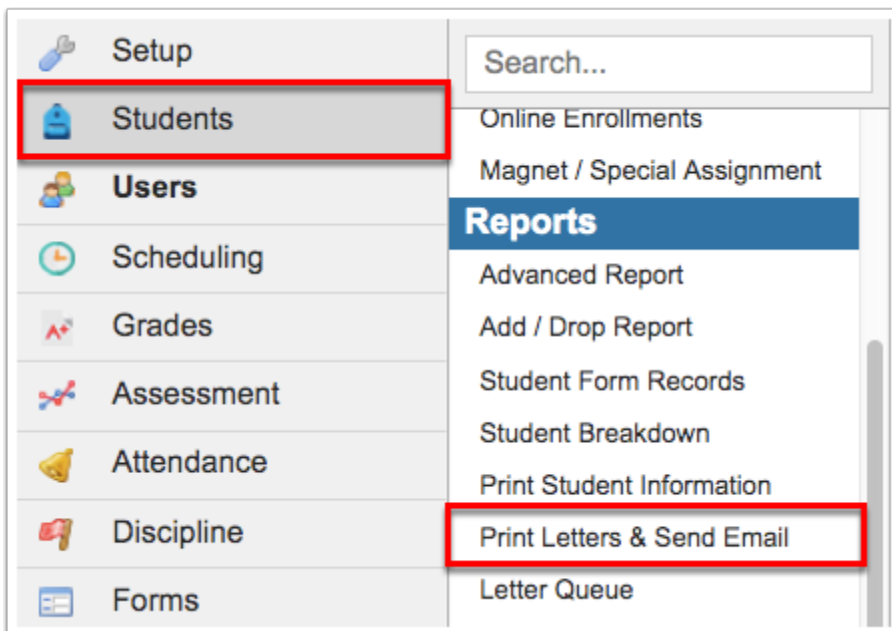


Print Letters & Send Email

The Print Letters & Send Email screen provides a convenient way for administrators to send letters and forms to either a single person or multiple people at once. Formal, formatted letters can be created, saved, and reopened/edited directly within Print Letters & Send Email. The same letters and forms can be saved for future use.

Setting Data for a One-Time Letter/Email

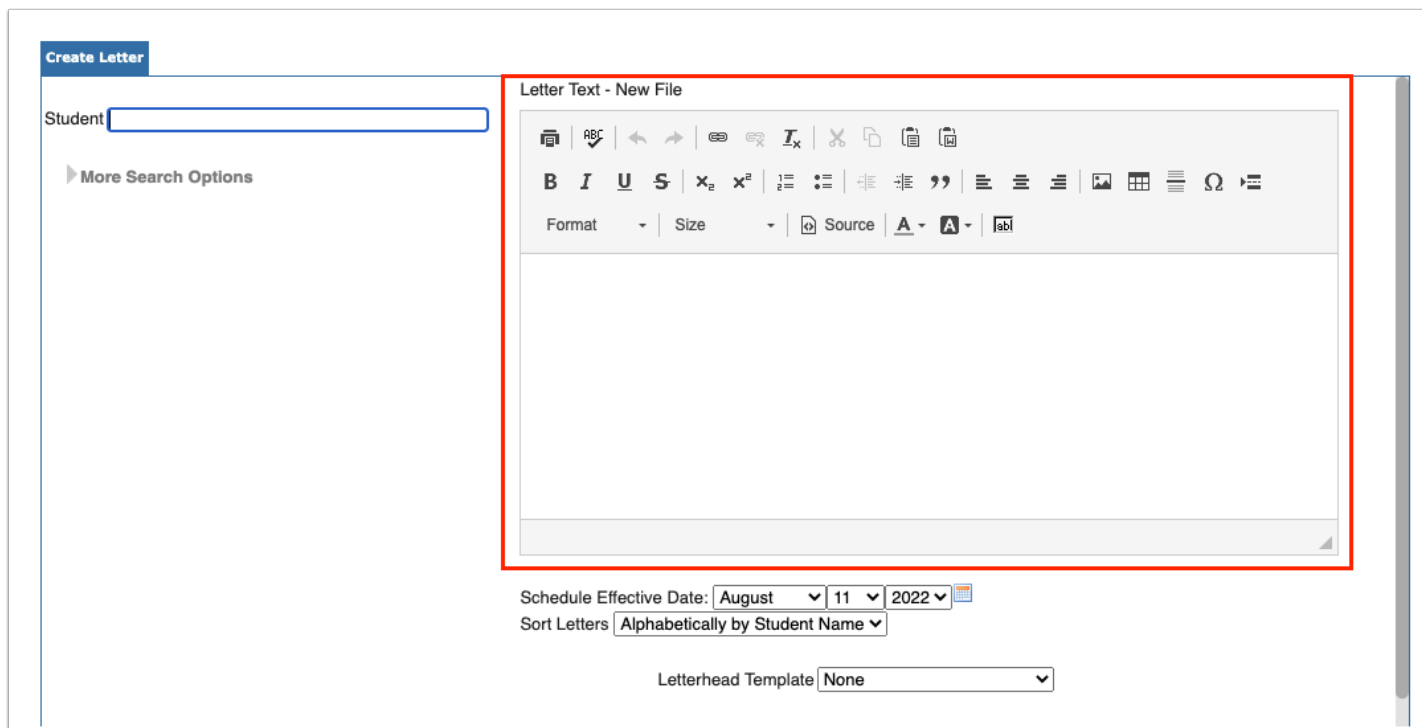
1. In the **Students** menu, click **Print Letters & Send Email**.



i In order to View and/or Edit Print Letters & Send Email, you must have the profile permission via Users > [Profiles](#) > Students tab. In order to Publish Letters, Email Letters, or Edit Letters Created By Others, you must have permission to Edit.

If the only permission enabled is View All Letters, you can view all letters created by all users, but letters cannot be edited. You can still print and/or email letters via the Print/Email button as well as create your own one-time letters to be edited, printed, and/or emailed.

2. Click **Print/Email a One-Time Letter** to begin.



Word Processing Tools

1. Save, Open, and Preview. Save your content in Focus, open the file later, and preview a text-type version.



2. Correct spelling and grammatical errors with the SpellCheck tool.



3. Undo and Redo any actions while creating documents.



4. Link or Unlink hyperlinks using these two tools. There are several options for creating links with Phantom JS:



a. On the Link Info tab, enter how you'd like to see the link displayed in the **Display Text** text box. Choose a **Link Type** from the pull-down; options include: URL, Link to anchor in the text, and Email. Select a **Protocol**, such as http:// or news://. Then enter the **URL** in the text box provided. Click **OK** when finished.

i. Select Email under **Link Type** to create links for letter recipients to reply with an email. You can select to write automated subject titles and/or text, as well. Different information will be required, such as **E-Mail Address**, **Message Subject**, and **Message Body**.

Link

Link Info Advanced

Display Text
Student Waiver

Link Type
E-mail

E-Mail Address
drewmartin@focus.com

Message Subject
Student Waiver

Message Body
Please sign this waiver...

Cancel **OK**

b. If using a URL, you will see a **Target** tab. Select this tab to set a Target, such as <frame>, <popup window>, Same Window (...self), Parent Window (...parent), etc. This determines how you want recipients to open the link.

Link

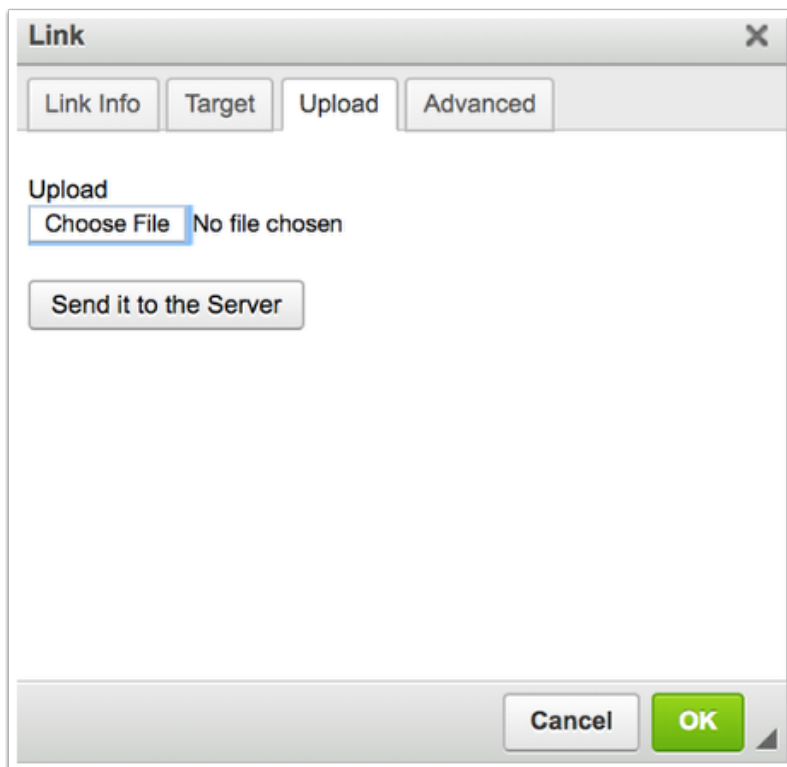
Link Info **Target** Upload Advanced

Target

- ✓ <not set>
- <frame>
- <popup window>
- New Window (_blank)
- Topmost Window (_top)
- Same Window (_self)
- Parent Window (_parent)

