Letter Designer

Last Modified on 03/12/2024 8:28 am CDT

Create a New Letter Format | Preferred Language Setup | Campus Field and Sub-Report Options | Letter Formats

Tool Search: Letter Designer

The Letter Designer allows districts to create custom reports or letters using a WYSIWYG editor. Letter formats created within the Letter Designer can be used by many users and generated as many times as desired.

Letter Designer 🏠		Reporting > Ad Hoc Reporting > Letter Designer
Ad Hoc Letter Designer		
This wizard will walk you through the creation of	a new letter format.	
Saved Letter Formats	Create a New Letter Format Blank Form Letter Addressed Form Letter	
Edit Delete Copy	New Format	
	Letter Designer Edito	or.

Read - View the Letter Designer tool.
Write - View and modify existing letters.
Add - View, modify, and create new letters.
Delete - Delete existing letters.

For more information about Tool Rights and how they function, see the Tool Rights article.

Create a New Letter Format

- 1. Enter a **Name**. This is used to identify the letter within the Letter Designer and Letter Builder tools.
- Enter a Short and/or Long Description about the letter. Information written within these fields will display for users when modifying or editing the report. Text entered in the Long Description field will display on screen when the filter is selected within the Letter Builder and Letter Designer tools.
- 3. Select the Font, Size, Font Color and any other formatting options within the text format bar.
- 4. Begin writing the letter within the text field. To include dynamic Campus Field options and sub-



reports, select the two buttons on the far-right side of the text format bar. See the **Campus Field and Sub-Report Options section** below for more information.

- 5. Select a user group in the **Organized To** field. This field allows users to designate which user group has rights to view and generate this letter format.
- 6. Select the **Save Format** button. The report format is now saved and available for use in the Letter Builder tool.

See the **Letter Formats** section below for more information about these options.

Ad Hoc Letter Designer This wizard will walk you through the creation of a new le	tter format.
Saved Letter Formats * Mary blah * My Report Design 1 Student-Period Report 2345 Test Annual IEP Due Attendance Summary Test Care Attendance and Grading Sub-Reports ErinSIS-18944 Failed Message Test Reier eccept Mary Testing SIS-32213	Create a New Letter Format Blank Form Letter Addressed Form Letter New Format
New Letter Forn	nat

Users are directed to the WYSIWYG editor. Standard text formatting options are available.

Inserting an Image into a Letter

Images in any of the approved formats can be added to letters. If you have trouble with a .JPEG image in FOP, try opening it with an image processing program (such as Photoshop or Gimp) and then save it. Specifying 24-bit color output may also help.

For the PDF and PostScript renderers, most .JPEG images can be passed through without decompression. Grayscale, RGB, and CMYK color spaces render properly; however, for other output formats, the .JPEG images have to be decompressed.

Refer to the **WYSIWYG Editors** article for more information.

Ad Ho	oc Lette	er Des	signer														
т	'his wiza	rd will v	walk yo	ou throu	gh the	creation	n of a n	ew lette	er forma	at.							
*Name																	
Short [Descripti	on: Th	is field	is used	to ente	r instru	ctions c	r a sho	rt desci	ription (of the le	tter. Ma	ximur	n 140 ch	naracters	5.	
Long D	escriptic)	on:															+
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Forma	t																
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	ized To:																
User	Account	•															
Save	Forma	at															

Letter Format Editor

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Preferred Language Setup

Step 1. Enter the Preferred Language Default Value | Step 2. Add Language To Attribute/Dictionary | Step 3. Assign Preferred Language to Parent/Guardian | Step 4. Create the Letter in the Default Language | Step 5. Create the Letter in Additional Languages | Step 6. Send the Letters

This format screen allows the input of the actual body of a letter. Letters can be created in several languages (see the Preferred Language Letter Setup section below). A school can create an Attendance letter in however many languages are needed, but it must first be entered in the selected Default Value.

Infinite Campus does not provide translation services.



