

# Print Letters

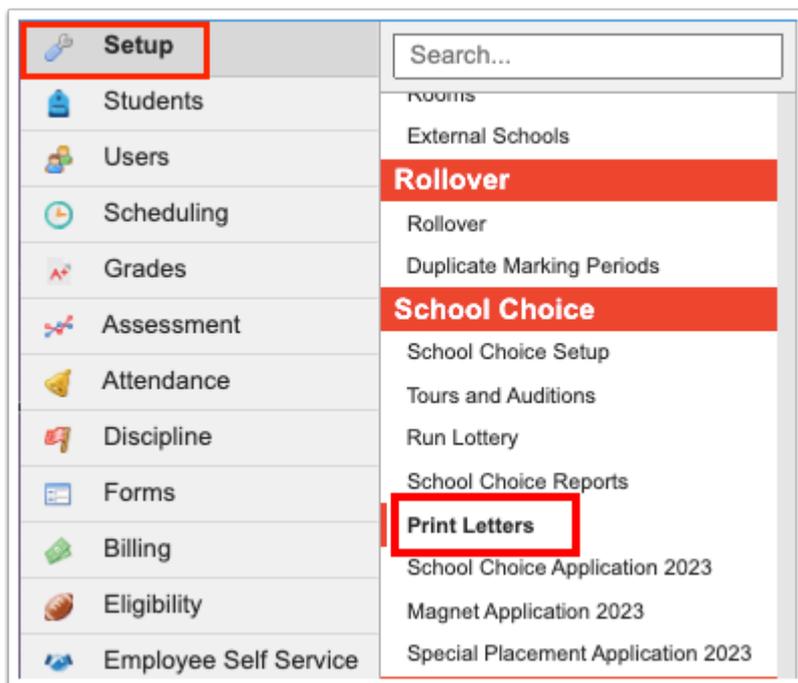
The Print Letters screen is used to email or print Pending Acceptance, Acceptance, Waitlisted, and Declined status notification letters. Each letter type must first be created on the [Letterhead Templates](#) screen and must use the Available Template Placeholders contained in the drop-down on the Print Letters screen.

**i** Printed or emailed letters are logged in the Letter Logging tab in Student Info, and a time stamp is added to the database in the school\_choice\_application\_status table in the letter\_date column.

## Viewing the Available Template Placeholders

The Available Template Placeholders on the Print Letters screen must be used in the letterhead template for School Choice letters created in the [Letterhead Templates](#) screen.

**1.** In the **Setup** menu, click **Print Letters**.



2. Click **Available Template Placeholders** to view the list of placeholders available to use in letterhead templates.

Email Acceptance Letters    Email Pending Acceptance Letters    Email Waitlist Letters    Email Declined Letters    Generate Print Letters

**General Options**

2023-2024  
Acceptance Year

Choice      
Choice Type    Select Program(s)

-- Please select --  
Acceptance Template

-- Please select --  
Pending Acceptance Template

-- Please select --  
Waitlisted Template

-- Please select --  
Declined Template

**Email Only Options**

PDF versions of the acceptance and waitlisted letters will be sent as email attachments.

Linked Users  
Send to

CC Email

Email Subject: Your School Choice Application Sta

-- Please select --  
Email Body Template

▶ Available Template Placeholders

The list is displayed at the bottom of the screen.

▼ Available Template Placeholders

The following placeholders are available for use in your templates:

**Always available**

- [[DATE]] - Today's date
- [[SCHOOL\_YEAR]] - The selected Acceptance Year
- [[FIRST\_DAY]]
- [[THIRD\_DAY]]
- [[BUS\_APP\_DUE]]
- [[STUDENT\_ID]]
- [[LOCAL\_ID]]
- [[STUDENT\_NAME]] - The student's full name
- [[STUDENT\_FIRST\_NAME]]
- [[STUDENT\_LAST\_NAME]]
- [[PARENT\_NAME]] - The parent(s) name(s), e.g. "John Smith & Jane Smith"
- [[ADDRESS]]
- [[ADDRESS2]]
- [[CITY]]
- [[STATE]]
- [[ZIPCODE]]

**Acceptance**

- [[PROGRAM]]
- [[SCHOOL]]

**Pending Acceptance**

- [[PENDING\_ACCEPTANCE\_TABLE]] - Prints a table of the student's applications that are pending acceptance

**Waitlisted**

- [[WAITING\_TABLE]] - Prints a table of the student's current waitlist
- [[WAITING\_TABLE\_NO\_SEQ]] - Prints a table of the student's current waitlist without sequence

