

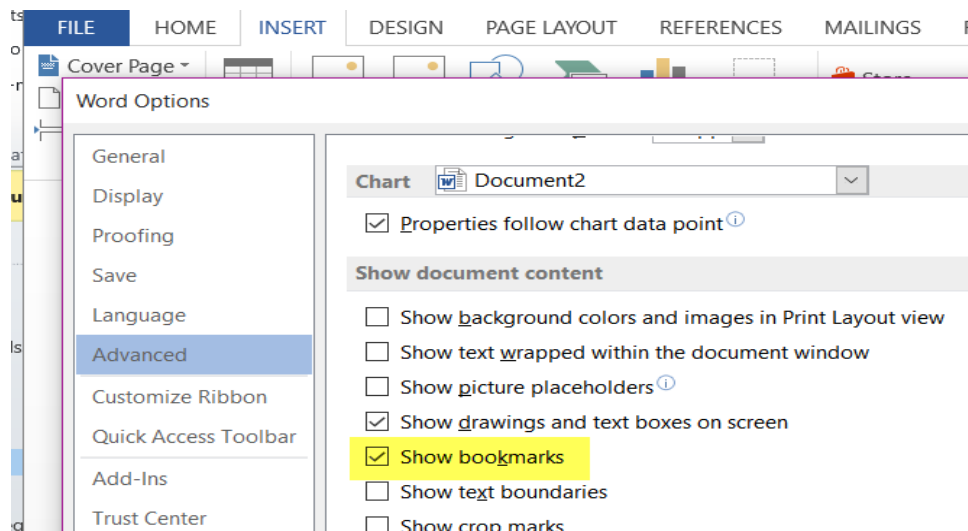
## How to Create Discipline Letters

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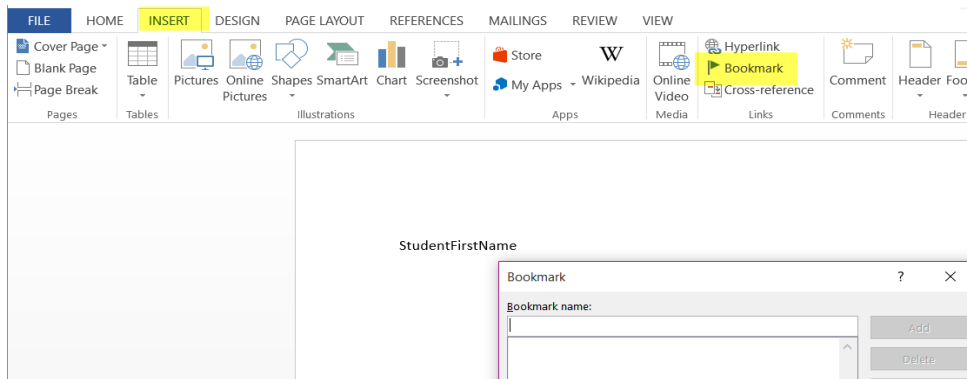
### Change Log

Date	Section Number/Name	Change Description
5/6/20	Entire document	Review and Update
1/13/20	Step 15	Updated screenshot
1/3/19	Entire document	Updates

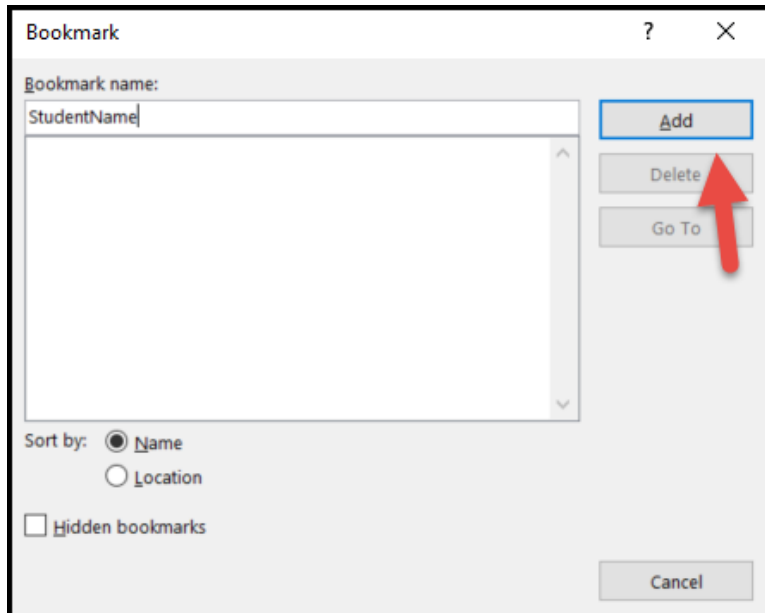
1. Open a Word document (**discipline letters must be saved as .docx**), and go to File >> Options >> Advanced and check the option to Show bookmarks (under Show document content):