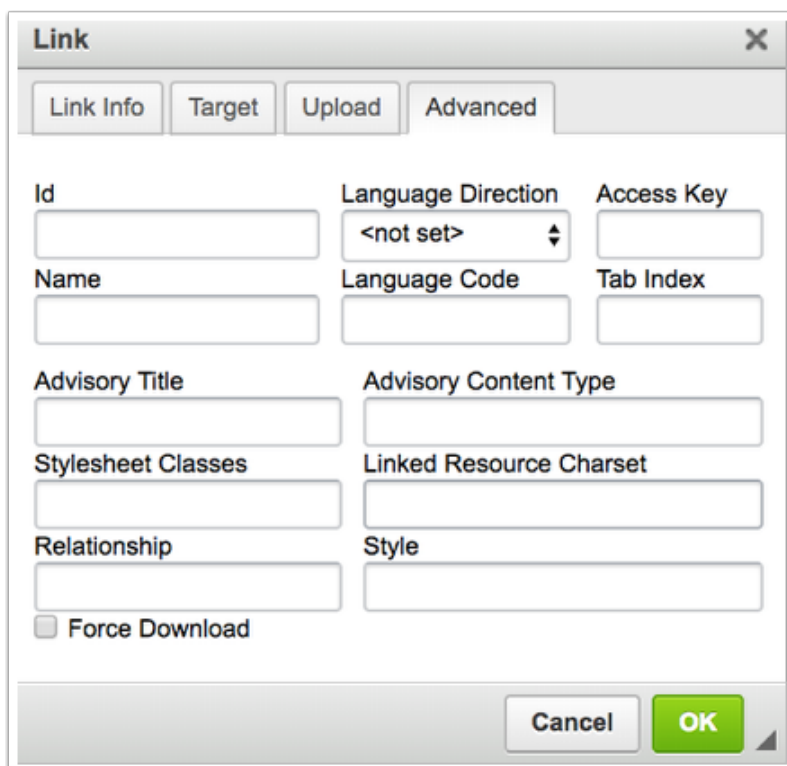
Cancel **OK**

c. If desired, you also have the ability to upload a document as a link. Select the **Upload** tab to **Choose File**. Once uploaded, you can choose to **Send it to the Server** to be saved there as well.



The screenshot shows the 'Link' dialog box with the 'Upload' tab selected. The 'Link Info' tab is also visible. The 'Upload' section has a 'Choose File' button and the text 'No file chosen'. Below this is a 'Send it to the Server' button. At the bottom right are 'Cancel' and 'OK' buttons.

d. For additional options for either a URL, Email, or Upload, click on the **Advanced** tab.



The screenshot shows the 'Link' dialog box with the 'Advanced' tab selected. The 'Link Info' tab is also visible. The 'Advanced' section contains several input fields: 'Id', 'Language Direction' (dropdown menu showing '<not set>'), 'Access Key', 'Name', 'Language Code', 'Tab Index', 'Advisory Title', 'Advisory Content Type', 'Stylesheet Classes', 'Linked Resource Charset', 'Relationship', and 'Style'. There is also a 'Force Download' checkbox. At the bottom right are 'Cancel' and 'OK' buttons.

5. If you have applied a format or have copied and pasted text into the body of the word processing box, you can utilize the tool shown to **Remove Format**.



Before

e. If you have applied a format or have copied and pasted text into the body of the word processing box, you can utilize the tool shown to **Remove Format**.

After

e. If you have applied a format or have copied and pasted text into the body of the word processing box, you can utilize the tool shown to Remove Format.

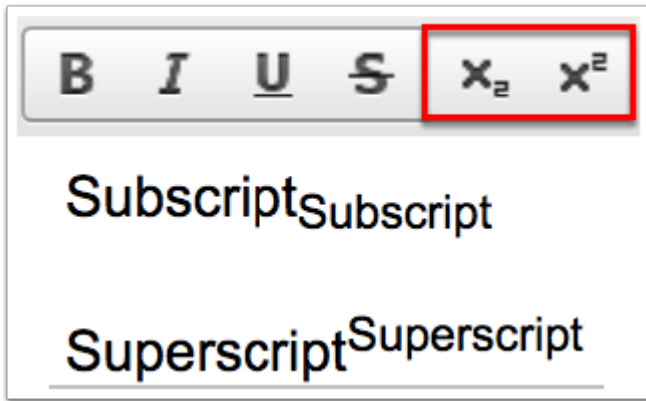
6. Use these tools to **Cut** selected text, **Copy** selected text, **Paste** text from another document, or **Paste from Word**.



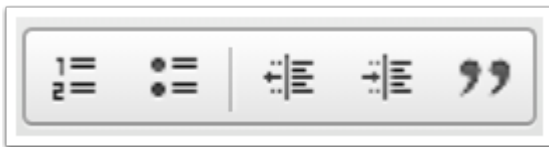
7. You can also **Bold** selected text, use the **Italics** tool, **Underline** text, and **Strikethrough** text.



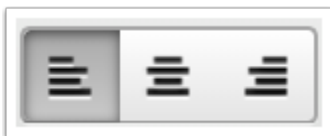
8. Use the X tools for **Subscript** and **Superscript** text as shown in the image.



9. Use the following tools to **Insert/Remove Numbered List**, **Insert/Remove Bulleted List**, **Decrease Indent**, **Increase Indent**, and create a **Block Quote**.



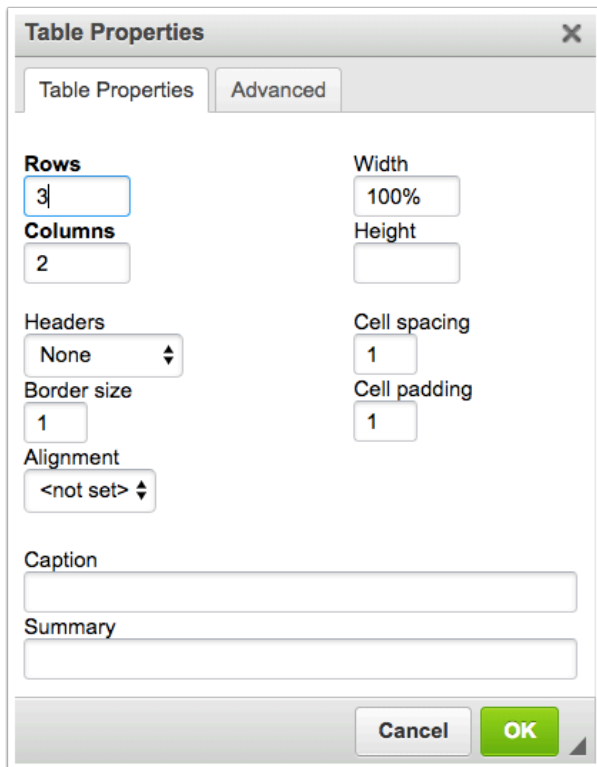
10. Use the following tools to **Align Left**, **Center**, **Align Right**.



11. To insert an image, click on the **Image** icon. This will allow you to browse for an image attachment. If there is a lot of data that you'd like to sort into a table, click on the **Table** icon. If needed, you can **Insert Horizontal Line**, or **Insert Special Character**. The last tool shown here can be used to **Insert Page Break for Printing**.



a. If **Table** is selected, a Table Properties pop-up will display. Here you can set the number of Rows, Columns, etc.

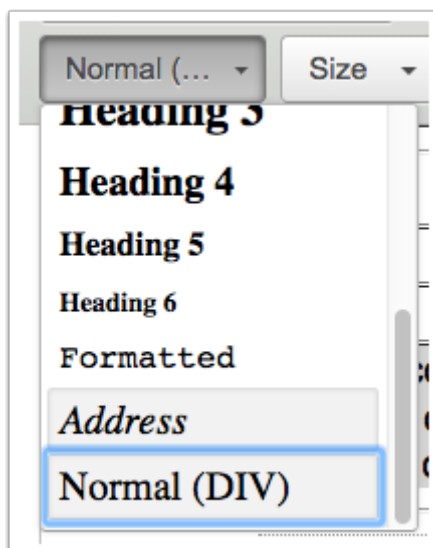


The 'Table Properties' dialog box is shown with the 'Table Properties' tab selected. It contains the following settings:

- Rows:** 3
- Columns:** 2
- Width:** 100%
- Height:** (empty)
- Headers:** None
- Cell spacing:** 1
- Border size:** 1
- Cell padding:** 1
- Alignment:** <not set>
- Caption:** (empty)
- Summary:** (empty)

Buttons at the bottom: Cancel, OK.

12. To change the font/format, use the **Paragraph Format** pull-down. Some of the options include different headings, Address, Normal (DIV), etc.

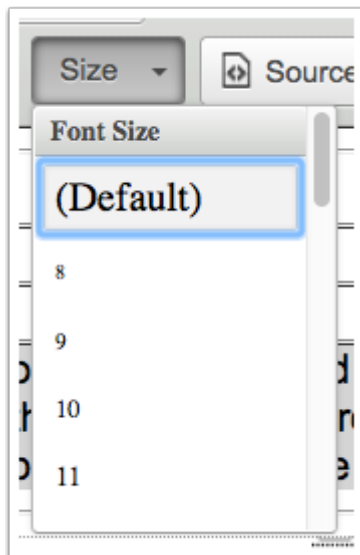


The 'Paragraph Format' pull-down menu is shown, displaying the following options:

- Normal (...)
- Size
- Heading 3
- Heading 4
- Heading 5
- Heading 6
- Formatted
- Address
- Normal (DIV)

The 'Normal (DIV)' option is highlighted with a blue border.

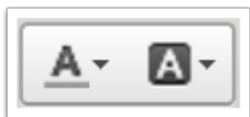
13. To change the size of the font, use the **Font Size** pull-down.



