ESY: Printing Parent Confirmation Letter Job Aid

Creating Parent Confirmation Letters

Step 1: Click Welligent Tab (see Fig. A)

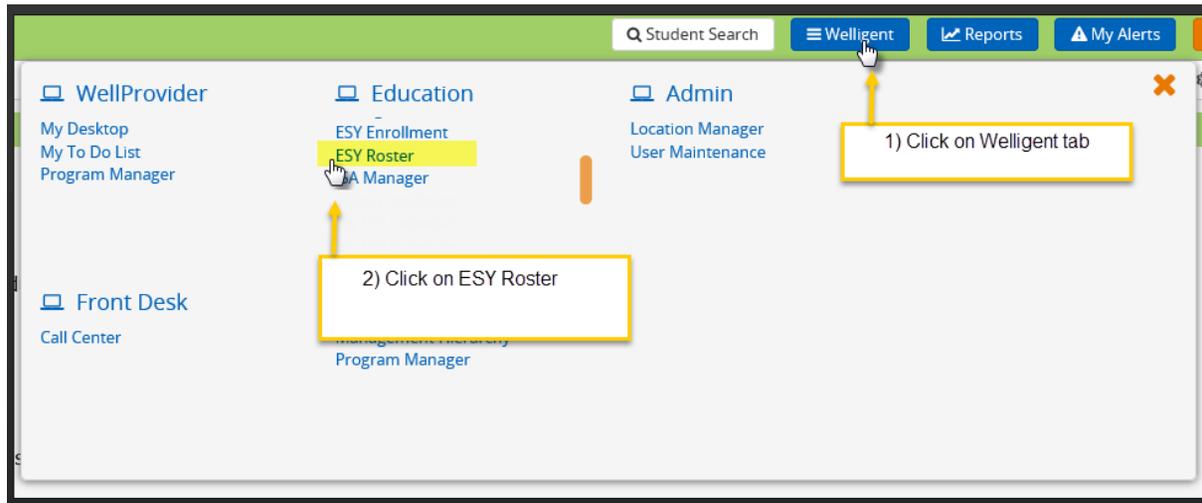**Step 2. Under Education, find and select ESY Roster (see Fig. A). A new screen will open.**

Figure A

Step 3: In ESY School Period, find and select ESY 18-19. (See Fig. B)

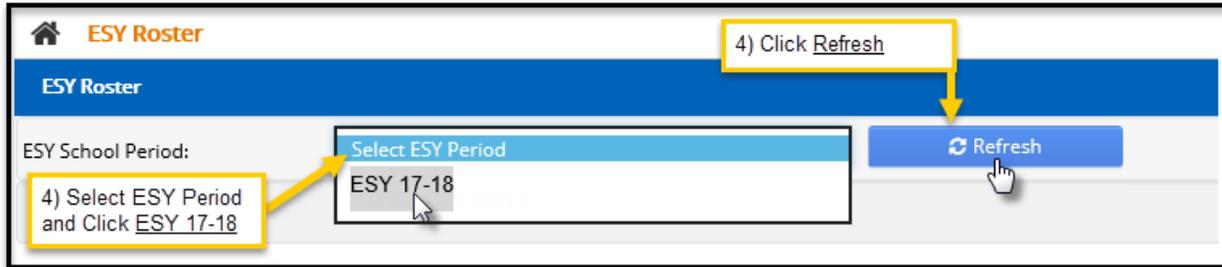**Step 4: Click Refresh (see Fig. B). The ESY Roster screen will open.**

