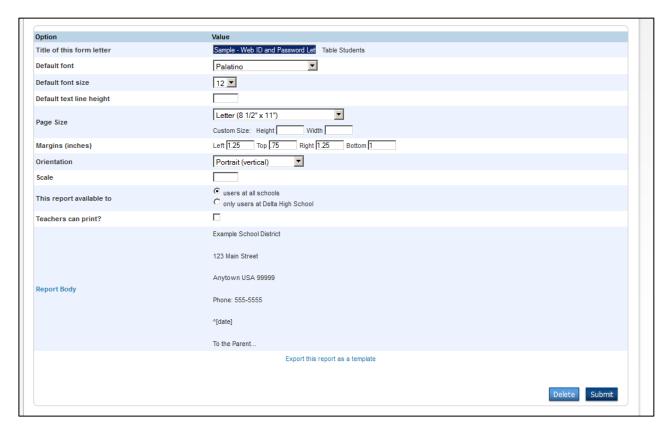
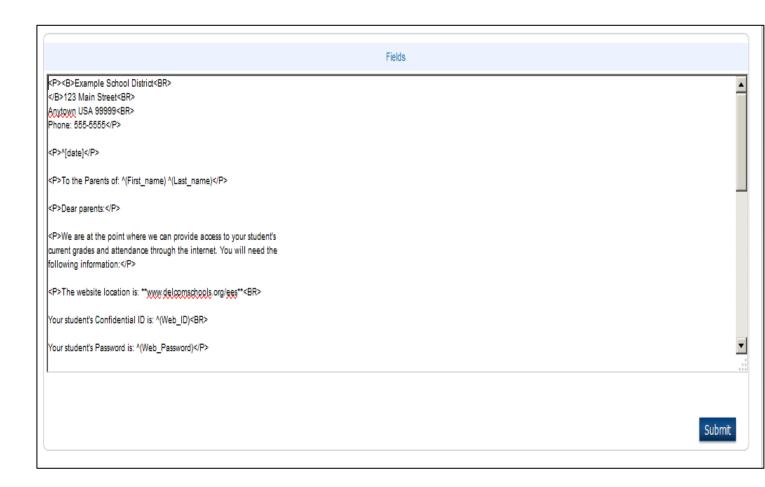
Creating a New Form Letter

From the Start Page>System Reports>Setup>Form Letters and click on "New". The new form letter dialog screen will appear:



- Choose and type a Layout Name (Form Letter)
- Choose table (staff or students)
- Set all of the other report options
- Click Submit
- Click on the name of your new form letter- at the bottom of the dialog layout a new option "Report Body" will be available
- Click on Report Body a new box will appear for you to type your form letter



- You may click on the Fields link to see PowerSchool fields and may put a field in the form letter by clicking on it. You may also type the PowerSchool field name.
- You may also add HTML formatting and PowerSchool Data Access Tags (This list is available from PowerSchool PowerSource Support website requires username/password.)
- Once you have finished your letter click the submit button.
- Follow the normal procedures for printing the letter for a single or a group of students.

A Few HTML Tags

Center text	<center></center>				
Bold text					
Italic text	<i></i>				
Underlined text	<u></u>				
The first tag, such as <b< td=""><td>> indicated where the bold starts and the second tag indicates where the bolded text should</td></b<>	> indicated where the bold starts and the second tag indicates where the bolded text should				
PowerSchool Codes – A	Also known as Data Access Tags				
Preceed with ^. Enclosed some of the codes with []					
^[letter.date] inserts the current date, July 24, 2014					
^[short.date]inserts 7/24/2014					
^[time] inserts the current time – 10:15 AM					
Some codes are preced	ed with ^ and need to be surrounded by ()				
^(schoolname) will inse	rt the name of the school				
^(yearname) will insert	the year such as 2014-2015				
^([39]school phone)					
^([39}schoolfax)					
^([39]schoolabbr)					
^([39]schooladdress)					
^([39]schoolcity)					
^(age)					
^(termname)					
^([Schools]Principal)					
^([Schools]PrincipalPho	ne)				
Some derived (calculat	ed) codes (precede with *)				
^(*credit_hours)					
^(*potential_credit_ho	urs)				

^(lastfirst) ^(last_name) ^(first name) ^(grade_level) ^(gender) ^(guardian_fn) ^(guardian_ln) ^(mailing_street) ^(mailing_city) ^(mailing_zip) ^(home_phone) ^(home_room) Smart Pronouns – precede with ^ and enclose the pronoun in () ^(He/She) will insert He or She in the letter (reference the male/female indicator in PowerSchool for the student) Other smart pronouns (notice that you can control the case by using upper or lower case letters: ^(he/she) or ^(He/She) ^(him/her) or ^(Him/Her) ^(son/daughter) Code Operators – use to extract, modify or alter the actual value in the student field Adams, John - use ^(lastfirst;uppercase) - Printed result would be ADAMS, JOHN Adams, John - use ^(lastfirst;lowercase) - Printed result would be adams, john 765-285-555 - use ^(home_phone) – Printed result would be 765-285-5555 -use ^(home_phone;extract.phone7) -Printed result would be 285-5555 -use ^(home_phone;extract.areacode) - Printed result would be 765

Common Field Names – Precede with ^ and enclosed field name in ()