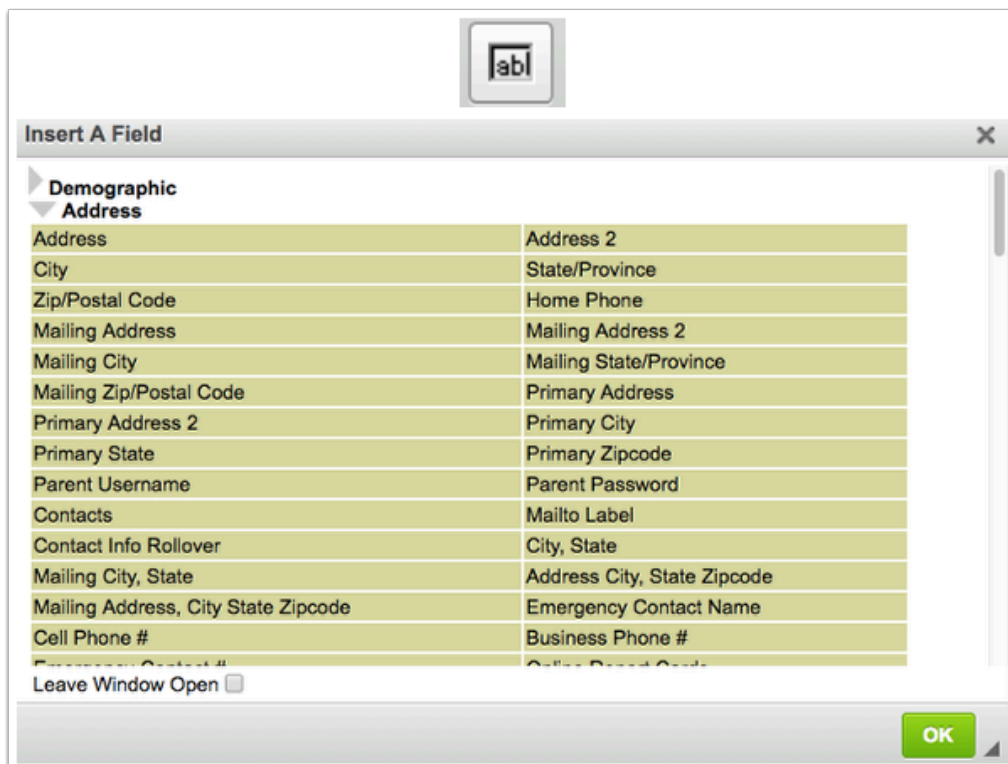
14. Click on the **Source** button for CSS/HTML embedding.



15. Select the **Text Color** button for a variety of text color options or the **Background Color** button to change the background color of the text.



16. Use this tool to **Insert a Field** from Focus. Depending on what is needed, select the correct header, such as Demographic, Enrollment, etc., then select the field.



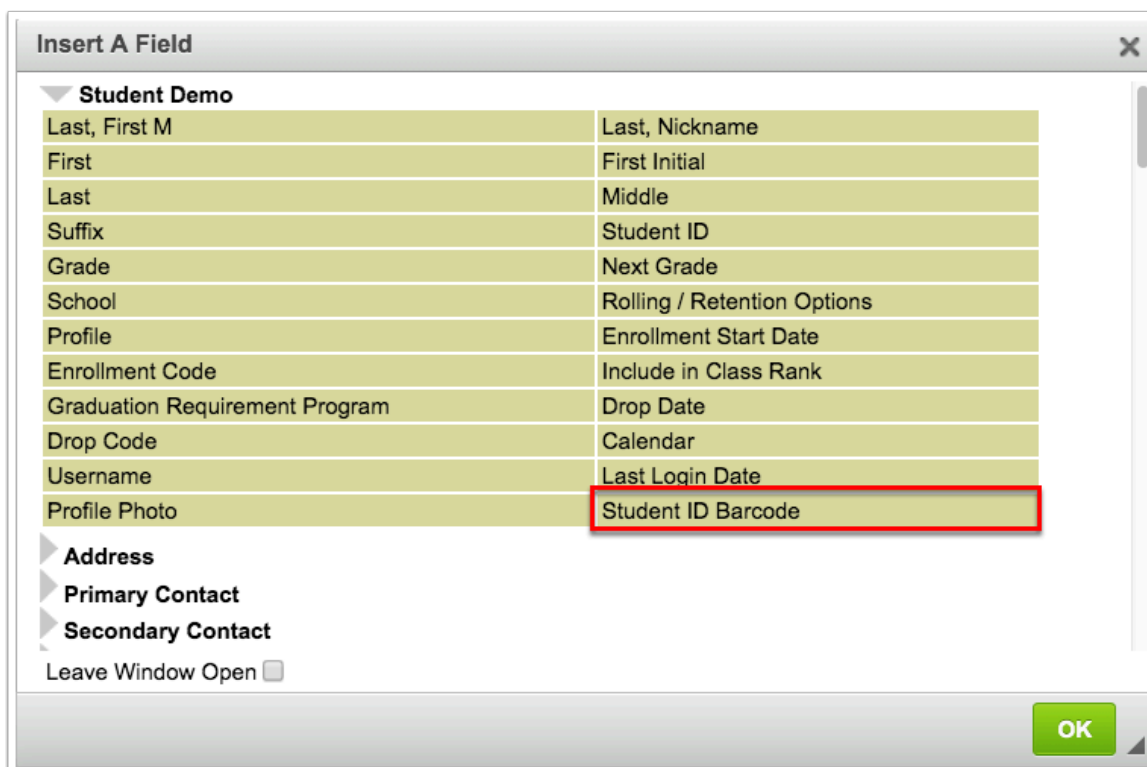
The "Insert A Field" dialog box is open, showing a list of fields under the "Demographic Address" category. The fields are arranged in two columns. The "OK" button is visible at the bottom right.

Demographic Address	
Address	Address 2
City	State/Province
Zip/Postal Code	Home Phone
Mailing Address	Mailing Address 2
Mailing City	Mailing State/Province
Mailing Zip/Postal Code	Primary Address
Primary Address 2	Primary City
Primary State	Primary Zipcode
Parent Username	Parent Password
Contacts	Mailto Label
Contact Info Rollover	City, State
Mailing City, State	Address City, State Zipcode
Mailing Address, City State Zipcode	Emergency Contact Name
Cell Phone #	Business Phone #
Emergency Contact #	Emergency Contact Address

Leave Window Open ☐

OK

To print or email letters that include a student ID barcode, click the **Insert a Field** tool. Click **Student Demo** or the applicable Demographic tab. Select **Student ID Barcode**. Click **OK** once the field is selected.



The "Insert A Field" dialog box is open, showing a list of fields under the "Student Demo" category. The fields are arranged in two columns. The "Student ID Barcode" field is highlighted with a red border. The "OK" button is visible at the bottom right.

Student Demo	
Last, First M	Last, Nickname
First	First Initial
Last	Middle
Suffix	Student ID
Grade	Next Grade
School	Rolling / Retention Options
Profile	Enrollment Start Date
Enrollment Code	Include in Class Rank
Graduation Requirement Program	Drop Date
Drop Code	Calendar
Username	Last Login Date
Profile Photo	Student ID Barcode

Address

Primary Contact

Secondary Contact

Leave Window Open ☐

OK

Upon printing or emailing the letter, the barcode displays, as shown in the image below.

Modules.php 5/20

Focus High School
 Andrew Schmadeke, Principal
 470 Central Ave, Ste 400
 St. Petersburg, FL 33701
 727-388-6000

FOCUS

Student Name: Bair ID#: 146 School: Alternative Center

Has been referred to SERT for:

Recommended
Recommended Alternative Center
Recommended Alternative Center

17. At the bottom of the word processing box, you will see a description of each entered section. Clicking on any of them will highlight the corresponding section. For example, if you click on **body**, all of the text entered will be selected. Or, clicking on **h1**, will select the heading entered.

body blockquote h1 u

6. Select a **Schedule Effective Date**, if applicable.

Schedule Effective Date: May 12 2023

Sort Letters Alphabetically by Student Name

Letterhead Template None

Student Group

☐ Search All Schools

☐ Include Inactive Students

Continue ... Reset

7. Decide how you want the letters sorted using the **Sort Letters** pull-down, such as By Zip Code, by period and teacher, etc.

Schedule Effective Date: May 12 2023

Sort Letters Alphabetically by Student Name

Letterhead Template None

Student Group

☐ Search All Schools

☐ Include Inactive Students

Continue ... Reset

8. Select the desired **Letterhead Template**. This is very important to choose correctly before printing/sending, as it will impact the display of the letter. Note: Letterhead Templates are set up by the district (Setup > [Letterhead Templates](#)).

Schedule Effective Date: August 11 2022

Sort Letters Alphabetically by Student Name

Letterhead Template District


Student Group

☐ Search All Schools

☐ Include Inactive Students

Continue ... Reset

9. Select the **Student Group** from the pull-down, if applicable. Groups must first be set up via Students > [Student Groups](#).

Schedule Effective Date: August 11 2022 

Sort Letters Alphabetically by Student Name

Letterhead Template District

Student Group Boy's Basketball

☐ Search All Schools

☐ Include Inactive Students

Continue ... Reset

10. Select the check box to **Search All Schools** if you want the search criteria entered to pull from all schools.

☒ Search All Schools

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment


11. The last option is to **Include Inactive Students**. Selecting to Include Inactive Students will display two other options as well: **Include Previous Years Inactive Students** and **Use Most Recent Enrollment**.

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

12. When the students have been defined and the letter has been created, click **Continue...** to go on to the next page. If needed, you can **Reset** to clear everything on the page and start over.

Schedule Effective Date: August 11 2022 

Sort Letters Alphabetically by Student Name

Letterhead Template District

Student Group Boy's Basketball

☒ Search All Schools

☒ Include Inactive Students


☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

Continue ... Reset

Previewing and Printing a One-Time Letter

1. Click **Continue...** on the last screen to navigate to a new Print Letters & Send Email screen where you can choose to generate letters for selected students.


Select Student/Staff
Print Letters & Send Email
Lizette Garcia
Focus High School - 0041
SIS
2022-2023
4th 9 Weeks
ERP

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)

748 Students
Preview
Print Letters

		Photo	Student	Student ID	Grade
<input type="checkbox"/>			Abe, Charlie Noel 	4400055879	10
<input type="checkbox"/>			Abott, Charlie Christopher	4400082221	09

2. To preview and print letters be sure the **Method** is set to **Print Letters**.

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)

3. Select the **Recipient** using the radio buttons. Options include:

Student Primary: The email will be addressed to the student and sent to the student's primary email address recorded in Student Info.


