

Generating New Parent Letters



You can use Ellevation's new Parent Letters experience to generate federally compliant parent notification letters using predefined District Templates set by someone in your district. **Learn more by watching the overview video [HERE!](#)**

Generate New Parent Letters and Save to Student Profiles

1. Narrow down the list of students that appear on your Student List to locate the students who would like to generate Parent Letters for using the Filters and select students.

**** You will receive an error message if you attempt to generate more than 2,000 Parent Letters at a time. If you will only be generating translated Parent Letters, select fewer than 2,000 students. If you will be generating Parent Letters in English and a translated version, select fewer than 1,000 students.**

2. Select Reports & Parent Letters New.

The screenshot shows the Ellevation interface with a search filter for 'EL Status is any of EL' and 'School is any of Bayview Elementary School'. A list of 32 students is displayed. A dropdown menu is open for 'Reports & Parent Letters', showing options: 'Generate new reports & parent letters', 'Reports' (Generate individual student reports), 'Parent Letters' (Generate individual parent letters), 'Listings' (Generate student list reports), and 'Export to CSV' (Students who match current filters). The 'Parent Letters' option is highlighted.

Student Name	EL Status
Alfonsi, Sophia	EL
Escobar, Adriana	EL
Javid, Darius	EL
Kassis, Mariam	EL
López, Christina	EL
Martinez, Marvin	EL
Sanchez Del Rio, Taelor	EL
Sanchez, Diogenes	EL

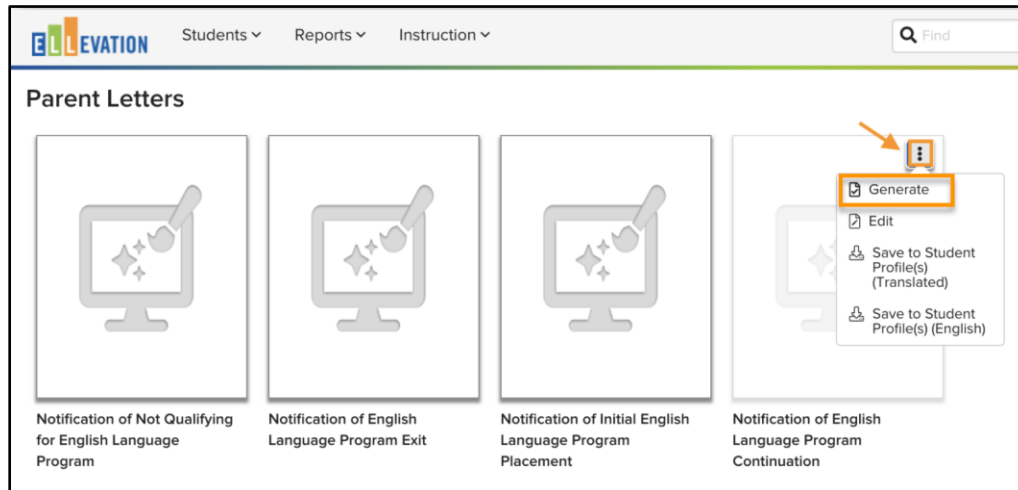
3. Select the Parent Letters Template you'd like to use under District Parent Letters by clicking on the dropdown arrow.

The screenshot shows two sections: 'District Reports' and 'District Parent Letters'. Both sections have a dropdown arrow on the right side. The 'District Parent Letters' section is highlighted with an orange box.