Districts must use their own resources when creating communication to parents/guardians, students, staff, etc. in another language.

Letters must exist in the assigned default language (see Step 1). Text can be entered for additional languages, as needed for the district's population. Two things must be done:

- A language must exist in the Attribute/Dictionary and be marked active in the Attribute/Dictionary tool.
- A language must be assigned as the Preferred Language on the Personal Contact Information editor on the Demographics tab.

Existing language codes should not be modified. Access to letters is lost until the original code is recreated. If that language code is assigned to any person, that assignment is lost as well.

Step 1. Enter the Preferred Language Default Value

PATH: *System Administration > Custom > Attribute/Dictionary*

Enter the desired **Default Value** for the Preferred Language. This value is used to show the Default Language Preview when creating letters in other languages, and if no Preferred Language has been assigned to an individual (Step 3), letters generate in this default language.

- 1. Expand the **Contact** object.
- 2. Click on **Preferred Language** element. A **Campus Attribute Detail** editor displays.
- 3. Enter the appropriate **Default Value**. This could be en_US, es_MX, or another abbreviation that matches the Code assigned to the Languages entered in the Dictionary list. The entered value must match the Dictionary Code for that language.

Attribute/Dictionary
Save
Campus Attributes/Dictionary Editor
E G BehaviorResponseRole
🗄 🕼 BehaviorResponseType
🗄 🝈 BehaviorResType
🗄 🝈 BehaviorRole
🗄 🔮 BehaviorType
🗄 🍈 BehaviorWeapon
🕀 😳 Calendar
🗄 🧐 CampusToolPublishedTab
🖨 🕼 Contact
Preferred Language
Dictionary (7 Entries)
🗄 🛄 ContactLog
Campus Attribute Detail
*Display Name *Screen Location
Preferred Language Contact ~
*Field Name *Data Type
communicationLanguage drop-down list V
Max Size Seq Hide Required
Default Value
en_US
Commonio
Preferred language when receiving communications.

Preferred Language Default Value

Step 2. Add Language To Attribute/Dictionary

PATH: *System Administration > Custom > Attribute/Dictionary*

Languages available here are used in the Preferred Language Selector and control the list of languages.

- 1. Expand the **Preferred Language** attribute and select **Dictionary**. A **Preferred Language Dictionary Detail** editor displays.
- 2. Click the **Add Row** button in the far right corner of the Detail editor.
- 3. Enter a Code, Name and Sequence for the language.
- 4. Mark the language as **Active**.
- 5. To add more languages, click the **Add Row** in the right hand corner, and repeat steps 3 and 4.
- 6. Click the **Save** icon when finished.

The Language Code can be up to 15 characters in length.

Attribut	e/Dictionary Fina	ance Attribute/Dictionary					
🕒 Sa	ave						
	S Attributes/Dictionary 1 BehaviorResponseType BehaviorResponseType BehaviorRole BehaviorRole BehaviorType BehaviorType Calendar CampusToolPublishedTab Contact Preferred Language Contact Dictionary (5 Entric Contact Log						,
÷ 👘	red Language Dictionary	y Detail					Add Row
	Code		Name	Seq	Value	Standard Code	Active
×	en_US	English (US)		1			x
×	es_MX	Spanish (Mexico)		2			x
×	ru_RS	Russian		3			x
×	so_SM	Somali		4			x

Attribute Dictionary - Preferred Language

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> All languages **except** *en_US* and the language identified in the **Default Value** field can be added or removed. As the default preferred language, it is the assumed language when an individual does not have a Preferred Language assigned. Letters do not generate at all if this language is removed. The Code entered in the Dictionary must match the Default Value.