Student Personal: The email will be addressed to the student and sent to the student's personal email address recorded in Student Info. See below for more information about the personal email address field.

Parents: The email/letter will be addressed to all logged custodial contacts for each selected student. If the student's custodial contacts reside at different addresses or have different recorded email addresses, the email/letter will be sent to all addresses.


One per Family: The email/letter will be addressed to the student's custodial contact and/or contact with a Sort Order priority of 1. The Linked Students section in Student Info > Addresses & Contacts is also used to determine which students are in the same family.

Student Primary & Parents: The email/letter will be sent to the student's primary email address recorded in Student Info, as well as all logged custodial contacts for the selected student. If the student's custodial contacts reside at different addresses or have different recorded email addresses, the email/letter will be sent to all addresses.

Student Personal & Parents: The email/letter will be sent to the student's personal email address recorded in Student Info, as well as all logged custodial contacts for the selected student. If the student's custodial contacts reside at different addresses or have different recorded email addresses, the email/letter will be sent to all addresses. See below for more information about the personal email address field.

 The students' personal email addresses must first be enabled by the district in Student Fields. Once enabled, students' personal email addresses can be recording in Student Info. Note: The Primary email address is recorded in a separate field from the Personal Student Email field.

4. You also have the option to **Add log entries for each student**. If this check box is selected, the letter will be logged for each student selected under Students > [Student Info](#) > Letter Logging tab.



The **Add log entries for each student** check box will be selected by default when the **Add student log entries by default when using Print Letters and Send Emails** setting is enabled via Setup > [System Preferences](#).

5. Select the **Include student name/id on each PDF page (Print Only)** check box when printing letters that are more than one page.


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)

6. Select the students for whom you need letters by selecting the check box next to each student. As students are selected, the number of selections made will display next to the number of students pulled originally.






745 Students 2 Selected						Preview	Print Letters
<input type="checkbox"/>		Photo	Student	Student ID	Grade		
<input checked="" type="checkbox"/>			Abe, Charlie Noel	00055879	11		
<input type="checkbox"/>			Abrego, Bee Joy 	00061843	10		
<input checked="" type="checkbox"/>			Acevedo, Dianne	00023057	09		
<input type="checkbox"/>			Acevedo, Encarnacion Valerie	00056443	12		



If you want to generate letters for all students displayed, select the check box in the header.

745 Students   2 Selected			
<input type="checkbox"/>		Photo	Student
<input checked="" type="checkbox"/>			Abe, Charlie Noel
<input type="checkbox"/>			Abrego, Bee Joy 
<input checked="" type="checkbox"/>			Acevedo, Dianne
<input type="checkbox"/>			Acevedo, Encarnacion Valerie

7. Once the students have been selected, you can either **Preview** the letter or **Print Letters** by clicking the corresponding buttons. Note: Previewing the letter here may not reflect the exact layout of the created letter.

745 Students   2 Selected				Preview Print Letters	
<input type="checkbox"/>		Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>			Abe, Charlie Noel	0055879	11

8. Preview the letter then click **Return to Focus** to go back to the Print Letters & Send Email screen.

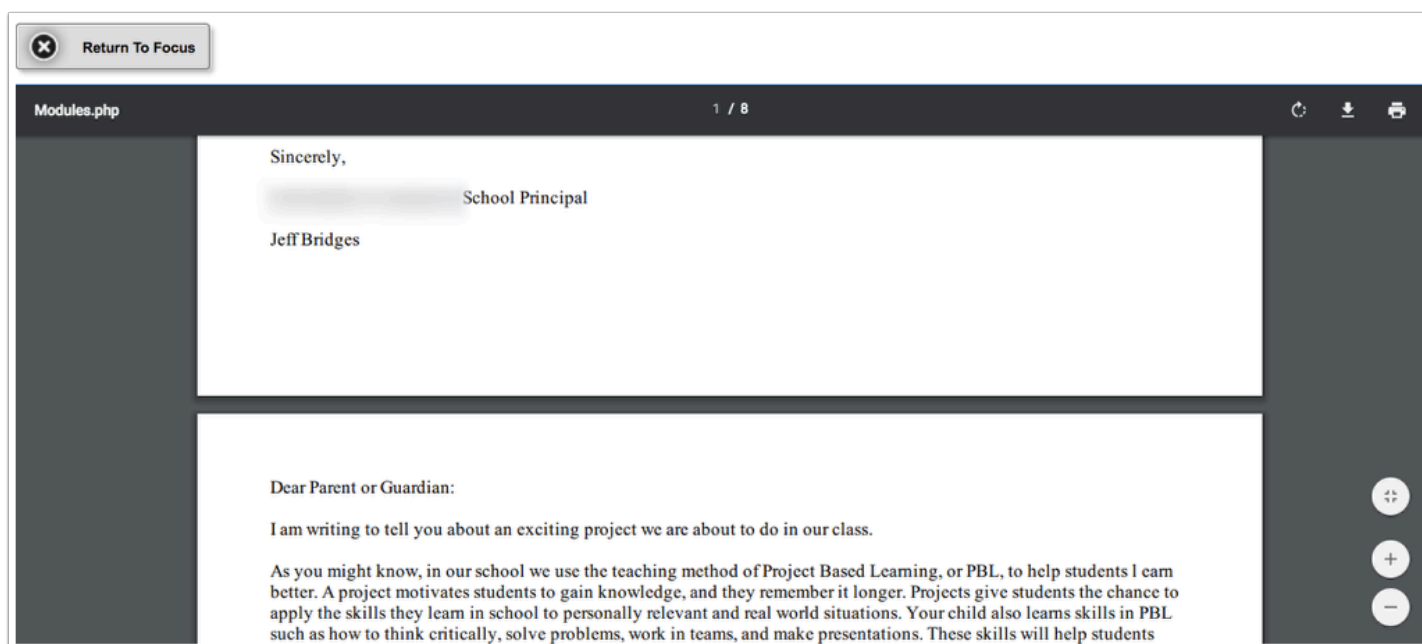
[Return To Focus](#)

Dear Parent or Guardian:

I am writing to tell you about an exciting project we are about to do in our class.

As you might know, in our school we use the teaching method of Project Based Learning, or PBL, to help students learn better. A project motivates students to gain knowledge, and they remember it longer. Projects give students the chance to apply the skills they learn in school to personally relevant and real world situations. Your child also learns skills in PBL such as how to think critically, solve problems, work in teams, and make presentations. These skills will help students succeed in the future, both in school and in today's work world. Our project is called Save the Planet, and it will last about 3 weeks.

9. Click **Print Letters** to generate all of the selected students' letters in a print preview screen. From this screen you have several options including, Rotate clockwise (circular arrow), Download as a PDF (down arrow), Print (printer icon), Fit to page (small inner arrows), Zoom in (plus sign), and Zoom out (minus sign). When finished, click **Return to Focus** to return to the Print Letters & Send Email screen.



Once the letter has been selected to be printed/generated, the letter will appear in the student's **Letter Logging** information, as shown in the image.

Focus Writers2

Abe, Charlie Noel

Student Info

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Save Print

Files SSS Choice Billing

Filter fields...

- H Homeless
- I ISP
- LL Letter Logging
- M MTSS
- MA Magnet/Special Assignment
- M Medical (System)
- M Migrant
- N N/A
- P Placement
- P Pre-K

Letter Logging

Letter Log


Export Filter: OFF

	Recipient	Date	Subject	Body	Sender	Time	Letter PDF	Rec
							(Save to Upload)	
	Student	01/26/2022	Grade 9	 	Lizette C	11:48	Grade 9 F Letter.pdf	
	Both	08/12/2022	Absence:	Aloha,	Lizette C	01:47	Absences.pdf	
	Parents	09/01/2022	Student	WORKI	Lizette C	1:58 P	Student Field Updated.pdf	

From the Letter Log, you can view and edit the Recipient, the Date, the Subject, the Body, the Sender, the Time, and the Recipient Email. You can also download the letter as a PDF (Download File icon) or delete the file generated (Delete File icon). Hover over the (Save to Upload) fields for additional options: Scan, Upload, Take Photo, and expand.

Previewing and Emailing a One-Time Email

1. Click **Continue...** on the last screen to navigate to a new Print Letters & Send Email screen where you can choose to generate letters for selected students.



Select Student/Staff ▼ Print Letters & Send Email Lizette Garcia Focus High School - 0041 2022-2023 4th 9 Weeks SIS ERP





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)

748 Students

Preview

Print Letters

		Photo	Student	Student ID	Grade
<input type="checkbox"/>			Abe, Charlie Noel	4400055879	10
<input type="checkbox"/>			Abbott, Charlie Christopher	4400082221	09

Help Logout

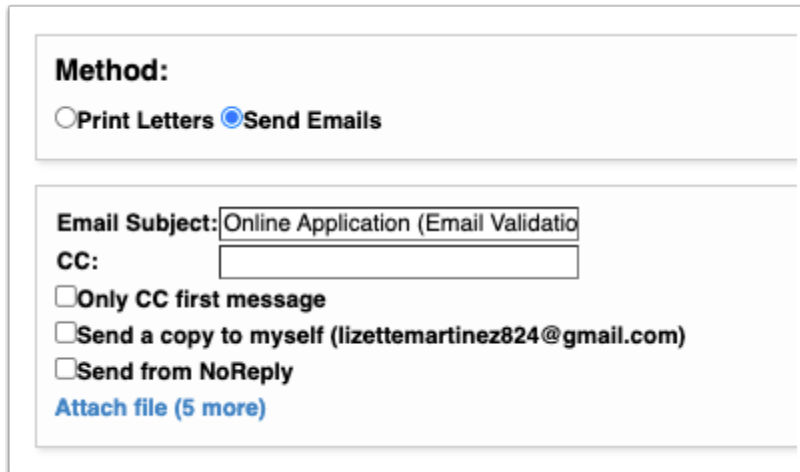
2. To preview and send emails be sure the **Method** is set to **Send Emails**.

