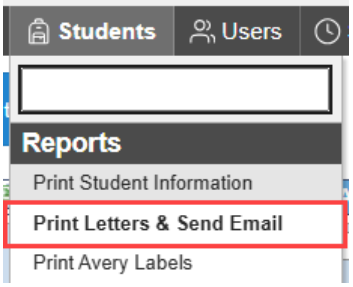
Health Screening Letters

Health Screening Results letters are printed from FOCUS and provided to the screening coordinator.



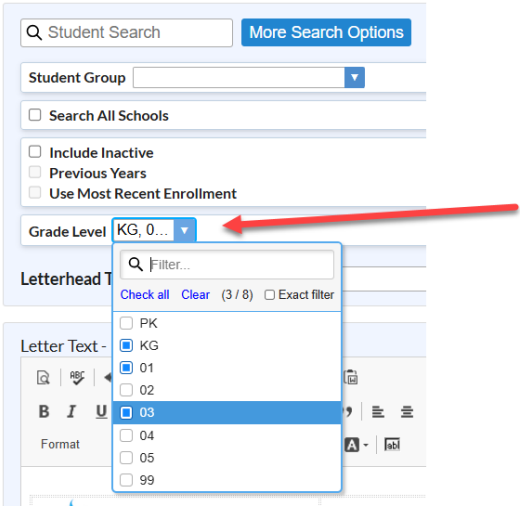
Accessing the Letters

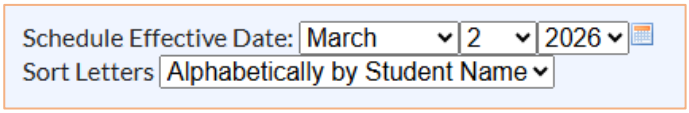
1. Click the Student tab.
2. Select Print Letters & Send Email
3. Locate the letter(s) named "**Health Screening Results**".
4. Click the Print/Email button to the left of the letter you would like to generate.

Print	View/Edit	Title	Created By
Print	View	Dental Screening Results ENG/SPN/CRE (blank form)	Linda Edzkowski
Print	View	(E) Dental Screening Consent Letter	Linda Edzkowski
Print	View	(S) Dental Screening Consent Letter	Linda Edzkowski
Print	View	(C) Dental Screening Consent Letter	Linda Edzkowski
Print	View	Dental Screening Results ENG/SPN/CRE	Linda Edzkowski
Print	View	Health Screening Results	Linda Edzkowski

Select your Search Criteria

5. Using the Grade Level drop-down, select Grade KG, 01, and 03 for Elementary Schools and 06 for Middle Schools.
6. Using the "Sort Letters" drop-down, select your letter sort order (by period, by teacher, etc.).
7. Click Continue.



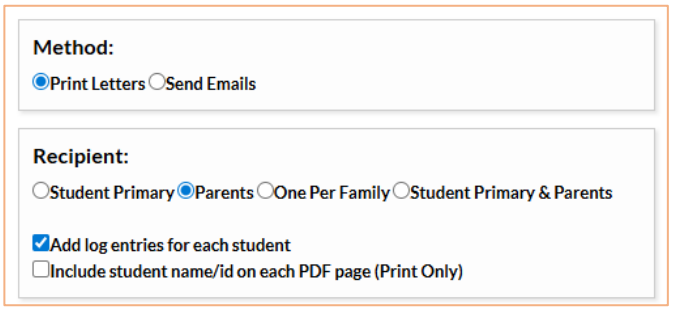


Generating Letters

8. The Print Letters & Send Email screen will display with a student list based on your search criteria.
9. Method: Select Print Letters.
10. Recipient: Select Parents.
11. Select Add log entries for each student.

    Note: Only check this checkbox if you want the entry to be logged.
12. UNCHECK Include student name/id on each PDF page (Print Only) when printing letters that are more than one page.