Section	Description	Action
District Reports	Ellevation Reports that have been customized to meet your district's needs.	>
District Parent Letters	Ellevation Parent Letters that have been customized to meet your district's needs.	>

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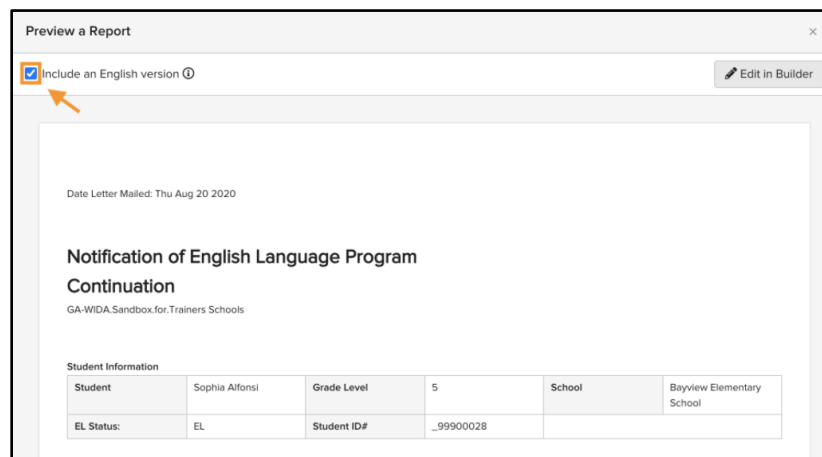
4. To generate the Parent Letter(s), click the More icon in the top right corner of the Template and Select Generate to use the Template as is. A preview of the template you selected will appear.



The Preview only shows the Parent Letter for the first student you selected but Parent Letters will generate for all selected students when you click Generate. The Preview will show the English version of the Letter, but the Letter will generate in each student's Home Language by default.

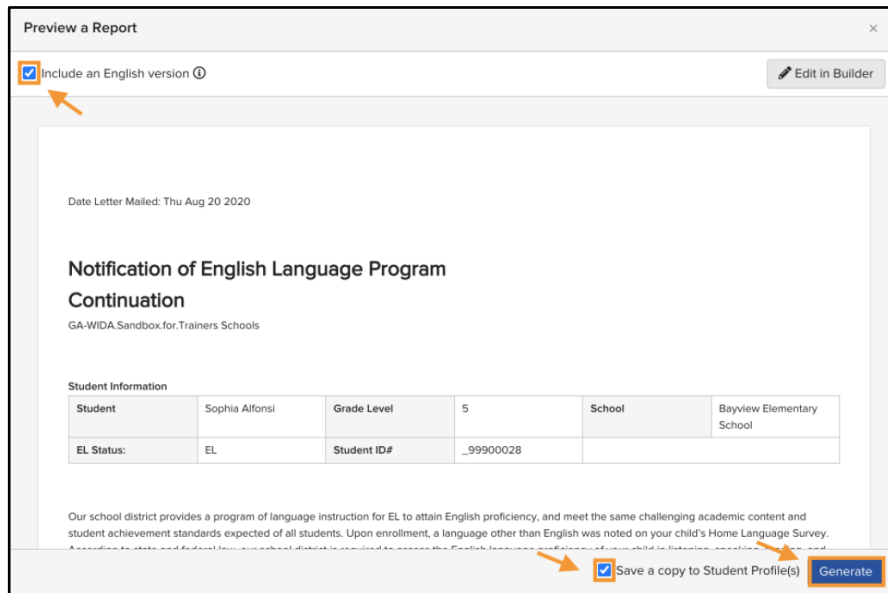
**If the student's Home Language Field is blank or does not have a supported Ellevation translation, the Letter will be translated into the student's Native Language. If both fields are blank or do not have supported Ellevation translations, the Letter will remain in English.*

5. To include an English version of the Letter in addition to the translated version, click the checkbox to the left of Include an English version.