Method:
☐ Print Letters ☒ Send Emails

Email Subject: Online Application (Email Validation)
CC:
☐ Only CC first message
☐ Send a copy to myself (lizettemartinez824@gmail.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)

3. 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).
4. Select the **Send from NoReply** check box to ensure that emails are not sent from your logged email address recorded via Users > [User Info](#) and from the following email address instead: "noreply@focusmail.focus-sis.org."



The screenshot shows a web form for configuring an email. It has two main sections. The first section, titled "Method:", contains two radio buttons: "Print Letters" and "Send Emails", with "Send Emails" being selected. The second section contains several input fields and checkboxes. The "Email Subject:" field is filled with "Online Application (Email Validatio". The "CC:" field is empty. Below these are three checkboxes: "Only CC first message", "Send a copy to myself (lizettemartinez824@gmail.com)", and "Send from NoReply", all of which are currently unchecked. At the bottom of this section is a blue link that says "Attach file (5 more)".

5. In addition to emailing the letter to the student or parents, you can also attach other files to send with the letter, such as an additional image. You can attach up to 5 files. To select a file, click **Choose File**. To delete an attachment, click **remove**. To add another attachment/file, click **Attach another file**. You will be altered to how many more files can be attached.
6. Select the **Recipient** from the pull-down. Options include:

Student Primary: The email will be addressed to the student and sent to the student's primary email address recorded in Student Info.

Student Personal: The email will be addressed to the student and sent to the student's personal email address recorded in Student Info. See below for more information about the personal email address field.

Parents: The email/letter will be addressed to all logged custodial contacts for each selected student. If the student's custodial contacts reside at different addresses or have different recorded email addresses, the email/letter will be sent to all addresses.

One per Family: The email/letter will be addressed to the student's custodial contact and/or contact with a Sort Order priority of 1. The Linked Students section in Student Info > Addresses & Contacts is also used to determine which students are in the same family.

Student Primary & Parents: The email/letter will be sent to the student's primary email address recorded in Student Info, as well as all logged custodial contacts for the selected student. If the student's custodial contacts reside at different addresses or have different recorded email addresses, the email/letter will be sent to all addresses.

Student Personal & Parents: The email/letter will be sent to the student's personal email address recorded in Student Info, as well as all logged custodial contacts for the selected student. If the student's custodial contacts reside at different addresses or have different

recorded email addresses, the email/letter will be sent to all addresses. See below for more information about the personal email address field.

i The students' personal email addresses must first be enabled by the district in Student Fields. Once enabled, students' personal email addresses can be recording in Student Info. Note: The Primary email address is recorded in a separate field from the Personal Student Email field.




7. You also have the option to **Add log entries for each student**. If this check box is selected, the letter will be logged for each student selected under Students > [Student Info](#) > Letter Logging tab.

The screenshot shows the 'Student Info' page for 'Abe, Charlie Noel' at 'Focus High School - 0041'. The 'Letter Logging' tab is selected. The 'Letter Log' table is displayed with the following data:





	Recipient	Date	Subject	Body	Sender	Time	Letter PDF	Rec
	Student	01/26/2022	Grade 9	 	Lizette C	11:48	Grade 9 F Letter.pdf	
	Both	08/12/2022	Absence:	Aloha,	Lizette C	01:47	Absences.pdf	
	Parents	09/01/2022	Student	WORKI	Lizette C	1:58 P	Student Field Updated.pdf	

From the Letter Log, you can view and edit the Recipient, the Date, the Subject, the Body, the Sender, the Time, and the Recipient Email. You can also download the letter as a PDF (Download File icon) or delete the file generated (Delete File icon). Hover over the (Save to Upload) fields for additional options: Scan, Upload, Take Photo, and expand.



8. Select the students for whom you need letters by selecting the check box next to each student. As students are selected, the number of selections made will display next to the number of students pulled originally.

745 Students 3 Selected						Preview	Send Emails
<input type="checkbox"/>		Photo	Student	Student ID	Grade		
<input checked="" type="checkbox"/>			Abe, Charlie Noel	0055879	11		
<input checked="" type="checkbox"/>			Abrego, Bee Joy	0061843	10		
<input type="checkbox"/>			Acevedo, Dianne	0023057	09		
<input checked="" type="checkbox"/>			Acevedo, Encarnacion Valerie	0056443	12		

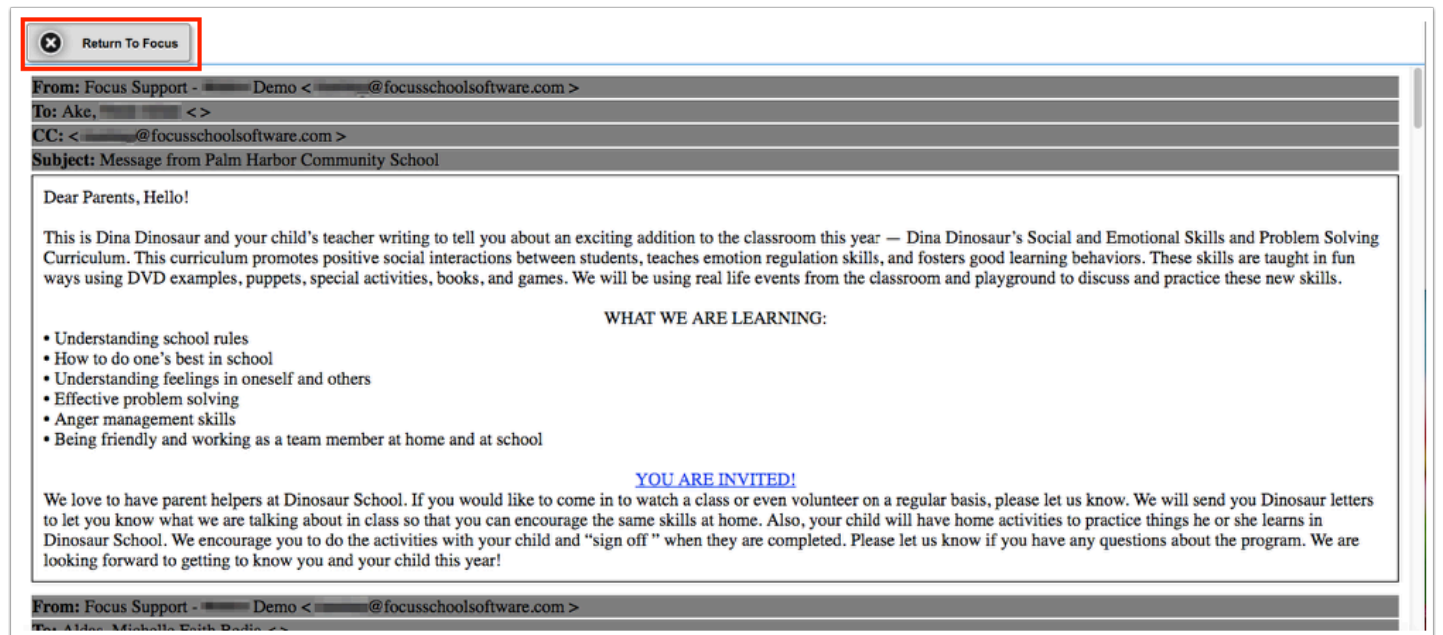
💡 If you want to generate letters for all students displayed, select the check box in the header.

745 Students 3 Selected				
<input type="checkbox"/>		Photo	Student	
<input checked="" type="checkbox"/>			Abe, Charlie Noel	
<input checked="" type="checkbox"/>			Abrego, Bee Joy	
<input type="checkbox"/>			Acevedo, Dianne	
<input checked="" type="checkbox"/>			Acevedo, Encarnacion Valerie	

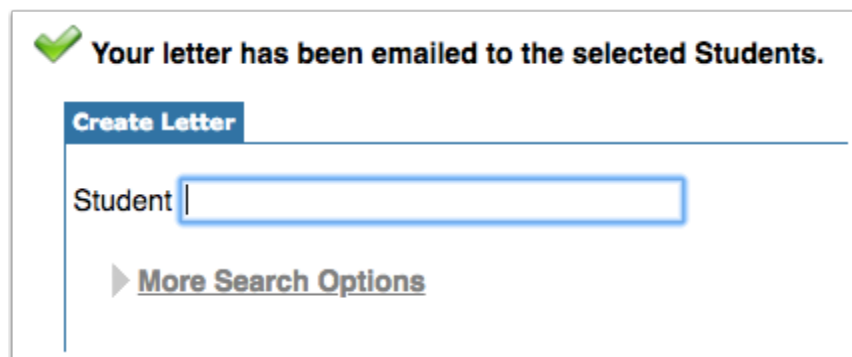
9. Once the students have been selected, you can either **Preview** the letter or **Send Emails**. It is recommended to Preview before emailing to be sure all required information has been included and that the correct letterhead template has been selected.

