

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.

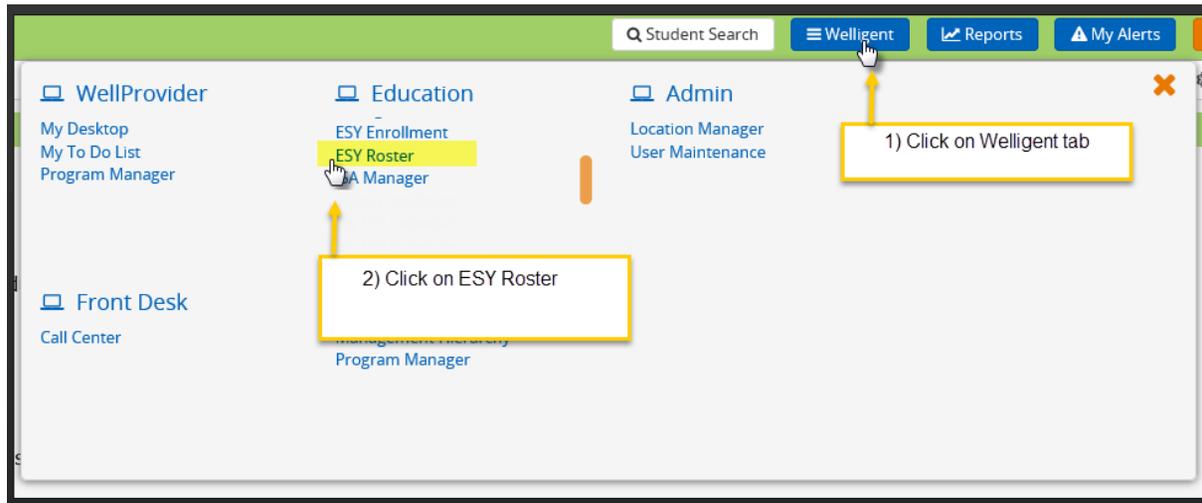


Figure A

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.