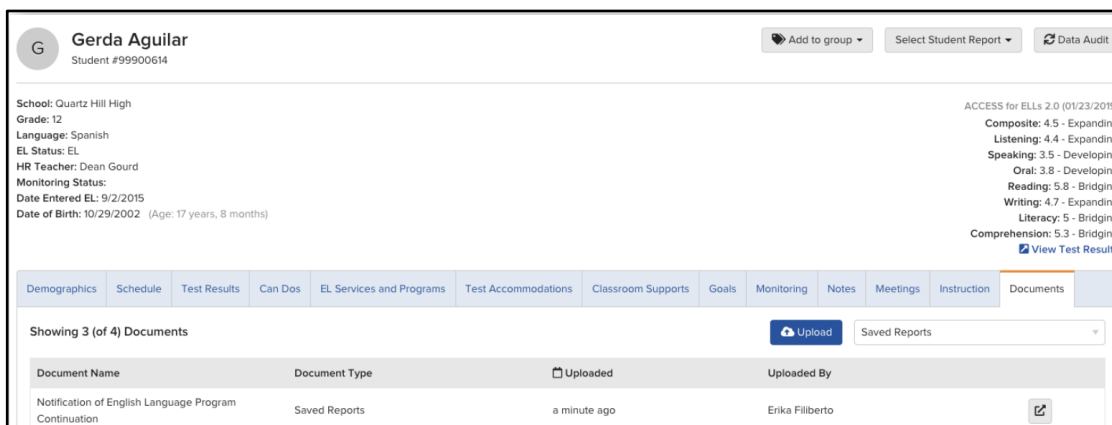


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6. To save a copy of the Parent Letter to the Profiles of selected students in addition to downloading a PDF version, click the checkbox to the left of Save a copy to Student Profile(s).
7. Click the blue Generate button in the bottom right corner of the preview window to generate your Parent Letters and save to Student Profiles.



Saved Parent Letters will appear on Student Profile(s) under the Documents tab once the Parent Letter reaches a status of Saved to profile(s) under My Queue.

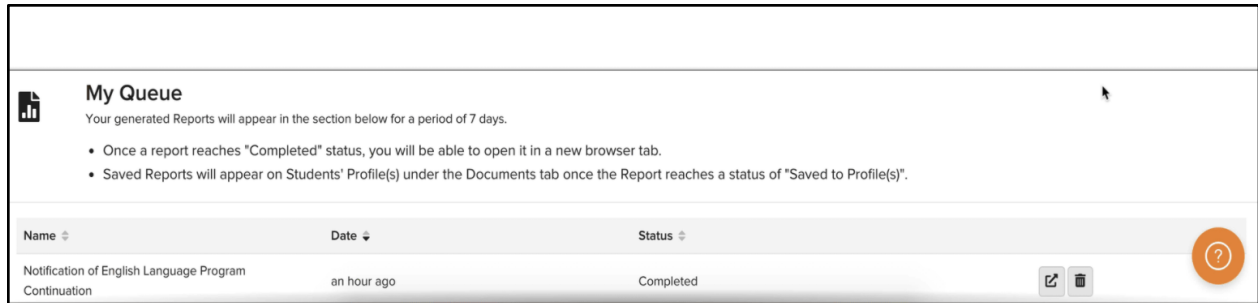


Document Name	Document Type	Uploaded	Uploaded By
Notification of English Language Program Continuation	Saved Reports	a minute ago	Erika Filiberto





Downloading Generated Parent Letters

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Generated Parent Letters will appear in the Queue and be able to be downloaded once they have a status of Complete. A green popup will appear confirming that your Parent Letters are being generated. Go to the Gallery to access generated Parent Letters in the Queue. They will be able to be downloaded once they have a status of Complete.



Printing Generated Parent Letters

1. Locate your generated Parent Letters under My Queue.
 - a. Click on the  **Sort** icon to sort your Parent Letters by Name, Date, or Status.
 - b. The status notification for generated Parent Letters will remain in My Queue for seven days.
2. Click the  **Open** icon to the right of any Parent Letters under My Queue.
3. Your PDF Parent Letters will open in a new tab.
 - a. Click the  **Download** icon to download and save your PDF Parent Letters (icon may vary by browser).
 - b. Click the  **Print** icon to print your Parent Letters (icon may vary by browser).