745 Students 3 Selected						Preview	Send Emails
<input type="checkbox"/>		Photo	Student	Student ID	Grade		
<input checked="" type="checkbox"/>			Abe, Charlie Noel	0055879	11		
<input checked="" type="checkbox"/>			Abrego, Bee Joy	0061843	10		

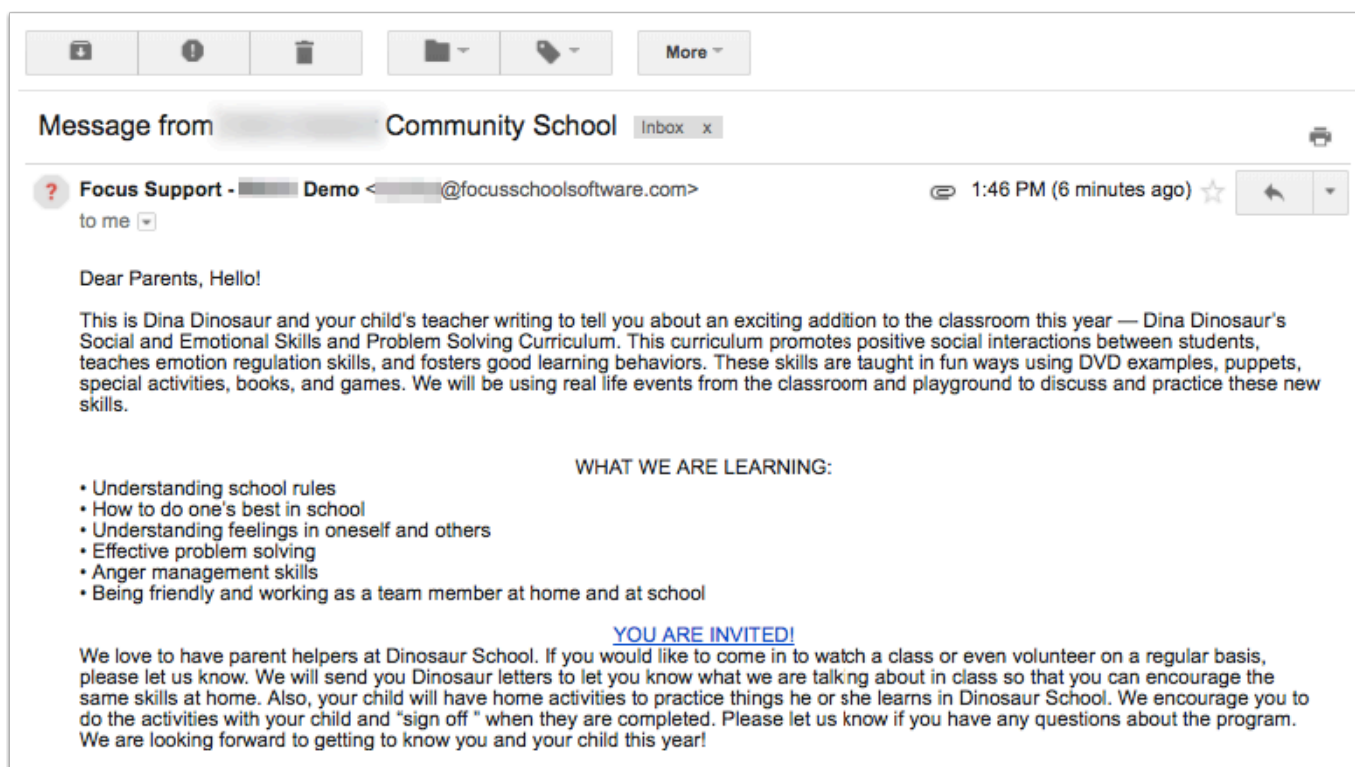
10. Preview the email then click **Return to Focus** to go back to the Print Letters & Send Email screen.



11. Select **Send Emails** to send the letters to selected students or parents. Once the email has been sent, you will receive a message saying **Your letter as been emailed to the selected Students**. You will also be taken back to the main Print Letters & Send Email screen where you can conduct a new search, etc.



Shown is an example of what the email would look like.



- ❗ If the student or parent does not have an email set up, you will receive an Error that no email was entered and the message was not delivered. The email for parents can be entered via Users > [User Info](#) or Students > [Student Info](#) > Addresses & Contacts and for students via Students > [Student Info](#).

Reoccurring Letters and Emails

In order to create letters and emails you want to save and use multiple times or push out for schools to use, you can log the letter or email and save it directly on the Print Letters & Send Email screen.

- 💡 You can move and relocate the View and/or Edit pop-up window anywhere on the screen.

The screenshot shows the Focus Writers02 interface. At the top, there's a header with the Focus logo and 'Writers02'. Below it, a 'Select Student/Staff' dropdown is visible. A 'Print/Email a One-Time Letter' button is on the left. A table lists 117 records with columns for 'Print/Email', 'View/Edit', and 'Title'. The 'Edit' button for the 'MCSD Attendance Policy Form' is highlighted with a red box. A pop-up window is open, showing a rich text editor with the subject 'Re: Notice of Nonenrollment/Nonattendance In School' and the body text starting with 'Dear [[CONTACT1_NAME::Primary Contact: Name]]:'. The pop-up window is positioned over the table, demonstrating its mobility.

2. Enter or edit the **Title** in the provided text box.

The screenshot shows the Focus Writers02 interface with a table of records. The 'Print/Email a One-Time Letter' button is at the top left, and a 'Save' button is at the top right. A 'Filter: OFF' button is above the table. The table has columns: 'Print/Email', 'View/Edit', 'Title', 'Profiles', 'Schools', 'Attach to Tab', 'Default Letterhead', and 'Created By'. The 'Title' column for the first row, 'New Absence Letter', is highlighted with a red box. The 'Profiles' and 'Schools' columns for the same row are also highlighted with a red box.

3. Select the **Profiles** from the pull-down that you would like to have access to your letter/email.
4. Select which **Schools** should have access to the letter/email from the pull-down.
5. To make the letter/email available on a tab, such as the Demographic tab in Student Info, select the tab from the **Attach to Tab** pull-down.

Schools	Attach to Tab	Default Letterhead
	General De...	
	Filter	
	General Demographics	
	General Registration	
	Graduation	
	Homeless	
	Immunizations	
	Letter Logging	
	Magnet/Special Assignment	
	Medical	
	Medication Administration	
	Migrant	

a. The **Print a Form/Letter** pull-down displays on the selected tab, such as Student Demo tab via Students > [Student Info](#). From the pull-down, select the form or letter to be printed.

Abe, Charlie Noel
5879 - 10

Student Info
Lizette Garcia
Focus High School - 0041
2022-2023
4th 9 Weeks
SIS
ERP

Enrollment
Schedule
Requests
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
Save
Print

Files
SSS
Choice
Billing

Filter fields...

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts
- AN Admin Notes
- AC Application Courses
- A Athletics
- BS Behavior Screening
- C Classified
- Controlled School Choice

General Demographics

Print a Form/Letter

Laptop Issue Date	Laptop Serial Number
Acknowledgement of Admissions... <input checked="" type="checkbox"/>	Application Complete <input checked="" type="checkbox"/>
Parent Requirements... <input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes	Parent Notes to Admissions
I understand that I am... <input type="checkbox"/>	Social Security
Is your child currently bein... <input type="radio"/> N/A <input type="radio"/> Yes	Will your child be attending... <input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes
Grade-levels Previously... <input type="text"/>	Previously Retained <input type="checkbox"/>

Violation of the Law Explanation:

i. From the print preview, select the applicable check boxes in the Send Letter section, such as **Email Student**, **Email Linked Users**, **Email Custodial Contacts**, **Send to Student Log**, and/or **Include Student Name/ID on Each PDF Page (Print Only)**.

Print Letter: 2nd Chance Option Grade change form

Modules.php

1 / 1

Second Chance Option Grade Change Form

Student: _____ Grade: _____

Print Name

Reason for Grade Change:

- The student earned a "C" or higher for each of the third and fourth quarters; and
- The student earned a "C" or higher on the second semester exam; and
- The student has met the attendance requirements for the second semester.

Marking Period: Q3 _____ Q4 _____ S2 Exam _____ S2 Final _____

Previous S1 Grade: _____ New S1 Grade: _____

*Credit Earned: 0.500 *Affect GPA: Yes

Administrator Signature of Approval _____ Date _____

Guidance Counselor Signature of Approval _____ Date _____

Send Letter

☐ Email Student
 ☐ Email Linked Users
 ☐ Email Custodial Contacts
 ☐ Send to Student Log

Additional email addresses...

Send Letter

☐ Include Student Name/ID on Each PDF Page (Print Only)

Done

b. If you select the **Course History Record** option from the **Attach to Tab** pull-down, the letter(s) will display in a **Grade Report** button or pull-down on the [Course History](#) screen and/or Grades screen (Parent/Student Portals). Note: This option will display whether or not the selected schools are Post Secondary; however, when the option is selected, it will only have an affect on Post Secondary schools. See [Generating the Grade Report \(Attach to Tab: Course History Record\)](#) for more information.

6. Select a **Default Letterhead** from the pull-down. Note: Letterhead Templates are set up by the district (Setup > [Letterhead Templates](#)).

Default Letterhead ▾

Account Info ▾

Filter

- 16-17 PTC PR ST
- 16-17 PTC PR T1
- 16-17 PTC PR T2
- 16-17 PTC PR T3
- 16-17 PTC PR T4
- Adult Transcript
- AGE Transcript
- CTE Transcript

Account Info

7. If your district is utilizing the Document Management add-on module and you have the applicable permission enabled, you will see the Academic Record Category pull-down displayed. Select the applicable **Academic Record Category** from the pull-down to determine how the letter/email is stored in the students' cumulative folder.

Print/Email a One-Time Letter
Save

Filter: OFF

	Print/Email	View/Edit	Title	Profiles	Schools	Attach to Tab	Default Letterhead	Academic Record Category	Created By
		View							Lizette Garcia
	Print/Email	Edit	Online Application (Email Valid...	504 ...		Online App		Category A	Guzman
	Print/Email	Edit	Back of Report Card	504 ...					Guzman
	Print/Email	Edit	Weapon Letter	504 ...		Discipline			Guzman
	Print/Email	Edit	Waiver of Hearing	504 ...		Discipline			Guzman

i The Academic Record Category field displays if your district is utilizing **Document Management**, which is an add-on module enabled by Focus via Setup > [Site Administration](#). Contact your district's Account Executive for more information about purchasing and enabling this feature.

If your district has already enabled Document Management, you must also have permission to **Edit Academic Record Category** enabled via Users > [Profiles](#) > Students tab.

For more information about Document Management, see [Uploaded Files](#) and [Uploaded Files Report](#).