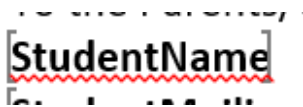
2. In the document, enter some placeholder text, for example 'StudentFirstName'.
3. Select/highlight that text and either press Ctrl+Shift+F5 or go to Insert >> Link >> Bookmark in Word to bring up the Bookmarks dialog:



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:



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.

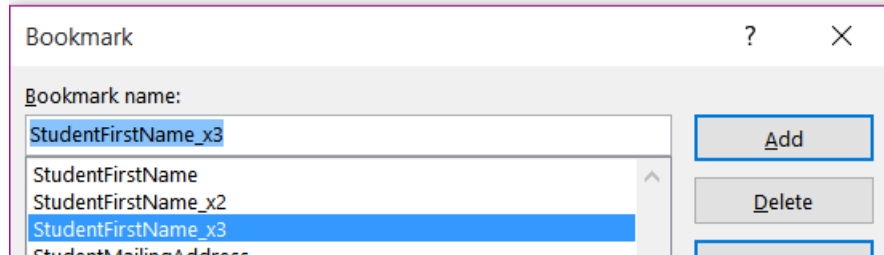
Example:

StudentFirstName will print the student's first name.

StudentFirstName\_x2 will print the student's first name a 2<sup>nd</sup> time in the letter.

StudentFirstName\_x3 will print the student's first name a 3<sup>rd</sup> time in the letter.

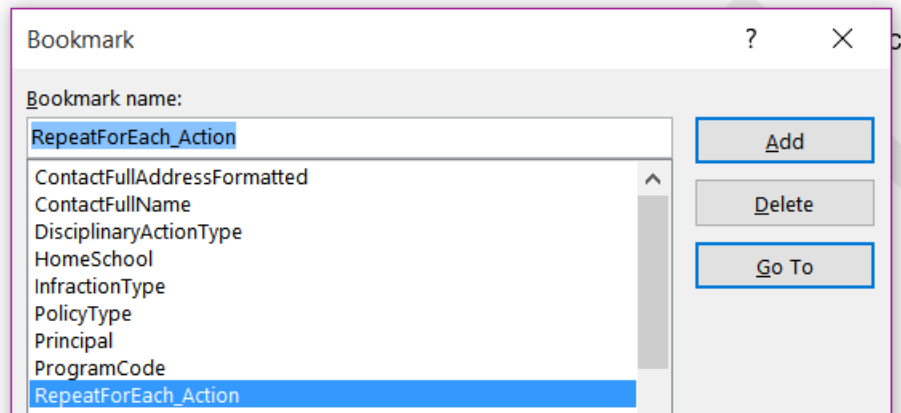
Each one of the StudentFirstName(s) must be added as a bookmark.



8. To print multiple Actions, Infractions, or Parental Involvement on one letter:

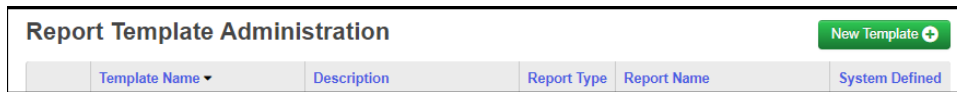
- a. Enter the appropriate bookmark (DisciplinaryActionType).
- b. Highlight that bookmark and insert RepeatForEach\_Action (\_Infraction, \_ParentalInvolvement) on top of this bookmark. This will place additional brackets around the bookmark and it will print each Action entered on the discipline incident.

