



Print Student Progress Center (SPC) Letters in Mass

This tip sheet will provide you with instructions to print Student Progress Center letters in mass for distribution to families.

1. Student>Letters>Letter Printing System.
- 2.

The screenshot shows a 'Setup-07.17.2020' dialog box with the following fields and options:

- District: 026
- School: 001
- Arena: [Empty]
- Grade: [Empty]
- Gender: [Empty]
- Ethnic: [Empty]
- Show Remote Scheduled Only
- Show Remote School's Contact Information
- As Of Date: [Dropdown]
- Special Codes: [Text Box]
- Exclude Special Codes: [Text Box]
- Custom Codes: [Text Box]
- Team: [Text Box]
- Sped: All Sped Only Non Sped
- Homeroom: [Text Box]
- Counselor: [Text Box]
- Clubs: [Text Box]
- Sports: [Text Box]
- Programs: [Text Box]
- Order To List: Alpha Order
- Print in Home Language (if available)
- OK

Annotations on the left side of the dialog box:

- Current Date** points to the 'As Of Date' dropdown.
- Use this to sort Virtual/Non-Virtual students, if needed** points to the 'Special Codes' and 'Exclude Special Codes' text boxes.
- Select Alpha Order or by Homeroom Teacher** points to the 'Order To List' dropdown.
- Check this feature** points to the 'Print in Home Language (if available)' checkbox.

3. Check-off the students/homeroom teachers on the left and the "SPC Parent Letter" on the right.
4. Click the "Print Letters" tab on the bottom of the screen.