8. Click **Save**.

Print/Email a One-Time Letter
Save

Filter: OFF

	Print/Email	View/Edit	Title	Profiles	Schools	Attach to Tab	Default Letterhead	Created By
		View	New Absence Letter	System Admini...	Focus High Sc...	Attendance	District	Lizette Garcia
	Print/Email	Edit	2 Truancy Intervention Chart K	504 Coordinat...	Focus West Hi...	Attendance		Guzman
	Print/Email	Edit	2019-2020 Letter	School Guidan...	Sch...	Attendance		Rasmussen
	Print/Email	Edit	2nd quarter news	504 Coordinat...	ilitik ...			d Delgadillo
	Print/Email	Edit	3rd 9 Attendance Warning Lett	Attendance Se...	Focus West Hi...			Benavides
	Print/Email	Edit	4th Quarter Attendance	School Guidan...	Sch...	Attendance		e Concepcion

9. Then, you can utilize the **Print/Email** button that displays after saving. Selecting this button will navigate to the Print Letters & Send Email screen. For further instruction see the [Setting the Search Criteria and Data for a One-Time Letter and/or Email](#) section.

Generating the Grade Report (Attach to Tab: Course History Record)

i Course History only applies to Post Secondary Schools.

1. Select the **Course History Record** option from the **Attach to Tab** pull-down to ensure letter(s) display in a **Grade Report** button or pull-down on the [Course History](#) screen and/or on the [Grades](#) screen for parents and/or students.

Print/Email	View/Edit	Title	Profiles	Schools	Attach to Tab	Default Letter
	View					
Print/Email	Edit	Grade Report	Parents, Students, S...	Adult Education - 91...	Course History ...	District Letter
Print/Email	Edit	New Posted Grade	Parents, Students, S...	Adult Education - 9103		

Filter

Course History Record

Crisis Intervention

Daily Visit Log

Discipline

DOP

ELL

ELL - Education Plan

ESE

FASTER

FBA/BIP

i This option will display whether or not the selected schools are Post Secondary; however, when the option is selected, it will only have an affect on Post Secondary schools.

2. To make the letter available to administrative users to set up applicable [System Preferences](#), select the admin **Profiles** from the corresponding pull-down.

Print/Email	View/Edit	Title	Profiles	Schools	Attach to Tab	Default Letter
	View					
Print/Email	Edit	Grade Report	Parents, Students, S...	Adult Education - 91...	Course History ...	District Letter

sys

Check all visible Clear selected

☐ System Admin View

☐ System Admin Support

☒ System Administrator

☐ SIS Sys Admin

☐ SIS Info Specialist

☐ School Assessment Coordinators

☒ Students

☐ School Safety Dist Administrator

☐ School Help Desk-Data Support

☐ School Registrar

a. If the Grade Report should also be viewable by parents and students, select the applicable **Profiles** from the pull-down.

3. Select the applicable Post Secondary schools from the **Schools** pull-down.

Title ▾	Profiles ▾	Schools ▾	Attach to Tab ▾
Grade Report	Parents, Students, S...	Adult Education - 91...	Course History ...

Filter

Check all visible Clear selected

- ☐ 1111 - Employee Self Service
- ☒ Adult Education - 9103
- ☐ Applicants
- ☐ Family Empowerment Scholarship - 3900
- ☐ Florida Community College - C908
- ☐ Florida Virtual HS - 0600
- ☐ Florida Virtual MS - 0500
- ☐ Focus Elementary School
- ☐ 0294

4. Complete the process of creating and printing/emailing letters as described in [Reoccurring Letters and Emails](#).

5. When Course History Record is selected from the Attach to Tab pull-down for applicable letters, the settings, **Add Letter to Queue for new posted grades** and **Email Letter for new posted grades** pull-downs are populated with select letters via Setup > [System Preferences](#) > School Preferences/Default School Preferences > [Grading](#) tab.

School Preferences Default School Preferences Default User Preferences District Preferences

General **Grading** Attendance Enrollment Scheduling Localization Billing Post Secondary

☐ Show non-graded scheduled cc

☒ Use Individual Final Grades File

☐ Enable checkbox on Grades Cc

Post Final Grades:

☐ Allow Posting Comments and C

☒ Display the checkbox to include

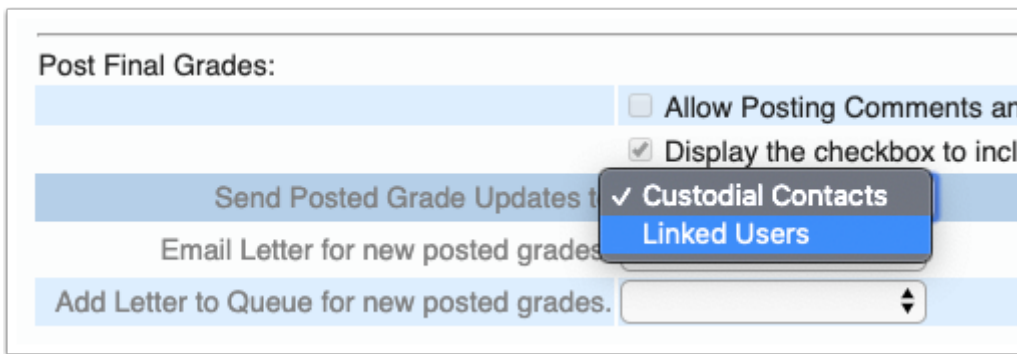
Send Posted Grade Updates to Custodial Contacts ▾

Email Letter for new posted grades. Grade Report ▾

Add Letter to Queue for new posted grades. New Posted Grade ▾

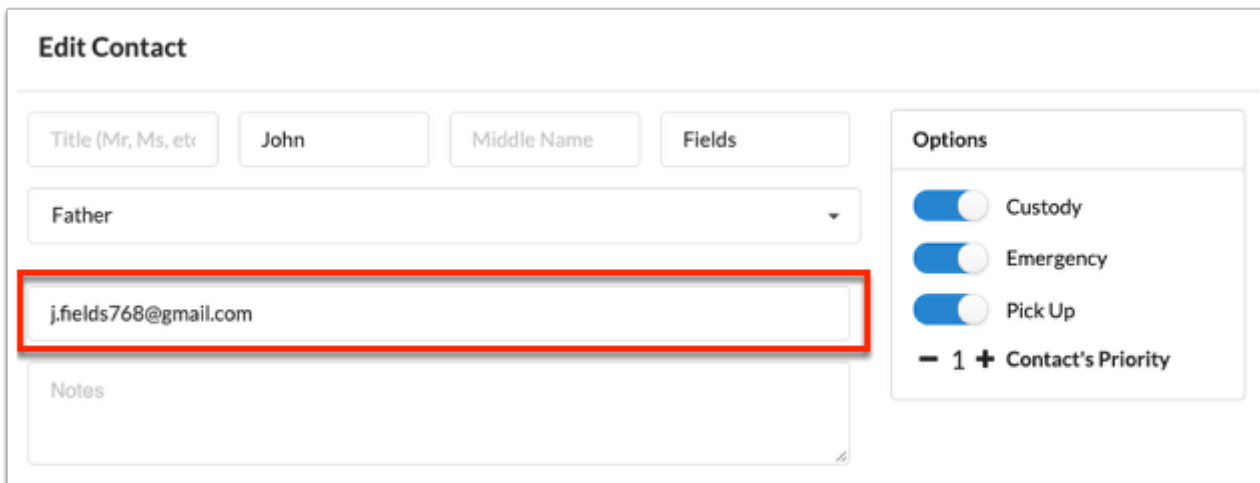
i If you elect to have generated grade reports sent to the queue, see [Letter Queue](#) for more information.

6. You must also set the **Send Posted Grade Upgrades to** by selecting Custodial Contacts or Linked Users from the pull-down to determine the email address used when the grade report is emailed.



The screenshot shows a form titled "Post Final Grades:". It includes a checkbox for "Allow Posting Comments an" and a checked checkbox for "Display the checkbox to incl". A dropdown menu is open for "Send Posted Grade Updates to", showing "Custodial Contacts" with a checkmark and "Linked Users". Below the dropdown is a text field for "Email Letter for new posted grades" and a button "Add Letter to Queue for new posted grades." with a small arrow icon.

Selecting Custodial Contacts uses the Address block email entered via Students > [Student Info](#) > [Addresses & Contacts](#).



The screenshot shows the "Edit Contact" form. It has fields for "Title (Mr, Ms, etc)", "John", "Middle Name", and "Fields". Below these is a dropdown menu for "Father". The email address field "j.fields768@gmail.com" is highlighted with a red rectangle. To the right is an "Options" section with three toggle switches: "Custody", "Emergency", and "Pick Up". At the bottom of the options is a priority selector showing "1" and a plus sign for "Contact's Priority". There is also a "Notes" field at the bottom left.

Selecting Linked Users uses the email address linked to the User linked to the student via Students > [Student Info](#) > [Addresses & Contacts](#) > [Linked Users](#). The user's email address can be edited via Users > [User Info](#) or by clicking the **View User Info** link.

Note: A Contact can be linked to the user, but the linked User's email will be used, not the Contact's.

Focus Writers02 Abe, Charlie Noel Student Info Lizette Garcia Focus High School - 0041 SIS 55879 - 10 2022-2023 4th 9 Weeks ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Save Print

Files SSS Choice Billing

Filter fields... **PI** Primary Info **5** 504 **A** Address **AN** Admin Notes **AC** Application Courses **A** Athletics **BS** Behavior Screening **C** Classified Controlled School Choice

Addresses & Contacts New Address New Contact

Linked Users The following users will be able to view data for this student

Export

	User	Contact		
<input checked="" type="checkbox"/> Enabled				
<input checked="" type="checkbox"/> Enabled	Bell, Elaine Ni...	Brown, Mel (832281)	Log In As	View User Info
<input checked="" type="checkbox"/> Enabled	Brown, Gabri...		Log In As	View User Info

Linked Students Define relationships between students

Export

a. Click **Save**.

