

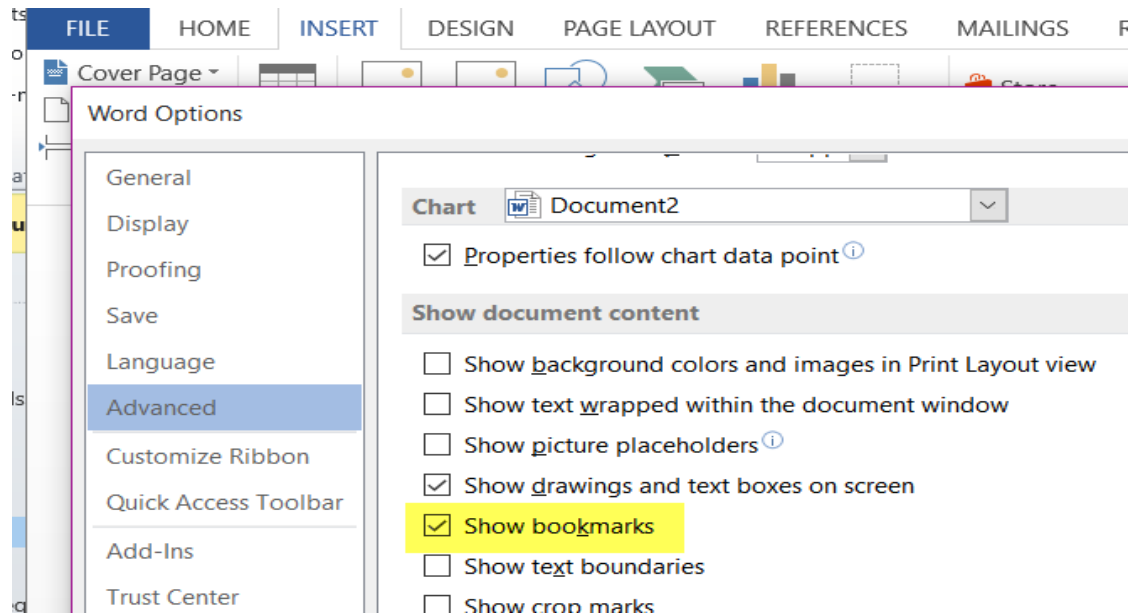


How to Create Discipline Letters

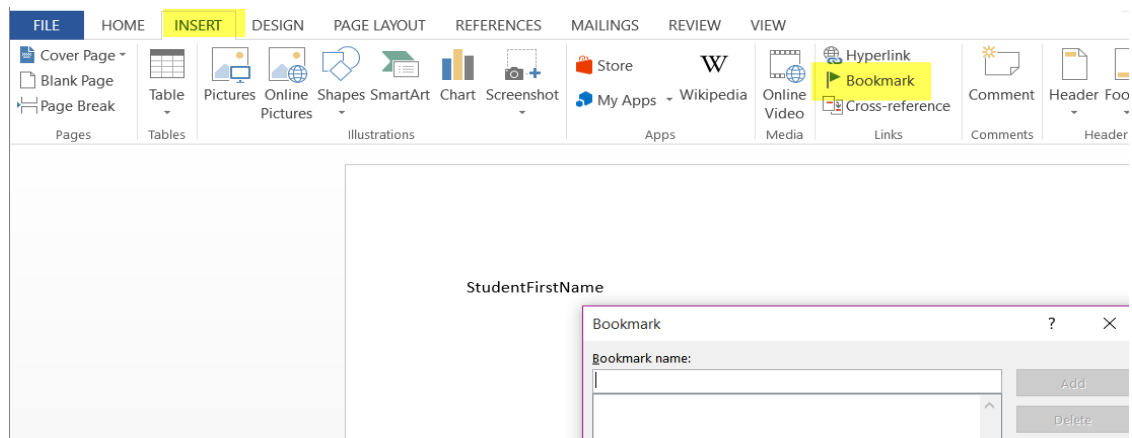
Change Log

Date	Section Number/Name	Change Description
1/3/19	Entire doc	Updates
1/9/17	Added steps 9-16	Added steps for uploading template/download templates and print letter
11/18/15	New Document	New Document

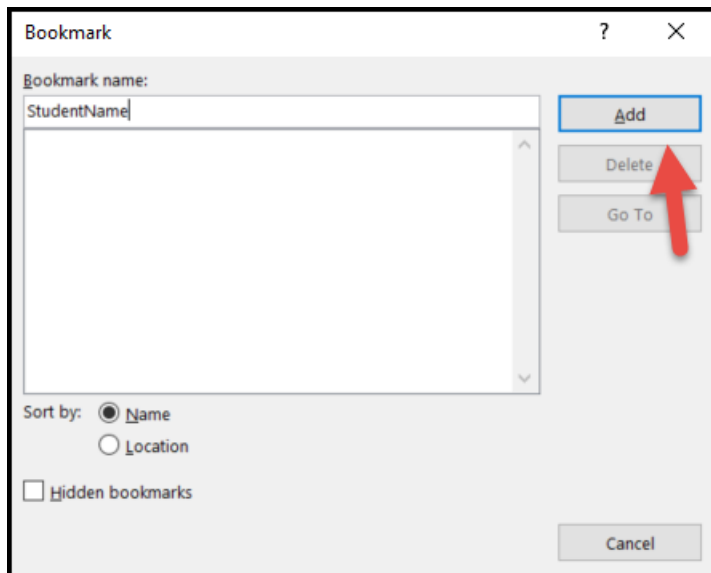
1. Open a Word document (**discipline letters must be saved as .docx**), go to File >> Options >> Advanced and check the option to Show bookmarks (under Show document content):



