


# Print Letters

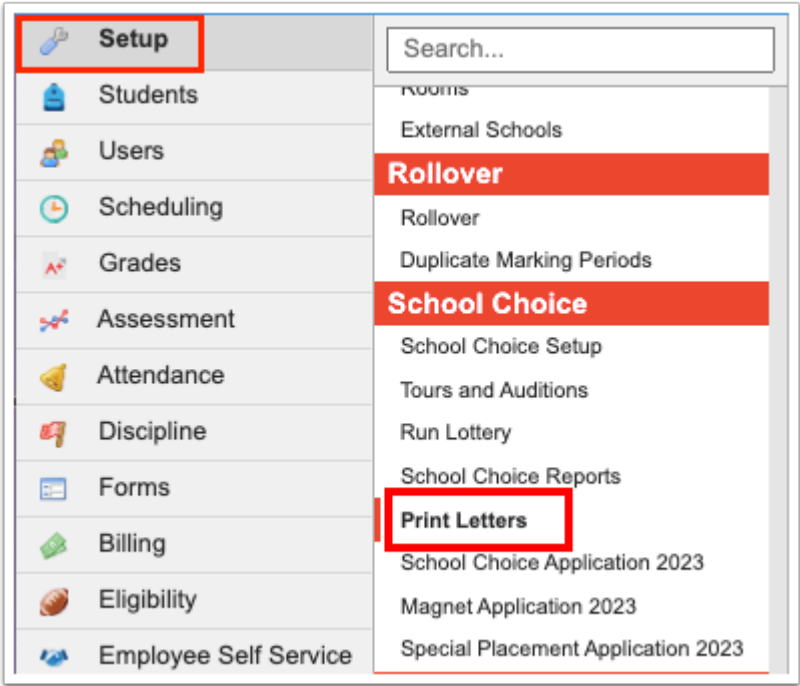
The Print Letters screen is used to email or print Pending Acceptance, Acceptance, Waitlisted, and Declined status notification letters. Each letter type must first be created on the [Letterhead Templates](#) screen and must use the Available Template Placeholders contained in the drop-down on the Print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

 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 LettersEmail Pending Acceptance LettersEmail Waitlist LettersEmail Declined LettersGenerate 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](#).

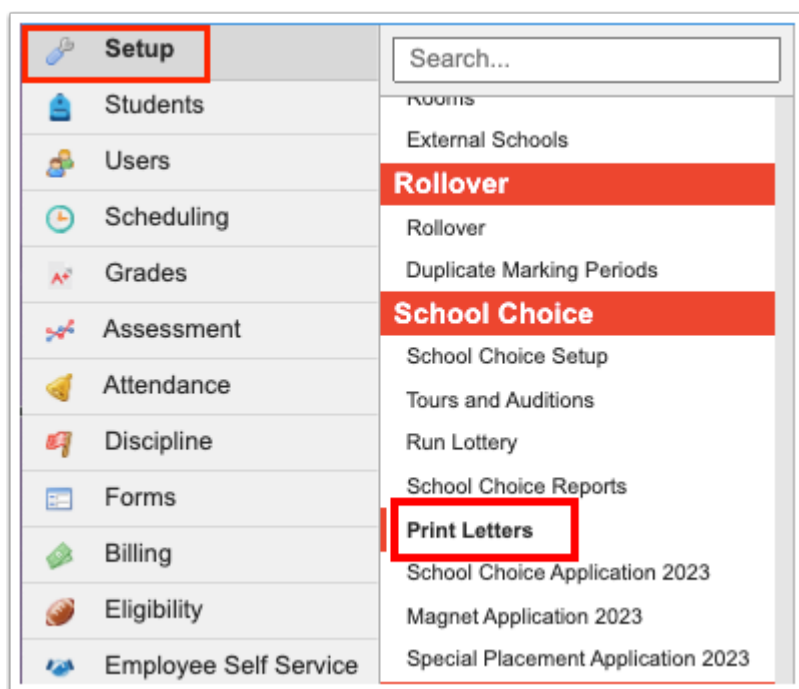
Print Letters

Page 2

 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.

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

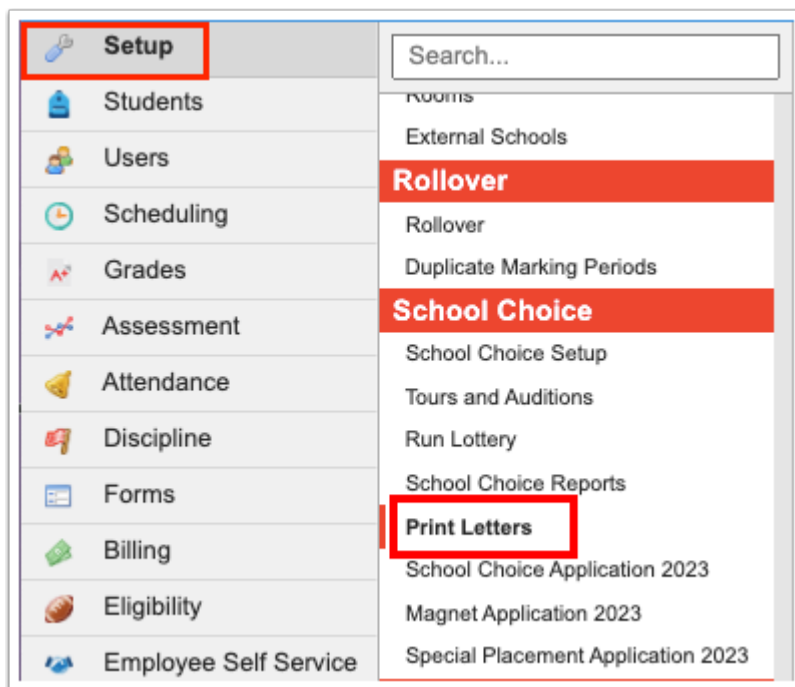
Email Body Template

► Available Template Placeholders

# 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

▼

Choice Type

International Baccalaureate, Focus High School - 0041

▼

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 LettersEmail Pending Acceptance LettersEmail Waitlist LettersEmail Declined LettersGenerate Print Letters

General Options

2023-2024

Acceptance Year

Magnet

Choice Type

French Immersion, Focus High School - 0041, Internation...

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