7. In order for the grade report to display for admin, students, and/or parents, you must also set their permissions. Go to Setup > [System Preferences](#) > Default School Preferences > [Grading](#) tab and enable **Use Individual Final Grades Field Permissions**.

Preferences **Default School Preferences** Default User Preferences District Preferences Single Sign-on

Grading Attendance Enrollment Scheduling Localization Billing Post Secondary Online Application Par

☐ Show non-graded scheduled courses on the Graduation Report

☒ **Use Individual Final Grades Field Permissions**

☐ Enable checkbox on Grades Completion Report to show

a. Click **Save**.

8. From the **Users** menu, click **Profiles**. Select **Final Grades Fields** from the **Permission Type** pull-down. Select the **Role** from the pull-down, such as Student. Then, select the applicable **Profiles** from the corresponding pull-down, such as Students.

FOCUS Writers02 Select Student/Staff ▾ Profiles Lizette Garcia Focus High School - 0041 ▾ SIS
2022-2023 ▾ 4th 9 Weeks ▾ ERP

Permissions Module Report Profile Report Permission Report

Permission Type: Final Grades Fields ▾ Role: Student ▾ Profiles: Students ▾ Submit Save
[Edit Profiles](#)

Find

Final Grades Fields

Final Grades, GPA, & ...	View
Year	<input checked="" type="checkbox"/>
Marking Period	<input checked="" type="checkbox"/>
Course	<input checked="" type="checkbox"/>
Course Number	<input checked="" type="checkbox"/>
Percent	<input checked="" type="checkbox"/>

 See [Profiles](#) for more information.

9. Select the **View** check box for **Grade Report**.

Final Grades Fields

Final Grades, GPA, & C...	View
Year	<input checked="" type="checkbox"/>
Marking Period	<input checked="" type="checkbox"/>
Course	<input checked="" type="checkbox"/>
Course Number	<input checked="" type="checkbox"/>
Grade Report	<input type="checkbox"/>
Percent	<input checked="" type="checkbox"/>
Grade	<input checked="" type="checkbox"/>
Grade Scale	<input checked="" type="checkbox"/>
Cred. Attempted	<input checked="" type="checkbox"/>

a. Click **Save**.

💡 These steps need to be repeated for the each Role and all attached Profiles to ensure the Grade Report is viewable by admin, parents, and students.

Permissions Module Report Profile Report Permission Report

Permission Type: Final Grades Fields Role: Parent Profiles: Parents Submit

[Edit Profiles](#)

Final Grades Fields

Final Grades, GPA, & C...	View
Year	<input checked="" type="checkbox"/>
Marking Period	<input checked="" type="checkbox"/>
Course	<input checked="" type="checkbox"/>
Course Number	<input checked="" type="checkbox"/>
Grade Report	<input checked="" type="checkbox"/>
Percent	<input checked="" type="checkbox"/>
Grade	<input checked="" type="checkbox"/>

10. The Grade Report displays on the Detailed Report for which users must also have permission to view, which can be set via **Users** > [Profiles](#) > Permission Type: [Menu](#) for each Role (Admin, Parents, and/or Students), as well as the applicable Profiles.

Grades

	View	Edit
Final Grades, GPA, & Class Rank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow User to view Grade Details	<input checked="" type="checkbox"/>	
Allow User to view GPA	<input checked="" type="checkbox"/>	
Allow User to view Gradebook Assignments & Grades	<input checked="" type="checkbox"/>	

The Detailed Report is only viewable to users if the **Allow User to view Grade Details** permission is enabled.

The Grade Report displays when the applicable students' teachers post new grades via the [Post Final Grades](#) screen. Below is an example of what the student would see on the [Grades](#) screen when the grade report is generated.

Course History

Cumulative GPA: 3.259
Cohort GPA 3.259
Cohort Rank

Program Code: Y300400
Program Title: COMMUNITY ED
Earned CPC: N/A
Enrolled Hours: 2

Attended Hours: 0
Required Hours: N/A
Percentage Completed: N/A
Basic Skills Exam: Z

Program Code: 950
Program Title: Vocational
Earned CPC: N/A
Enrolled Hours: N/A

74 Grades

< Prev

Page: 1 / 4

Next >

Export

Filter: OFF

Toggle Columns

Page Size: 20

View Grades Summary

Comment Co

Year	Marking Period	Course	Course Number	Grade Report	Percent	Grade	Grade Scale
2019-2020	Full Year	INFO TECH ASST OTA0040A	OTA0040A	<div>▼</div>	85	B	Unweight...
2018-2019	Full Year	GEO 1206310	1206310	<div>Filter</div>		A	Unweight...
2018-2019	Semester 1	AP WORLD HIST 2109420	2109420	<div>Grade Report</div>		D	AP/DE
2018-2019	Semester 1	MARINE SCI 1 HON 2002510	2002510	<div>New Posted Grade</div>		B	Honors
2018-2019	Semester 1	BAND 2 1302310	1302310		98	A	Unweight...

Did You Know?

If Protected students are listed, select student data will be HIDDEN. If you have profile permission to “View Protected Students,” you will not see any changes. If you do not have “View Protected Students” permission but have permission to “Edit Student Addresses” and “Edit Student Contacts,” you will not see any changes. If you do not have profile permission to “View Protected Students” and do not have “Edit Student Addresses” or “Edit Student Contacts,” you will not be able to select the student in order to print their information.

Method:
☒ Print Letters ☐ Send Emails

Recipient:
☒ Student ☐ Parents ☐ One Per Family
☐ Add log entries for each student

743 Students

0 Selected

Preview

Print Letters

	Photo	Student	Student ID	Grade
<div><div>HIDDEN</div><div>HIDDEN</div></div>		Acevi	058281	10
<div><div></div><div></div></div>		Acevi	077562	12

Additional Features

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name or number of the desired field.

Profiles ▾	Schools ▾	Attach to Tab ▾	Default Letterhead ▾	Academic Record Category ▾	Created By ▾
					Lizette Garcia
504...		Online A...			Zohar Guzman

☐ Exact [Check all](#) [Clear](#)

☐ **Teacher**

☐ AE **Teacher**
☐ SCS-Support **Teacher**
☐ Lesson Planning **Teacher**
☐ ERP-**Teacher** tab view access from HR>Employee
☒ **Teaching and Learning Dept.**
☐ Virtual School **Teacher**
☐ Dual Enrollment **Teacher**
☐ ERP-HR Edit Right For Certifications> Co-**Teacher** Trained Field
☒ ERP-FINANCE **TEAM TO PROCESS EMPLOYEE ACH**

a. Select the **Exact** check box to display results that have an exact match only and hide partial matches to the entered text.

Profiles ▾	Schools ▾	Attach to Tab ▾	Default Letterhead ▾	Academic Record Category ▾	Created By ▾
					Lizette Garcia
504...		Online A...			Zohar Guzman

☒ **Exact** [Check all](#) [Clear](#)

☐ **Teacher**

☐ AE **Teacher**
☐ SCS-Support **Teacher**
☐ Virtual School **Teacher**
☐ Dual Enrollment **Teacher**
☐ Lesson Planning **Teacher**
☐ ERP-**Teacher** tab view access from HR>Employee
☐ ERP-HR Edit Right For Certifications> Co-**Teacher** Trained Field

Click **Check all** and **Clear** for quick selections. In the example shown, the created letter will be generated for students in every listed Program.

Profiles ▾	Schools ▾	Attach to Tab ▾	Default Letterhead ▾	Academic Record Category ▾	Created By ▾
					Lizette Garcia
504...		Online A...			Zohar Guzman

☒ Exact Check all Clear

☐ Teacher

☐ AE Teacher
☐ SCS-Support Teacher
☐ Virtual School Teacher
☐ Dual Enrollment Teacher
☐ Lesson Planning Teacher
☐ ERP-Teacher tab view access from HR>Employee
☐ ERP-HR Edit Right For Certifications> Co-Teacher Trained Field

Above the listed students you will see a **floppy disk** icon, which allows you to export the listed data (in this case, students) to an Excel spreadsheet.

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)

748 Students

		Photo	Student
<input type="checkbox"/>			Abe, Charlie Noel
<input type="checkbox"/>			Abott, Charlie Christopher
<input type="checkbox"/>			Abregan, Kenna Joy

Click the **printer** icon to print the list of students.

Click any of the headers to sort data. Click once for ascending results; click twice for descending results.

Print/Email a One-Time Letter

Save

117 Records

Export

Filter: OFF

Print/Email	View/Edit	Title	Profiles	Schools	Attach to Tab	Default Letterhead	Academic Record Category	Created By
	View							Lizette Garcia
Print/Email	Edit	Waitlist	Sys...	Ad...	Waitlist			Lizette Garcia
Print/Email	Edit	Online Application (Email Valid:	504...		Online A...			Guzman
Print/Email	Edit	Online Application (Completion			Online A...			Ashley Weiss
Print/Email	Edit	Online Application (Continuatio			Online A...			Ashley Weiss
Print/Email	Edit	Online Application (Email Valid:	Sys...		Online A...			Lizette Garcia
Print/Email	Edit	Grade 9 F Letter	504...		Graduat...			Guzman

To make the list full screen, click on the **expansion** icon (four arrows) under the Preview and Print Letters button. Once in full screen mode, click the icon again to exit full screen.

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)

749 Students

Preview

Print Letters

Click **Filters** to further breakdown data.

Filters: **ON**

Print/Email		Edit	Title	Profiles	Schools	Default Letterhead
		Edit				
	Print/Email	Edit	School Lock Down Memo	Bookkeeper, Browse ...	Applicants, Career Ac...	AGE Transcript
	Print/Email	Edit	Online Application (Email Validat	504, ADHS, Asst. Dir...		

Contains Not
 Equals Not
 Starts with Not
 Ends with Not
 Has value Not
 Greater Not
 Greater or equal Not
 Less Not
 Less or equal Not
 Between Not

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- Select the **gray arrow** for more filtering options.

For more information, see [Filters](#).