**Declined**

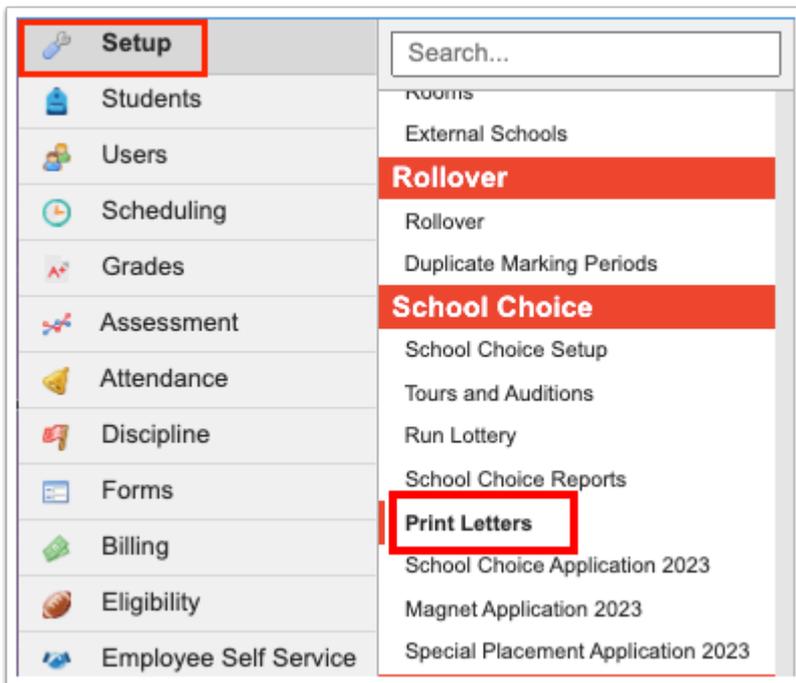
- [[DECLINED\_TABLE]] - Prints a table of the student's declined applications

3. Copy and paste the placeholder from this list into the body of the letter in Setup > [Letterhead Templates](#).

**!** These placeholders do not appear in the Insert A Field list in Letterhead Templates. They must be copied and pasted from the Available Template Placeholders list or manually typed.

## Printing Letters

1. In the **Setup** menu, click **Print Letters**.



2. In the **General Options**, select the **Acceptance Year** for which to print letters.

3. Select the **Choice Type**, Choice, Magnet, or SPA.

4. To print letters for specific programs instead of for all programs in that application type, select one or multiple programs in the **Select Program(s)** pull-down.

5. Select the **Acceptance Template**, **Pending Acceptance Template**, **Waitlisted Template**, and **Declined Template**.

- Students who are accepted into a program will only receive an Acceptance letter. They will not receive a Declined letter.
- Students who are waitlisted will receive a Waitlisted letter. They will not receive a Declined letter.
- The only time a student will receive a Declined letter is if they have not been accepted or waitlisted in any of the programs to which they have applied.

**General Options**

2023-2024  
Acceptance Year

Magnet  
Choice Type

International Baccalaureate, Focus High School - 0041  
Select Program(s)

Acceptance Letter  
Acceptance Template

Pending Acceptance Letter  
Pending Acceptance Template

Waitlisted Letter  
Waitlisted Template

Declined Letter  
Declined Template

6. To print letters for statuses received in a certain time frame, select the check box **Status date between (date) and (date)** and enter the dates or select them from the calendar icons.
7. Define the **First Day of School**, **Third Day of School**, and **Bus Stop Application Due** if the letterhead template includes these placeholders.
8. When printing letters only, select the checkbox **Split by (number) Students (print only)** and select the quantity by which to split the letters.
9. When printing letters only, select **Add an address page following each letter (print only)** to add the student's primary or mailing address to the back of the printed letter for easier mailing.

Status date between  and

First Day of School

Third Day of School

Bus Stop Application Due

Split by  
  
Students (print only)

Add an address page following each letter (print only)

10. Click **Generate Print Letters** at the top of the screen.

A .zip file downloaded, containing separate files for accepted, pending acceptance, waitlisted, and declined letters.

**General Options**

Acceptance Year

Choice Type      Select Program(s)

Acceptance Template

Pending Acceptance Template

Waitlisted Template

Declined Template

Status date between  and

First Day of School

**Email Only Options**

PDF versions of the acceptance and waitlisted letters will be sent as email attachments.