Save npus Attributes/ BehaviorR	ictionary Editor					
DehaviorR BehaviorR BehaviorR	Preferred Lar	iguage / (7 Entries)				
BehaviorTy BehaviorW Colorder	Preferred Language D	ictionary Detail				Add
Calendar CampusTo		Code	Name	Seq	Value	Standard Code Active
Contact	X ^{en_US}	US E	nglish	1		X
ContactLog	× es_MX	Spar	nish (Mexico)	2		х
mpus Attribut	X zh_CHI	Chir	nese	3		х
play Name ferred Languag Id Name	X zh_ZHO	Chir	nese	4		х
nmunicationLanguer size Seq 0 ault Value US aments	Hide Required	ns.				

Default Value Matches Dictionary Code



Because of a configuration with Email Messenger settings, **en_US** should never be removed from the Preferred Language Dictionary.

Step 3. Assign Preferred Language to Parent/Guardian

PATH: Census > People > Demographics > Personal Contact Information

Assign the **Preferred Language** to the parent/guardian who receives an attendance letter. This field can be assigned to all persons in Campus, as well. It's used to send other sorts of messages to parents/guardians, staff and students.

Parents/guardians can also select the Preferred Contact Language on the Contact Preferences editor in the Campus Portal.

Demographics	Identities	Househo	olds	Relationships	Enrollme	ents	FS Dep	osit
Save	e 🖶 Perso	on Summary	Report	🖶 Demograp	ohics Data			
Personal Co	ontact Infor	mation						
Contact Information	on	Private	Emergen	Messenger F	Preferences Co Behavior Messenger			Teacher
Email:								
Secondary								
Email:								
Cell Phone:								
(555)752 -	3478 x							
Other Phone:								
	×							
Work Phone:								
	×							
Pager:								
	×							
Pager: () Preferred Language en_US: English (US en_US: English (I es_MX: Spanish (ru_RS: Russian	s) 🔹							

Preferred Language Assignment



Step 4. Create the Letter in the Default Language

Create the letter in the Default Language.

*Name 5 day letter		
Preferred Language 2 Active	¶ B I Uੁ ≔ ≔ ≔ ≔ ≔ ⊨ ⊞ ⇔ ≕ — A F S	
en_US: US English es_mX. spansm (mexico) ec_CH: Chinese es_SM: Somali em_HM: Hmong ek_KN: Korean ej_JP: Japanese ev_JT: Vietnamese eh_HI: Hindi ep_PL: Polish eg_Gt Gujarati	This letter is to inform you that student firstName student.lastName has missed 5 or more school days so far this year. Per district policy, you must be meet with the Dean of Students when your student reaches this level of absenteeism. Our goal at ISD #4321 is to ensure that all our students are successful. Because the correlation between good attendance and achievement in school is quite strong, we are concerned when a student misses school; yet we do understand that occasionally circumstances arise that cause an absence. Please contact the High School office to schedule an appointment with our assistant principal.	^
ea_AR: Arabic en_RUS: Russian Organized To: User Account Save Format(s)	Thank you,	¥

Preferred Language Display

Default Language: English

In the following example, **en_US: US English** is the Default Language.The Attribute/Dictionary has been entered as follows:

- Preferred Language Default Value: en_US
- Preferred Language Dictionary Value Code: en_US

When the same letter is created in another language, the English version displays as the Preview.

*Name Course Term Letter Preferred Language Active en_US: US English es_MX: Spanish (Mexico) Zh_CHt Chinese zh_ZHO: Chinese so: Somali hmm: Hmong ja: Japanese
Preferred Language Active ¶ B I U III III CO III CO III CO IIII CO IIIII CO IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
en_US: US English Image: Control of the set of the se
es_MX: Spanish (Mexico) Image: Spanish (Mexico) zh_CHI: Chinese Image: Spanish (Mexico) zh_ZHO: Chinese Image: Spanish (Mexico) so: Somali Image: Spanish (Mexico) hmn: Hmong Image: Spanish (Mexico)
zh_CH: Chinese Hola! iAquí hay un siemplo de una carta! zh_ZHO: Chinese so: Somali hmn: Hmong
zh_ZHO: Chinese so: Somali hmn: Hmong
so: Somali hmn: Hmong
hmn: Hmong
ja: Japanese
Organized To: Default language letter (US English):
User Account
Save Format(s) Here's an example of a letter!