2. Enter some placeholder text into the document, for example 'StudentFirstName'
3. Select/highlight that text and either press Ctrl+Shift+F5 or go to Insert >> Bookmark in Word to bring up the Bookmarks dialog:



4. In the dialog, enter the bookmark name **StudentName** and click Add.



5. This will result in brackets being placed around the bookmark name to indicate it is a bookmark:

[StudentName]

6. You will need to do the step above for each bookmark you want in the letter. A complete listing of bookmarks is at the end of this document.
7. To print a bookmark multiple times, use _x2, _x3, etc at the end of the bookmark.

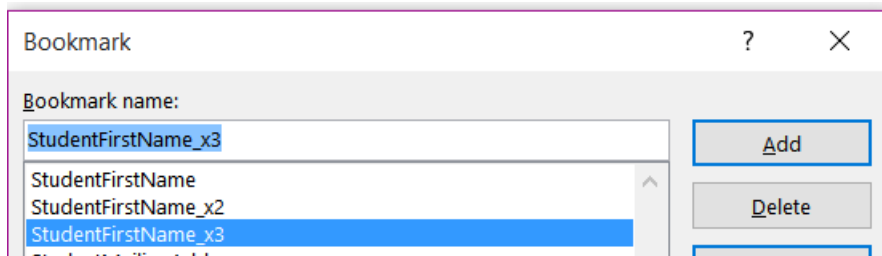
Example:

StudentFirstName will print the student's first name.

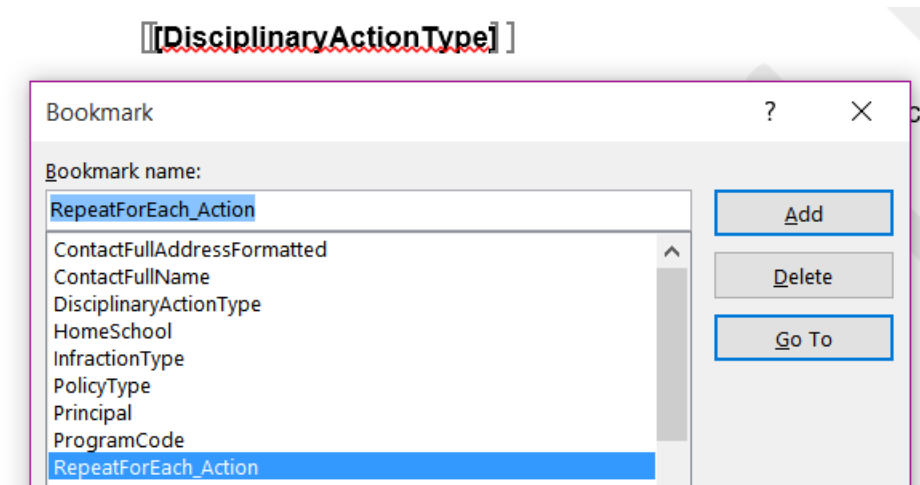
StudentFirstName_x2 will print the student's first name a 2nd time in the letter.

StudentFirstName_x3 will print the student's first name a 3rd time in the letter.

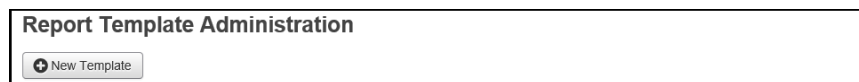
Each one of the StudentFirstName(s) must be added as a bookmark.



8. To print multiple Actions, Infractions, or Parental Involvement on one letter:
 - a. Enter the appropriate bookmark (DisciplinaryActionType)
 - b. Highlight that bookmark and insert RepeatForEach_Action (_Infraction, _ParentalInvolvement) on top of this bookmark. This will place additional brackets around the bookmark and it will print each Action entered on the discipline incident.



9. Once the Discipline Letter template is complete, upload the template in StudentInformation. At the district level, go to [StudentInformation](#) > [Management](#) > [District Administration](#) > [Report Template Administration](#).
10. On the **Report Template Administration** screen, click **New Template**.



11. On the **Upload Template** window, in the Select Report drop-down list, select the type of Letter with which you want to associate the template.
The **Available Bookmarks in Report** section displays the bookmarks in the selected letter that you select to customize your template.
In the **Template Description**, enter the description that you want to display in the StudentInformation to identify this template.
Click **Browse** and navigate to and select the file you want to use as a template.
Click **Upload**.

