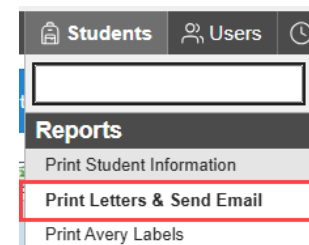


Immunization Non-Compliance Letters for Next Year 7th Grade Students (grade 6)

Students entering, attending, or transferring to the seventh grade in Florida schools must complete all required immunizations.

Accessing the Letters

1. Click the Student tab.
2. Select Print Letters & Send Email
3. Locate the letter(s) named “MS Immunization 7th Grade Non-Compliance”.
4. Click the Print/Email button to the left of the letter you would like to generate – (E) English, (S) Spanish, and (C) Creole.



Print	View/Edit	Title	Created By
Print	View	(E) MS Immunization 7th Grade Non-Compliance	Linda Edzkowski
Print	View	(S) MS Immunization 7th Grade Non-Compliance	Linda Edzkowski
Print	View	(C) MS Immunization 7th Grade Non-Compliance	Linda Edzkowski

Select your Search Criteria

5. Select More Search Options > Select Student Fields > Demographic > Parent Contact Language.
6. Select More Search Options > Select Student Fields > Medical Immunizations > Immunization Status.

7. Using the “Grade Level” drop-down, select Grade 06.
8. Using the “Parent Contact Language drop-down” select the language based on the letter selected.
 - English – Select No Value and English
 - Spanish – Select Spanish only.
 - Creole – Select Creole only.
9. Using the “Immunization Status” drop-down, select 1-Complete for K-12, except for 7th grade requirements [1].
10. Using the “Sort Letters” drop-down, select your letter sort order (by period, by teacher, etc.).
11. Click Continue.

Immunization Non-Compliance Letters for Next Year 7th Grade Students (grade 6)

Generating Letters

12. The Print Letters & Send Email screen will display with a student list based on your search criteria.
13. Method: Select Print Letters.
14. Recipient: Select Parents.
15. Select Add log entries for each student.
Note: Only check this checkbox if you want the entry to be logged.
16. UNCHECK Include student name/id on each PDF page (Print Only) when printing letters that are more than one page.
Note: This letter is only one page.
17. Select the students (all or individual) for whom you would like to generate a letter.
 - To select all students – Click the check box in the column title header.
 - To select individual students – Click the check box next to each student's name.
18. Click Print Letters.
19. The FOCUS PDF screen will display the letter(s) generated based on your selection.

Method:
☒ Print Letters ☐ Send Emails

Recipient:
☐ Student Primary ☒ Parents ☐ One Per Family ☐ Student Primary & Parents

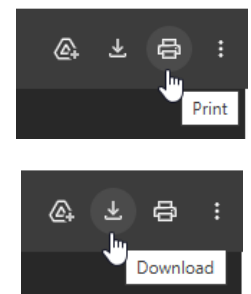
☒ Add log entries for each student
☐ Include student name/id on each PDF page (Print Only)

The screenshot shows the 'Print Letters & Send Email' interface. Callouts provide the following instructions:

- Method:** Select ☒ Print Letters to Print and Send Emails to Send the letter as an email.
- Recipient:** Select ☒ Parents to address to all custodial contacts.
- Log Entries:** Select ☒ Add log entries for each student.
- PDF Options:** Select ☐ Include student name/id on each PDF page (Print Only) to select when printing letters that are *more than* one page.
- Preview:** Click to preview letters.
- Print Letters:** Click to generate letters.
- Student Selection:** Click to select the student(s) (indicated by a red box around the selection checkboxes in the student list).

Printing Letters

1. You can choose to either download or print your letters.
 - To print your letters, click the Printer icon located in the upper-right of the screen.
 - To download your letters, click the Download icon located in the upper-right of the screen.
2. When finished, click the Return to FOCUS button to return to the Print Letters & Send Email screen.



Immunization Non-Compliance Letters for Next Year 7th Grade Students (grade 6)

EMAILING Letters to Parents

1. The Print Letters & Send Email screen will display with a student list based on your search criteria.
2. Method: Select Send Emails.
3. The email section will display.
4. 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).
5. Select the Send from NoReply check box to ensure that emails are not sent from your logged email address recorded in FOCUS and from the following email address instead:
noreply@focusmail.focus-sis.org.
6. Recipient: Select Parents.
7. Select Add log entries for each student.
Note: Only check this checkbox if you want the entry to be logged.
8. UNCHECK Include student name/id on each PDF page (Print Only) when printing letters that are more than one page. Note: This letter is only one page.
9. Select the students (all or individual) which you would like to generate a letter for.
 - To select all – Click the check box in the column title header.
 - To select individual students on the list – Click the check box next to each student's name.
10. Click Send Emails.
11. A confirmation message will display once emails are sent. If the parent does not have an email set up, you will receive an Error that no email was entered and the message was not delivered.

Method:

☐ Print Letters ☒ Send Emails

Email Subject: (E) MS Immunization 7th Grade N

CC:

☐ Only CC first message

☐ Send a copy to myself (priess@collierschools.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)

← → ↻ 🔒 focus.collierschools.com/focus/Modules.php?modname=Students/

Message(s) sent. 1 had errors.

Error: Message was not sent to at least one parent of [REDACTED]