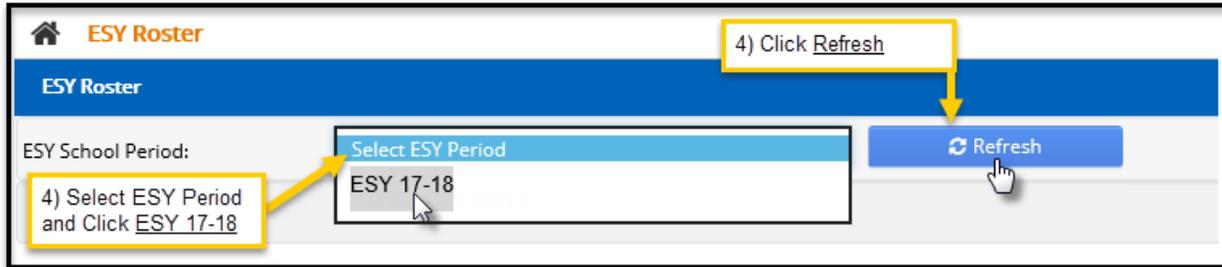


Figure B

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

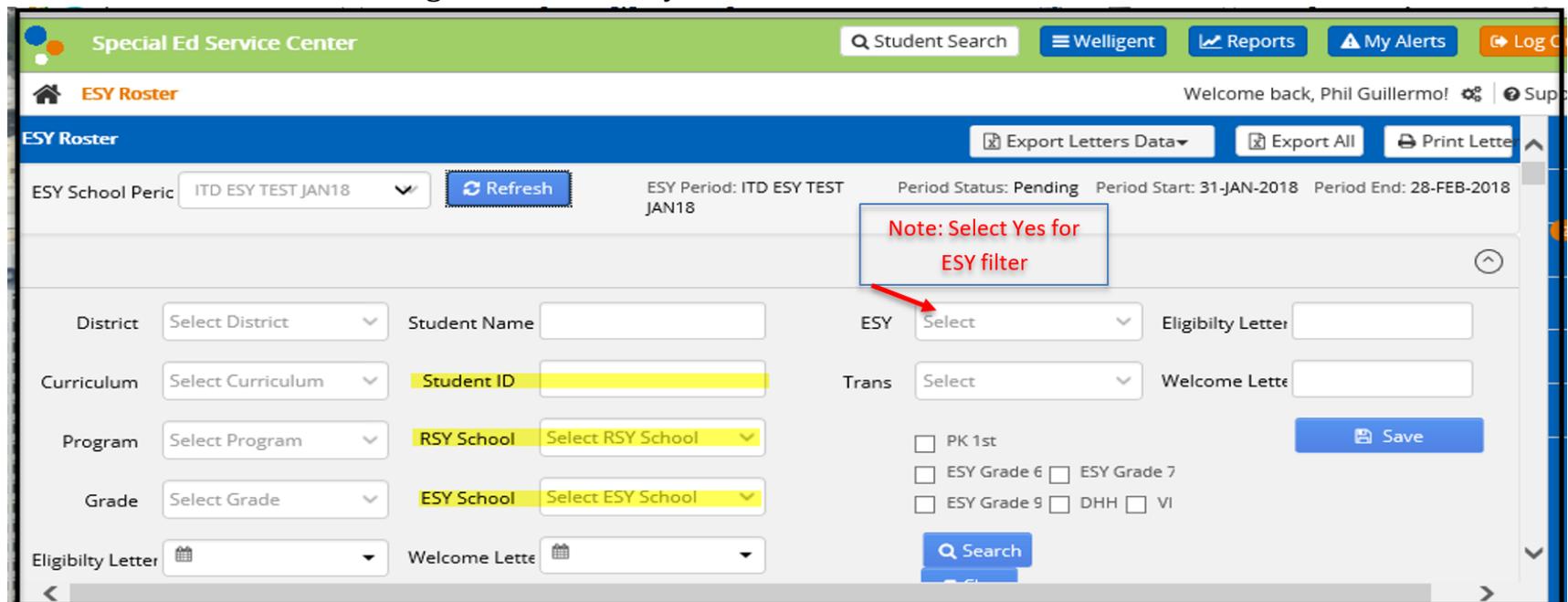


Figure C

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).

The screenshot shows the ESY Roster application interface. At the top, there are navigation buttons for 'Export Letters Data', 'Export All', and 'Print Letters'. Below this, there are filters for 'ESY School Period' (ITD ESY TEST JAN18), 'ESY Period' (ITD ESY TEST JAN18), 'Period Status' (Pending), 'Period Start' (31-JAN-2018), and 'Period End' (28-FEB-2018). The main form area contains fields for 'District', 'Student Name', 'Student ID', 'Grade', 'School', 'ESY', 'Trans', 'Eligibility Letter', and 'Welcome Letter'. A calendar widget is open for 'January 2018', with the date '26' selected. A yellow box with an arrow points to the 'Eligibility Letter' field, containing the text: '* This field allows you to retrieve letters that have been sent. This field can be filtered by a date range.' Another yellow box with an arrow points to the calendar, containing the text: '7) Select Eligibility Letter and click on the current date.' Below the form, there is a table with columns: Student, Student ID, Grade, Prog, Curr, Eligibility (ESY, Trans), Decisions (ESY, Trans), RSY School, ESY School, Eligibility Letter Date, Welcome Letter Date, and OPS/OP. The first row of the table has a checked checkbox in the left margin. A yellow box with an arrow points to this checkbox, containing the text: '6) To select a student(s), check the box(es)'. The table also shows 'Total Record Count: 799' and 'Records Per Page: 100'.

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**

The screenshot shows the 'ESY Roster' application interface. At the top, there is a navigation bar with 'ESY Roster' and a user profile 'Welcome back, Suzy Kim!'. Below this is a header section with filters for 'ESY School Period: ESY 18-19', 'ESY Period: ESY 18-19', and 'Period Start: 26-JUN-2019' to 'Period End: 24-JUL-2019'. The main form area contains several sections: 'District' (Select District), 'Curriculum' (Select Curriculum), 'Program' (Select Program), and 'Grade' (Select Grade). The 'Eligibility Letter' section has a dropdown menu and a checkbox 'Show Eligibility Letter blank'. The 'Student Name' and 'Student ID' fields are empty. The 'RSY School' dropdown is highlighted in yellow, with a callout bubble saying 'Search by RSY School'. The 'ESY School' dropdown is also highlighted in yellow. The 'ESY' dropdown is set to 'Yes x', with a callout bubble saying 'Search by ESY eligibility'. The 'Trans' dropdown is set to 'Select'. There are checkboxes for 'PK 1st', 'ESY Grade 6', 'ESY Grade 9-12', 'ESY Grade 7-8', 'DHH', and 'VI'. The 'Welcome Letter' section has a dropdown menu and a checkbox 'Show Welcome Letter blank'. At the bottom right, there are 'Search' and 'Clear' buttons. A callout bubble with an arrow points to the 'Search' button, saying 'Click on Search'. The bottom of the page shows 'Total Record Count: 66442' and 'Records Per Page: 100' with pagination controls.