Default Language: es_MX

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In the following example, **es_MX: Spanish (Mexico)** is the Default Language.The Attribute/Dictionary has been entered as follows:

- Preferred Language Default Value: es_MX
- Preferred Language Dictionary Value Code: es:_MX

Contact Contac	~				
CommunicationLanguage dro Max Size Seq Hid	Attribute/Dictionary				
Default Value es_UX Comments Preferred language when receiving	Campue Attributestolationary Edit BehaviorResponseRole BehaviorResponseRole BehaviorResType BehaviorResType BehaviorResType BehaviorRole BehaviorVespon Calendar Calendar Contact Prefered Language Language ContactLog	or			~
	Preferred Language Dictionary De				Add Row
	Code X en_US	Name US English	Seq 1	Value	Standard Code Active
	•	-			
	X es_MX	Spanish (Mexico)	2		X

Spanish Default Language Setup



When the same letter is created in another language, the Spanish version displays as the Preview.

*Name Course Term Letter												
Preferred Language Active en_US: US English es_MX: Spanish (Mexico) zh_CHI: Chinese zh_ZHO: Chinese so: Somali hmn: Hmong ja: Japanese	H F	B lere's	I an exa	i≡ i≡	Æ		co	F	-	A	F	5
Organized To: User Account				 anish (Me	 	a!						

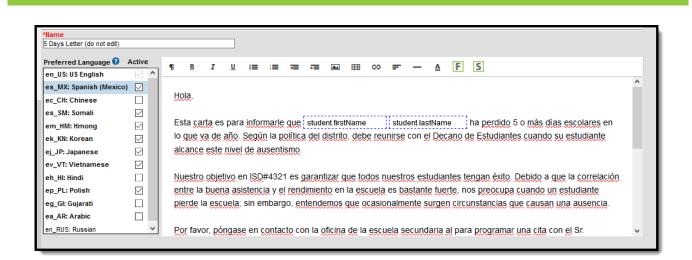
Preferred Language in Spanish Letter Preview

When finished, choose the applicable **Organized To:** option and click the **Save Format** button. Follow your district's standard procedure to print and generate attendance letters. Letters in English and letters in non-English generate in the same collection of letters. When a parent/guardian is assigned a Preferred Contact Language that is not English, the letter prints in that language.

Step 5. Create the Letter in Additional Languages

After creating the letter in the Default Language, enter text for this same letter in a different language by selecting the language in the Preferred Language list and type/paste translated text into the WYSIWYG editor. That language becomes bold, and an Active checkbox becomes available. A language version of the letter is only a draft until the Active checkbox is marked.

When it is determined that the draft letter can be sent, mark the Active checkbox, indicating the letter is now ready to print for those individuals assigned that Preferred Language.



Letter in Spanish

amous

Repeat these steps for the other languages in which letters need to be available.

Please adhere to any district policy that may exist for what needs to be included in the letters.

Step 6. Send the Letters

A letter is sent for each distinct Preferred Language associated with the parents/guardians in the household marked to receive mailings. In the example below, one of the student's guardians receives a letter in Spanish, because that is the Preferred Contact Language for that guardian, and another of the student's guardians at a different mailing address receives the same letter in English. If there are two parent/guardians in the household assigned the same Preferred Language, one letter generates for the household.