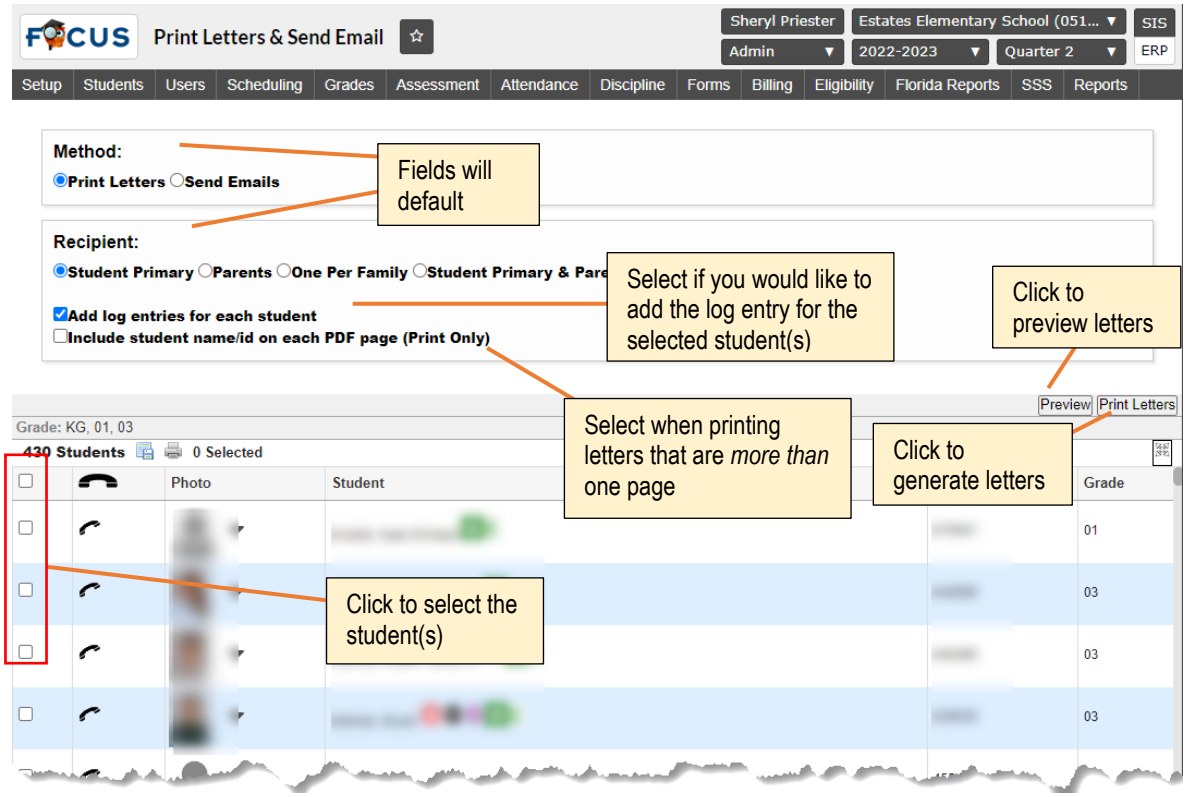
    Note: This letter is only one page.



13. Select the students (all or individual) which you would like to generate a letter for.
    - To select all students – Click the check box in the column title header.
    - To select individual students on the list – Click the box next to each student's name.

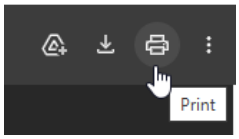
Health Screening Letters

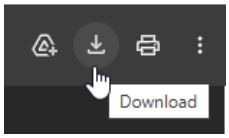
14. Click Print Letters.
15. The FOCUS PDF screen will display the letter(s) generated based on your selection.



Printing Letters

16. You can choose to either download or print your letters.
    a. To **print** your letters, click the Printer icon located in the upper-right of the screen.
    b. To **download** your letters, click the Download icon located in the upper-right of the screen.



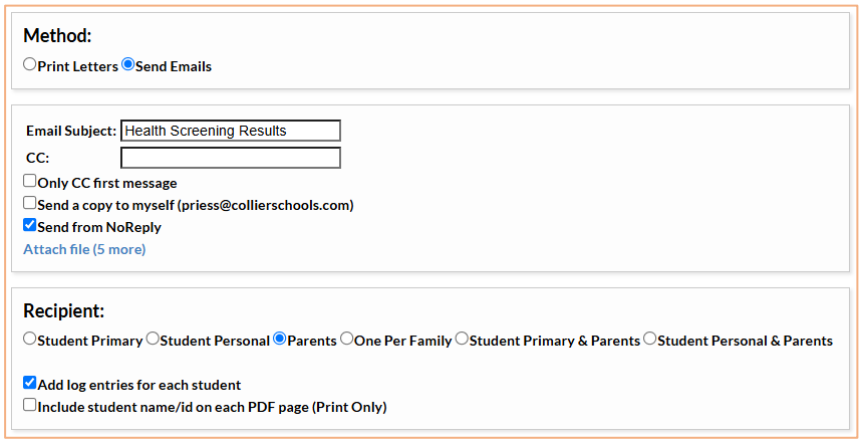
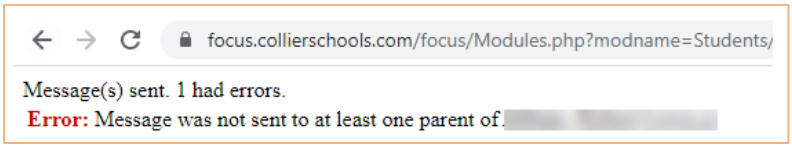


17. When finished, click the Return to FOCUS button to return to the Print Letters & Send Email screen.

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.

Health Screening Letters

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.