Send to

CC Email

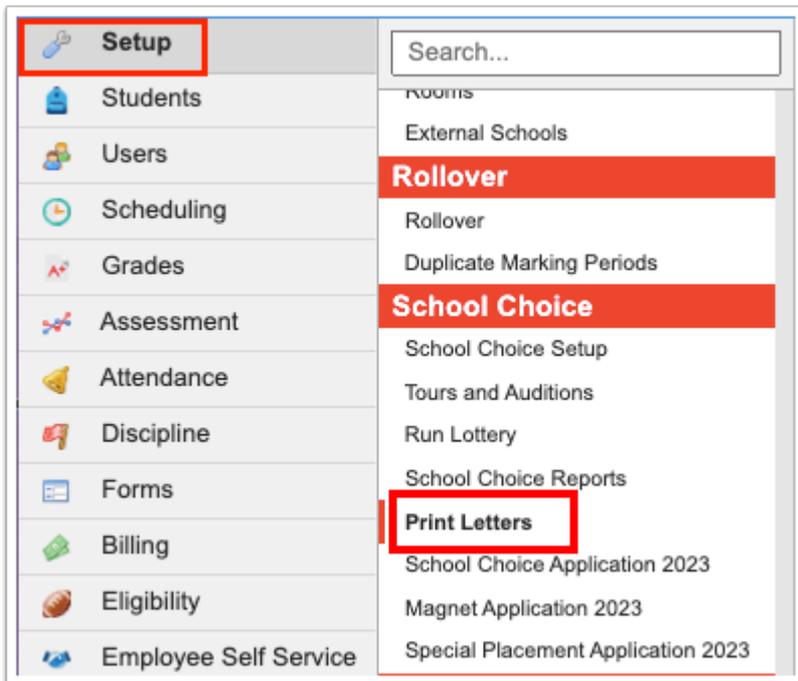
Email Subject:

Email Body Template

# Sending Emails

When emailing letters, each letter type must be generated separately. PDF versions of the letters will be sent as email attachments.

1. In the **Setup** menu, click **Print Letters**.



2. In the **General Options**, select the **Acceptance Year** for which to print letters.

3. Select the **Choice Type**, Choice, Magnet, or SPA.

4. To generate emails for specific programs instead of for all programs in that application type, select one or multiple programs in the **Select Program(s)** pull-down.

5. Select either the **Acceptance Template**, **Pending Acceptance Template**, **Waitlisted Template**, or **Declined Template**. Only one letter type should be generated at a time.

- Students who are accepted into a program will only receive an Acceptance letter. They will not receive a Declined letter.
- Students who are waitlisted will receive a Waitlisted letter. They will not receive a Declined letter.
- The only time a student will receive a Declined letter is if they have not been accepted or waitlisted in any of the programs to which they have applied.

**General Options**

2023-2024   
 Acceptance Year

Magnet  International Baccalaureate, Focus High School - 0041   
 Choice Type Select Program(s)

Acceptance Letter   
 Acceptance Template

-- Please select --   
 Pending Acceptance Template

-- Please select --   
 Waitlisted Template

-- Please select --   
 Declined Template

6. To email letters for statuses received in a certain time frame, select the check box **Status date between (date) and (date)** and enter the dates or select them from the calendar icons.

7. Define the **First Day of School**, **Third Day of School**, and **Bus Stop Application Due** if the letterhead template includes these placeholders.

Status date between 11/01/2022  and 02/01/2023 

08/14/2023   
 First Day of School

08/16/2023   
 Third Day of School

06/02/2023   
 Bus Stop Application Due

Split by  
 500   
 Students (print only)

Add an address page following each letter (print only)

8. In the **Email Only Options** on the right side of the screen, select who to send the email to in the **Send to** pull-down, Linked Users or Parent Contacts (parents with custody).

9. To send a copy of each email to an email address, enter the email address in the **CC Email** field. When entering more than one email address, use commas to separate each address.

10. Enter the **Email Subject**.

11. Select the **Email Body Template**.

Letterhead templates set up in Setup > [Letterhead Templates](#) are available for selection.

### Email Only Options

PDF versions of the acceptance and waitlisted letters will be sent as email attachments.

**Linked Users** ▼  
Send to

CC Email

Email Subject: **Your School Choice Application Sta**

**Acceptance Letter** ▼  
Email Body Template

12. Click **Email Acceptance Letters**, **Email Pending Acceptance Letters**, **Email Waitlist Letters**, or **Email Declined Letters** at the top of the screen.

Email Acceptance Letters | Email Pending Acceptance Letters | Email Waitlist Letters | Email Declined Letters | Generate Print Letters

#### General Options

**2023-2024** ▼  
Acceptance Year

**Magnet** ▼ | **French Immersion, Focus High School - 0041, Internation...** ▼  
Choice Type | Select Program(s)

**-- Please select --** ▼  
Acceptance Template

**-- Please select --** ▼  
Pending Acceptance Template

**-- Please select --** ▼  
Waitlisted Template

**-- Please select --** ▼  
Declined Template

#### Email Only Options

PDF versions of the acceptance and waitlisted letters will be sent as email attachments.

**Linked Users** ▼  
Send to

CC Email

Email Subject: **Your School Choice Application Sta**

**Acceptance Letter** ▼  
Email Body Template

▶ Available Template Placeholders