Figure B

Step 5: Here you can filter to find students by individual SID #, RSY School, ESY School, etc. (see Fig. C)
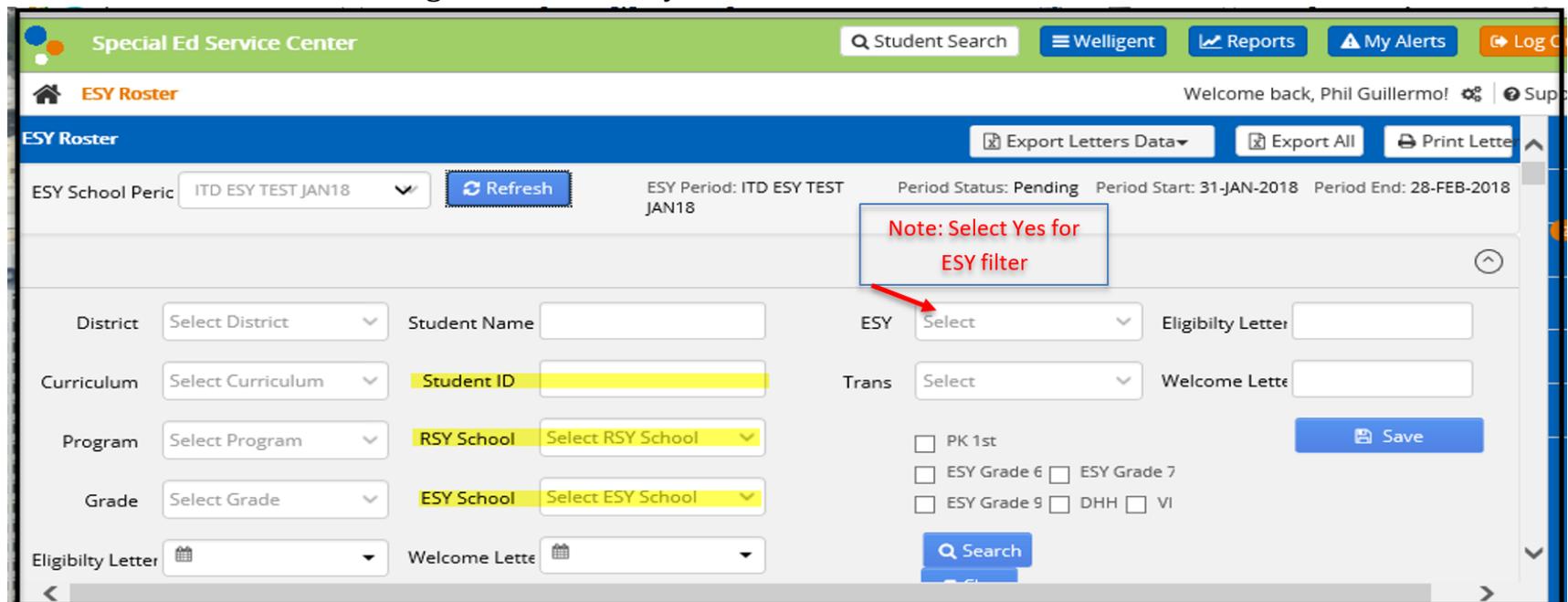**Note: Be sure to filter for ESY Eligible students only**

Figure C

Step 6: When you find the student, or students, you would like to print letters for, check the box to the left of the student or students' name. (See Fig. D)

Step 7: You MUST enter the current date in the field labeled Eligibility Letter on the RIGHT side in order for the letter to auto-fill and record each printing. (See Fig. D).

Figure D

Step 8: Click SAVE. The date is now recorded.

NOTE: A date should only be saved if a letter will be distributed to the parent on that date.

Step 9: Re-select student(s) by checking the box(es)

Step 10: To print, click Print Letters.

Figure E

Mass Printing Parent Confirmation Letters

Step 1: Filter and click SEARCH to find ESY eligible students at your RSY School. (see Figure A)
*NOTE: Be sure to filter for ESY Eligible students only

Figure A

Step 2: When you find the students you would like to print letters for, check the box to the left of the + sign on the green bar. (See Figure B)

Step 3: Enter today's date in Eligibility Letter box.

Step 4: Click SAVE. The date is now recorded.
*NOTE: A date should only be saved if a letter will be distributed to the parent on that date.

Figure B

Step 5: Check the box (again) to the left of the + sign on the green bar. (See Figure C)

Step 6: To print, click Print Letters.

Figure C