

Creating a New Form Letter

From the Start Page>System Reports>Setup>Form Letters and click on “New”. The new form letter dialog screen will appear:

Option	Value
Title of this form letter	Sample - Web ID and Password Let Table Students
Default font	Palatino
Default font size	12
Default text line height	
Page Size	Letter (8 1/2" x 11")
Margins (inches)	Left 1.25 Top .75 Right 1.25 Bottom 1
Orientation	Portrait (vertical)
Scale	
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Delta High School
Teachers can print?	<input type="checkbox"/>
Report Body	Example School District 123 Main Street Anytown USA 99999 Phone: 555-5555 ^[date] To the Parent...

Export this report as a template

Delete Submit

- Choose and type a Layout Name (Form Letter)
- Choose table (staff or students)
- Set all of the other report options
- Click Submit
- Click on the name of your new form letter- at the bottom of the dialog layout – a new option “Report Body” will be available
- Click on Report Body – a new box will appear for you to type your form letter

Fields

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<P><B>Example School District<BR>
</B>123 Main Street<BR>
Anytown USA 99999<BR>
Phone: 555-5555</P>

<P>^[date]</P>

<P>To the Parents of: ^(First_name) ^(Last_name)</P>

<P>Dear parents:</P>

<P>We are at the point where we can provide access to your student's
current grades and attendance through the internet. You will need the
following information:</P>

<P>The website location is: www.delcomschools.org/ees<BR>

Your student's Confidential ID is: ^(Web_ID)<BR>

Your student's Password is: ^(Web_Password)</P>

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- You may click on the Fields link to see PowerSchool fields and may put a field in the form letter by clicking on it. You may also type the PowerSchool field name.
- You may also add HTML formatting and PowerSchool Data Access Tags (This list is available from PowerSchool PowerSource Support website – requires username/password.)
- Once you have finished your letter – click the submit button.
- Follow the normal procedures for printing the letter for a single or a group of students.

A Few HTML Tags

Center text <center></center>

Bold text

Italic text <i></i>

Underlined text <u></u>

The first tag, such as indicated where the bold starts and the second tag indicates where the bolded text should end.

PowerSchool Codes – Also known as Data Access Tags

Preceded with ^. Enclosed some of the codes with []

^[letter.date] inserts the current date, July 24, 2014

^[short.date] inserts 7/24/2014

^[time] inserts the current time – 10:15 AM

Some codes are preceded with ^ and need to be surrounded by ()

^(schoolname) will insert the name of the school

^(yearname) will insert the year such as 2014-2015

^([39]school phone)

^([39]schoolfax)

^([39]schoolabbr)

^([39]schooladdress)

^([39]schoolcity)

^(age)

^(termname)

^([Schools]Principal)

^([Schools]PrincipalPhone)

Some derived (calculated) codes (precede with *)

^(*credit_hours)

^(*potential_credit_hours)

Common Field Names – Precede with ^ and enclosed field name in ()

^(lastfirst)

^(last_name)

^(first_name)

^(grade_level)

^(gender)

^(guardian_fn)

^(guardian_ln)

^(mailing_street)

^(mailing_city)

^(mailing_zip)

^(home_phone)

^(home_room)

Smart Pronouns – precede with ^ and enclose the pronoun in ()

^(He/She) will insert He or She in the letter (reference the male/female indicator in PowerSchool for the student)

Other smart pronouns (notice that you can control the case by using upper or lower case letters:

^(he/she) or ^(He/She)

^(him/her) or ^(Him/Her)

^(son/daughter)

Code Operators – use to extract, modify or alter the actual value in the student field

Adams, John – use ^(lastfirst;uppercase) – Printed result would be ADAMS, JOHN

Adams, John – use ^(lastfirst;lowercase) – Printed result would be adams, john

765-285-5555 - use ^(home_phone) – Printed result would be 765-285-5555

-use ^(home_phone;extract.phone7) –Printed result would be 285-5555

-use ^(home_phone;extract.areacode) – Printed result would be 765