Upload Template [X]

Select Report... [v]

Available Bookmarks In Report:

Template Description

Browse...

Cancel Upload

The uploaded template displays in the list.

Report Template Administration

[+ New Template]

	Template Name	Description	Report Name	System Defined
Actions	Suspension Form.docx	Suspension Form	Incident Letter	
Actions	Notice of expulsion to student...	Notice of expulsion to student	Incident Letter	

12. To download the report templates, still on page [StudentInformation](#) > [Management](#) > [District Administration](#) > [Report Template Administration](#).
13. On the **Report Template Administration** screen, in the row of the template you want to download, click **Actions** and select **Download**. Save the file.

Report Template Administration

[+ New Template]

	Template Name	Description	Report Name	System Defined
Actions	Suspension Form.docx	Suspension Form	Incident Letter	
Download	Notice of expulsion to student...	Notice of expulsion to student	Incident Letter	
Delete	Notice of expulsion to parent...	Notice of expulsion to parent	Incident Letter	

14. To print a Discipline Letter, go to [StudentInformation](#) > [SIS](#) > [Discipline](#) > [Discipline Incidents](#).
15. For the incident in which you want to print a letter, click **Actions** and select **View/Edit**. On the Offenders tab, under the picture, click **Print Letter**.

Offenders (1) Victims (0) Witnesses (0) Office Notes

Student Search...

NO PHOTO AVAILABLE

[Schedule](#)

[Attendance](#)

[Contacts](#)

[Print Letter](#)

[Show History](#)

[Past Incidents](#)

Smith, John Frank Grade Level: 11 Age: 17 Gender: M

Policies / Infractions

06 WEAPONS ☐ Weapons Policy/Infraction Comments

50 Carrying concealed weapon ☐

Disciplinary Actions

02 Verbal Warning/parent call ☐ Demerits Action Comments

Start Date - End Date # of Days

Alt Education Assigned * - Not Applicable ☐

Modified Expulsion * - Not Applicable ☐

☐ Received Services ☐ Served

16. Select the desired letter from the list and click **Run Report**.

Print Letter

Available Bookmarks for Discipline Letters:

- DisciplineIncidentId
- SchoolId
- SchoolName
- SchoolName2
- SchoolAddress
- Principal
- SchoolYearId
- SchoolYear
- DisciplineOffenderId
- SchoolPhoneFormatted
- SchoolPhone
- IncidentNumber
- IncidentName
- IncidentDate
- IncidentDescription
- IncidentTimeFrameType
- IncidentStatus
- IncidentPlaceType
- IncidentLocation
- IncidentAgainstPropertyInd
- OfficeNotes
- IncidentBuildingIRN
- Referrer
- ReferrerType
- IncidentCategory1
- IncidentCategory2
- IncidentDateModified
- IncidentModifiedBy
- IncidentModifiedByUserId
- StudentId
- StudentName
- StudentNumber
- StudentLastName
- StudentFirstName
- StudentMailingAddress
- ProgramCode
- HomeSchool
- OffenderType
- OffenderAge
- AltEducationInd
- GradeLevelAtTimeOfIncident

- InjurySustainedInd
- InjurySeverityType
- LLENotifiedInd
- LLEContactedName
- AdjudicationType
- ArrestType
- WeaponDetectedInd
- WeaponDetectedMethod
- WeaponDetectedComment
- WeaponType
- OffenderDateModified
- OffenderModifiedBy
- OffenderModifiedByUserId
- RepeatForEach_Infraction
- DisciplineOffenderInfractionId
- PolicyType
- PolicyDescription
- InfractionType
- InfractionDescription
- InfractionComment
- WeaponCount
- InfractionDateModified
- InfractionModifiedBy
- InfractionModifiedByUserId
- InfractionCount
- RepeatForEach_Action
- DisciplineOffenderDisciplinaryActionId
- DisciplinaryActionType
- DisciplinaryActionDescription
- DisciplinaryActionComment
- StartDate
- EndDate
- DisciplinaryActionDuration
- Demerits
- HasServedInd
- ModifiedExpulsionInd
- ReceivedServicesInd
- ActionDateModified
- ActionModifiedBy
- ActionModifiedByUserId
- ActionCount
- RepeatForEach_ParentInvolvement
- DisciplineOffenderParentInvolvementId

- ParentInvolvementType
- ParentInvolvementParentFirstName
- ParentInvolvementParentLastName
- ParentInvolvementDate
- ParentInvolvementComment
- ParentInvolvementDateModified
- ParentInvolvementModifiedBy
- ParentInvolvementModifiedByUserId
- ParentInvolvementCount
- ContactFirstName
- ContactLastName
- ContactFullName
- ContactFullAddressFormatted
- ContactAddress
- ContactAddress2
- ContactCity
- ContactState
- ContactZip