

# Eligibility Ending Letter

Last Modified on 03/11/2024 8:44 am CDT



Complete the following steps to create a letter for notifying people when they are reaching the end of their eligibility period.

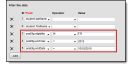
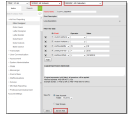
[Step 1 - Create an Ad Hoc Query](#) | [Step 2 - Create the Letter Format](#) | [Step 3 - Build the Eligibility Ending Letters](#)

## Step 1 - Create an Ad Hoc Query

**PATH:** Ad Hoc Reporting > Filter Designer > Query Wizard > Student

See the article [Student Filter fields for Ad Hoc Reporting](#) for more information about this type of Ad Hoc Query.

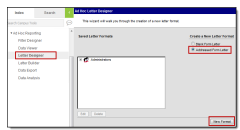
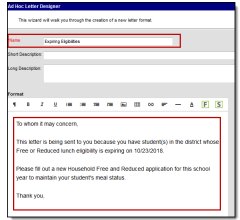
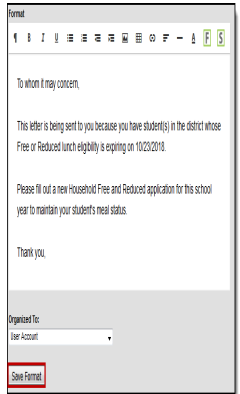
Step	Action	Example
1	Create an Ad Hoc query with the Filter Data Type of <b>Student</b> .	
2	Enter a <b>Query Name</b> and select the following fields. <ul style="list-style-type: none"> <li>Demographics &gt; <b>lastName; firstName</b></li> <li>FRAM &gt; Eligibility &gt; <b>eligibility; endYear; endDate</b></li> </ul>	

Step	Action	Example															
3	<p>Enter the following filter data.</p> <table> <thead> <tr> <th>Field</th><th>Operator</th><th>Value</th></tr> </thead> <tbody> <tr> <td><b>posElig.eligibility</b></td><td>IN</td><td><b>F,R</b></td></tr> <tr> <td><b>posElig.endYear</b></td><td>=</td><td>The year in which the eligibility is ending. <b>Example</b> If it is a 17-18 eligibility, the end year is 2018.</td></tr> <tr> <td><b>posElig.endDate</b></td><td>=</td><td>The date on which the student's eligibility is expiring.</td></tr> <tr> <td><b>posEligToday.eligibilityToday</b></td><td>=</td><td>None</td></tr> </tbody> </table> <div> <p>If you are using the prior year's end date and want to exclude students who have an eligibility in the current year, be sure to add the <b>posEligToday.eligibilityToday</b> field to your Ad hoc filter.</p> <p>For example, the 2019-2020 roll-forward end date is 10/21/2020. If a student has a 19-20 eligibility end date of 10/21/2020 and has a 20-21 eligibility that has a start date any time after 10/21/2020, adding <b>posEligToday.eligibilityToday</b> = none will remove this student from the report.</p> </div>	Field	Operator	Value	<b>posElig.eligibility</b>	IN	<b>F,R</b>	<b>posElig.endYear</b>	=	The year in which the eligibility is ending. <b>Example</b> If it is a 17-18 eligibility, the end year is 2018.	<b>posElig.endDate</b>	=	The date on which the student's eligibility is expiring.	<b>posEligToday.eligibilityToday</b>	=	None	
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4	<p>Click the <b>Save &amp; Test</b> button.</p> <div> <p>Make sure <b>All Schools</b> and <b>All Calendars</b> is selected on the top bar to get a district-wide list.</p> </div>																

## Step 2 - Create the Letter Format

**PATH:** *Ad Hoc Reporting > Letter Designer*

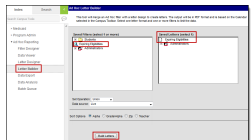
See the [Letter Designer](#) article for more information about this tool.

Step	Action	Example
1	<p>Select one of the following Letter Format Options then click the <b>New Format</b> button.</p> <ul style="list-style-type: none"> <li>The <b>Blank Form Letter</b> format will generate letters exactly as they are created within the Letter Designer.</li> <li>The <b>Address Form Letter</b> format will generate the same information as the Blank Form format but it also includes the student's address information.</li> </ul>	
2	<p>Enter a <b>Name</b> for the letter format and type the message in the text field.</p>	
3	<p>Click the <b>Save Format</b> button.</p>	

## Step 3 - Build the Eligibility Ending Letters

**PATH:** *Ad Hoc Reporting > Letter Builder*

See the [Letter Builder](#) article for more information about this tool.

Step	Action	Example
1	<p>In the <b>Saved Filters</b> column, select the Ad Hoc query you created in <a href="#">Step 1 - Create an Ad Hoc Query</a>.</p>	
2	<p>In the Saved Letters column, select the letter format you created in <a href="#">Step 2 - Create the Letter Format</a>.</p>	

Step	Action	Example
3	<p>Select one of the following <b>Sort Options</b>.</p> <ul style="list-style-type: none"> <li>• <b>Alpha</b> - Data is sorted alphabetically by student last names.</li> <li>• <b>Grade/Alpha</b> - Data is sorted by grade level and then alphabetically by student last names.</li> <li>• <b>Zip</b> - Data is sorted by address zip code (used for bulk mail rates).</li> <li>• <b>Teacher</b> - Data is sorted by teacher.</li> </ul>	
4	<p>Make sure <b>All Schools</b> and <b>All Calendars</b> is selected on the top bar to get a district-wide list then click the <b>Build Letters</b> button.</p>	