Parent/Guardian of: Student, / 550 NORTH DRIVE ANY TOWN, MN 55555	Andrew
Hola, Esta carta es para informarle que Andre del distrito, debe reunirse con el Decano d	w ha perdido 5 o más días escolares en lo que va de año. Según la política de Estudiantes cuando su estudiante alcance este nivel de ausentismo.
Nuestro objetivo en Infinite Campus es correlación entre la buena asistencia y estudiante pierde la escuela; sin embar ausencia.	Parent/Guardian of: Student, Andrew 2520 RANNOT AVE N ANY TOWN, MN 55555
Por favor, póngase en contacto con la c Sr. Johnson.	Hello, This letter is to inform you that Andrew has missed 5 or more school days so far this year. Per district policy, you must be meet with the Dean of Students when your student reaches this level of absenteeism. Our goal at Infinite Campus is to ensure that all our students are successful. Because the correlation between good attendance and achievement in school is quite strong, we are concerned when a student misses school; yet we do understand that occasionally circumstances arise that cause an absence. Please contact the High School office at 483-555-1873 to schedule an appointment with Mr. Johnson. Thank you, District Office



Letters in Multiple Languages

There may be certain foreign language characters that don't line up properly with other text when using the Campus Fields or when fonts are mixed (like using phone numbers alongside non-English characters). Try adding additional returns between lines.

Information in the letter sub-reports uses data stored in the AttendanceDayAggregation table. This means that attendance data for the current date is accurate as of the previous night's attendance calculation, or the last time the Attendance Aggregation Refresh was run. If needed, the Attendance Aggregation Refresh tool can be run to force an attendance recalculation to pull in the current day's data.

Campus Field and Sub-Report Options

Using Campus Fields and Campus Sub-Reports in letters allows the reports to dynamically pull and display specific student data for each student within the generated letter.

Any fields displaying in red text have been deactivated. Use the Element Replacement tool to replace them with updated fields.

Campus Field Options

To include Campus fields within a letter, select the small icon on the right-hand size of the text format bar.

Once the Campus field options icon is selected, users are presented with the Campus Field Properties editor. Much like other Ad hoc field editors, users are able to select Campus fields related to student data.

ampus			
Ad Hoc Letter			
This wiza	rd will walk you through the creation of a new le	tter format.	
*Name	Ad Hoc Behavior Immunization		
Short Descriptio	on:		
Long Descriptio	n:		
Format			
¶ B		⊞ ⇔ = – <u>A</u> F S	
Dear Par	rent.		
	dent, student.lastName , student.fir	stName , has the following	
immuniza	ations and discipline events.	Insert Campus Field	
Disciplin	e Summary		
	,	Select The Field To Insert	
Immuniz	ation	 Student Demographics 	
		School Boundaries	
		 School Calendar School 	
		► District	
		► Learner	
		► Census ► Health	
		► Attendance	
		► Assessment	
		 Grading Learner Portfolio 	
		► Locker	
Organized To:		 Fee Transportation 	
User Account		 Activities 	
		► Campus Usage	
Save Forma	ıt	 FRAM Custom Tab: Homeless 	
		► Response to Intervention	
_			
			Close

Insert Campus Fields

When adding Custom Attributes to letters, Custom Attributes cannot contain special characters.

To insert Campus fields within the letter, select the field from the Campus Field Properties editor. The selected field will appear within a dotted blue-lined box in the text field.

¶	В	I	U	:=	:=	ŧ	F		▦	ω	=	_	A	F
_	_													
	ear Pa our Stu		stu	dent la	stNan	ne	, stu	dent fi	rstNar	ne	; h	as the	follo	wina
				l disci										
im	muniz													
	isciplir			,										

Campus Fields Display

In the example above, a student's first name and last name are pulled into the report. Every time this report is generated, each student being reported will pull their unique data for these fields into the letter.

Campus Sub-Report Options

To include Campus sub-reports within a letter, select the small icon on the right-hand size of the text format bar.

Ad Hoc Letter Designer	
This wizard will walk you through the creation of a new letter format.	
Name Ad Hoc Behavior Immunization Short Description:	Insert Sub-Report × Select The Field To Insert Learner Learner LearnerPlanning Attendance Grading Behavior StudentPortfolio Health Point of Sale
Organized To: User Account ↓ Save Format	
	Close

Campus Sub-report Selection

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> Once the Campus sub-report options icon is selected, users are presented with the Campus Sub-Report Properties editor.