**[[DisciplinaryActionType]]**

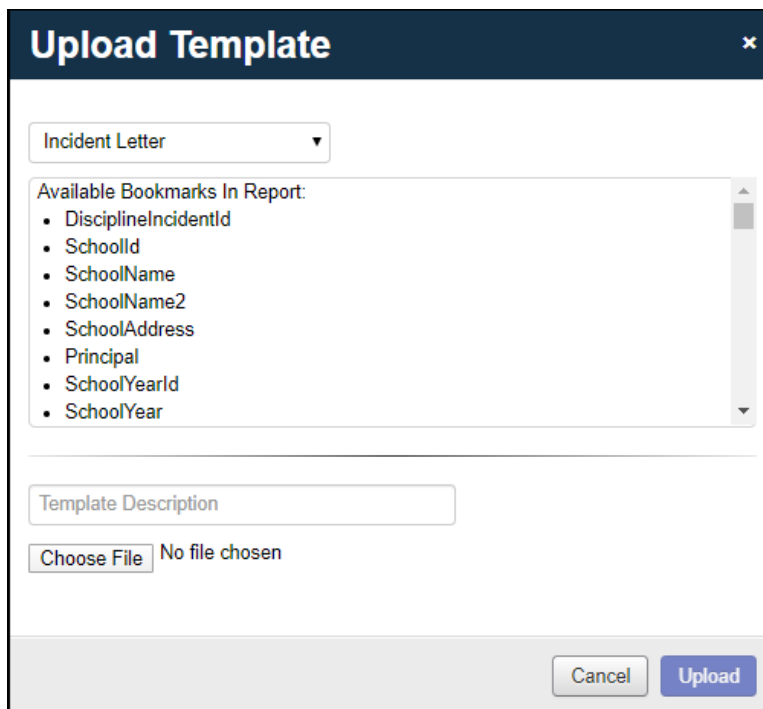


9. Once the Discipline Letter template is complete, upload the template in StudentInformation. At the district level, go to **StudentInformation > Management > District Administration > Report Template Administration**.

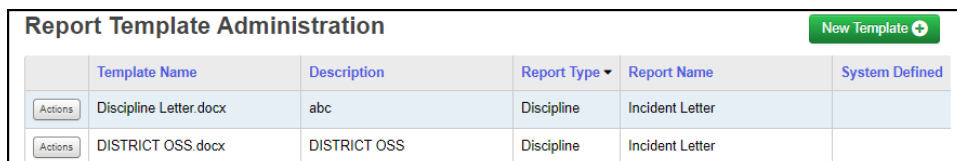
10. On the **Report Template Administration** screen, click **New Template**.



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 for the letter that you selected to customize your template. In the **Template Description**, enter the description that you want to display in the StudentInformation to identify this template. Click **Choose File**, navigate to and select the file you want to use as a template. Click **Upload**.



The uploaded template displays in the list.



12. To download the report templates, still 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 <span style="float: right;">New Template +</span>					
	Template Name	Description	Report Type	Report Name	System Defined
Actions	Discipline Letter.docx	abc	Discipline	Incident Letter	
Download	Discipline Letter.docx	DISTRICT OSS	Discipline	Incident Letter	
Delete	Discipline Letter.docx	DISTRICT OSS	Discipline	Incident Letter	
Actions	GCSO Due Process Checksh...	GCSO Due Process Checklist	Discipline	Incident Letter	

13. To print a Discipline Letter, go to **Student Information > SIS > Discipline > Discipline Incidents**.
14. 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 [v] Search... [Add Offender]

**NO PHOTO AVAILABLE**

**BARKER, DEBRA** Grade Level: 12 Age: 17 Gender: F

**Policies / Infractions**

Select policy... [v] Weapons  Policy/Infraction Comments [text area]

Minor-Truancy [v]

**Disciplinary Actions**

After School Detention [v] Demerits  Action Comments [text area]

1/9/2020 [calendar] - 1/10/2020 [calendar] # of Days 2

Alt Education Assigned \*- Not Applicable [v]

Modified Expulsion \*- Not Applicable [v]

PS-3 Discipline Reason \*- Not Applicable [v]

Received Services  Served

Sidebar: Schedule, Attendance, Contacts, **Print Letter**, Show History, Past Incidents

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

**Print Letter** [x]

Suspension Form [v] Run Report

## 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