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.**

The screenshot shows the ESY Roster application interface. At the top, there is a navigation bar with the ESY Roster logo and a user greeting: "Welcome back, Suzy Kim!". Below the navigation bar, there are filters for "ESY School Period" (set to ESY 18-19) and "ESY Period" (set to ESY 18-19). There are also buttons for "Export Letters Data", "Export All", and "Print Letters".

The main form area contains several input fields and dropdown menus:

- District:** Select District
- Curriculum:** Select Curriculum
- Program:** Select Program
- Grade:** Select Grade
- Eligibility Letter:** A dropdown menu with a callout box pointing to it that says "Step 2: Click here to choose all students."
- Student Name:** Text input field
- Student ID:** Text input field
- RSY School:** Select RSY School
- ESY School:** Select ESY School
- Welcome Letter:** Text input field
- ESY:** A dropdown menu set to "Yes" with a callout box pointing to it that says "Step 3: Enter today's date".
- Trans:** A dropdown menu set to "Select".
- Buttons:** "PK 1st", "ESY Grade 6", "ESY Grade 9-12", "ESY Grade 7-8", "DHH", and "VI".
- Buttons:** "Search" and "Clear".
- Buttons:** "Save" (highlighted with a green arrow and callout box that says "Step 4: Click SAVE").

At the bottom of the form, there is a "Total Record Count: 66442" and a "Records Per Page" dropdown set to 100. Below the form is a table with the following columns: Student, Student ID, Grade, Prog, Curr, Eligibility (ESY, Trans), Decisions (ESY, Trans), RSY School, ESY School, Eligibility Letter Date, Welcome Letter Date, and OPS/OR. The table contains several rows of student data, with some cells redacted with black boxes.

	+	Student	Student ID	Grade	Prog	Curr	Eligibility		Decisions		RSY School	ESY School	Eligibility Letter Date	Welcome Letter Date	OPS/OR
							ESY	Trans	ESY	Trans					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	9	GE	GE	No	No		None	TORRES ELA PA MAG (8606)	GRIFFITH MS STEAM MG (8606)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	2	ED	GE	Yes	Yes		S/S	WOODLAKE ECC (7877)	HAMLIN CA (4349)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	5	GE	GE	Yes	Yes		S/S	SHERMAN OAKS EL CS (6606)	LANKERSHIM EL (4781)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	7	GE	GE	No	No		None	REVERE MS (8356)	REVERE MS (8356)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	1	GE	GE	No	No		None	BREED ST EL (2493)	SHERIDAN ST EL (6685)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	10	GE	GE	No	No		None	VERDGO HLS VAPA MAG (7877)	SAN FERNANDO SH (8843)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	AB [REDACTED]	[REDACTED]	4	GE	GE	No	No		None	WOODLAKE ECC (7877)	HAMLIN CA (4349)			<input type="checkbox"/>

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.

ESY Roster

Welcome back, Suzy Kim!

Export Letters Data Export All Print Letters

ESY School Period: ESY 18-19 Refresh ESY Period: ESY 18-19 Period Status: Pending Period Start: 26-JUN-2019 Period End: 24-JUL-2019

District: Select District Student Name: Student ID: ESY: Yes x Eligibility Letter: Welcome Letter: Save

Curriculum: Select Curriculum Student ID: Trans: Select

Program: Select Program RSY School: Select RSY School

Grade: Select Grade ESY School: Select ESY School

Eligibility Letter: Show Welcome Letter blank

PK 1st ESY Grade 6 ESY Grade 7-8 ESY Grade 9-12 DHH VI Search Clear

Total Record Count: 66442 Records Per Page: 100 Prev 1 2 3 ... 664 665 Next

	+	Student	Student ID	Grade	Prog	Curr	Eligibility		Decisions		RSY School	ESY School	Eligibility Letter Date	Welcome Letter Date	OPS/OR
							ESY	Trans	ESY	Trans					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			9	GE	GE	No	No		None	TORRES ELA PA MAG (8606)	GRIFFITH MS STEAM MG (8606)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			2	ED	GE	Yes	Yes		S/S	WOODLAKE ECC (7877)	HAMLIN CA (4349)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			5	GE	GE	Yes	Yes		S/S	SHERMAN OAKS EL CS (6606)	LANKERSHIM EL (4781)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			7	GE	GE	No	No		None	REVERE MS (8356)	REVERE MS (8356)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1	GE	GE	No	No		None	BREED ST EL (2493)	SHERIDAN ST EL (6685)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			10	GE	GE	No	No		None	VERDGO HLS VAPA MAG (7877)	SAN FERNANDO SH (8843)			<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AB		4	GE	GE	No	No		None	WOODLAKE ECC (7877)	HAMLIN CA (4349)			<input type="checkbox"/>

Figure C