> To insert a sub-report within the letter format, select the sub-report from the Campus Sub-Report Properties editor. The sub-report will appear within a dotted red-lined box in the text field.

Dear	Parent, Student			:=	ŧ	₩		▦	œ	F	_	A	F	S
immu	unization:	s and	discip				ident.fi	rstNar	ne	, ha	is the	follo	wing	
Immunization														

Campus Sub-report Display

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Sub-Report Options

The following table lists the sub-report options for each area.

Area	Sub-Reports
Learner	Student Schedule Active and Dropped Student Sch
Learner Planning	Course Requests Course Plan
Attendance	Period Mark Summary Course Mark Summary Whole/Half Day Summary Exact Day Summary Single Day Count Summary
Grading	Grade Detail Term GPA Summary
Behavior	Discipline Summary Behavior Summary
Student Portfolio	Cumulative GPA and Class Rank
Health	Immunization Health Screening Concussion Health Screening Dental Health Screening Hearing Health Screening Scoliosis Health Screening Vision
Point of Sale	POS Account Balance



When using sub-reports in letters, please note the following:

- All behavior data is included when adding either of the sub-reports.
- A field only displays if there is data for that field. If a field is chosen from the sub-report but there is no saved data for that student, information for that field does not display.
- A sub-report option only displays if the district/school records that data.

Letter Formats

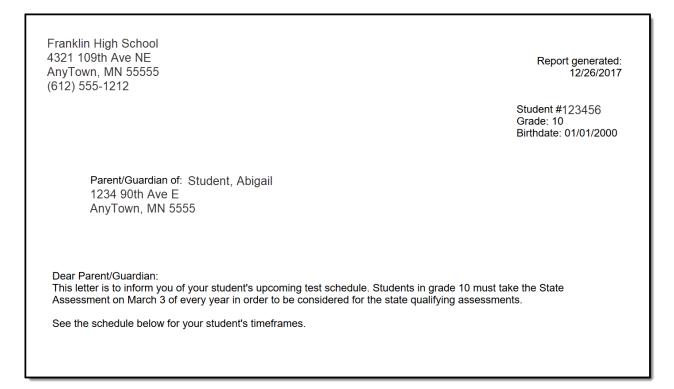
Users have the ability to generate letters in Blank Form or Addressed Form Letter format. The **Blank Form Letter** format will generate the letter exactly as it was created within the Letter Designer.

Dear Parent/Guardian: This letter is to inform you of your student's upcoming test schedule. Students in grade 10 must take the State Assessment on March 3 of every year in order to be considered for the state qualifying assessments.

See the schedule below for your student's timeframes.

Blank Form Letter Format

The **Address Form Letter** format will generate the same information as the Blank Form format but include the student's address information at the top. This format is useful for letters printed and mailed to parents/guardians.





Address Form Letter Format

For students who do not have a mailing address, a letter still generates for them. Like in the Preview of the attendance letters, the student's name is listed on the summary of who receives a letter, but instead of an address, the words NO MAILING ADDRESS displays where the address would otherwise display. Letters print for the student with the same NO MAILING ADDRESS indication.

High School 4321 Campus Way Any Town, MN 55555 (612) 555-1234	Report generated: 09/21/2018
	Student # ¹²³⁴⁵⁶ Grade: 10 Birthdate: 06/10/2003
Parent/Guardian of: Student, Carly NO MAILING ADDRESS	

No Mailing Address Display on Letter Print

No Mailing Address is determined by the Mailing checkbox marked on the Household associated with the Address.

Household Addresses ☆	Census > Households > Household Addresses
Ace ID: 393 Phone: (999)555-1390	Related Tools A
Save S Delete S Find New Address	
Household Location Editor Start Date End Date Mailing Secondary Private Physi Address Ottomation Rd 01/01/1901 X	
Household Location Detail Address 19901 E Thornton Rd [MAP] Statt Date (510017501 TE) Mailing Secondary Private PI	ysical] - Modified by: Unknown

Address Location Detail - Mailing Checkbox