

# Eligibility Ending Letter

Last Modified on 10/21/2024 8:21 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 - Generate the Eligibility Ending Letters](#)

## Step 1 - Create an Ad Hoc Query

Tool Search: Filter Designer

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

Step	Action										
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>										
3	Enter the following filter data. <table border="1" data-bbox="296 1265 919 1579"> <thead> <tr> <th>Field</th> <th>Operator</th> </tr> </thead> <tbody> <tr> <td><b>posElig.eligibility</b></td> <td>IN</td> </tr> <tr> <td><b>posElig.endYear</b></td> <td>=</td> </tr> <tr> <td><b>posElig.endDate</b></td> <td>=</td> </tr> <tr> <td><b>posEligToday.eligibilityToday</b></td> <td>=</td> </tr> </tbody> </table> <div data-bbox="296 1619 1423 1973" style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <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 2023-2024 Default Expiration Date is 9/21/2024. If a student has a 23-24 eligibility end date of 9/21/2024 and has a 24-25 eligibility that has a start date any time after 9/21/2024, adding <b>posEligToday.eligibilityToday = none</b> will remove this student from the report.</p> </div>	Field	Operator	<b>posElig.eligibility</b>	IN	<b>posElig.endYear</b>	=	<b>posElig.endDate</b>	=	<b>posEligToday.eligibilityToday</b>	=
Field	Operator										
<b>posElig.eligibility</b>	IN										
<b>posElig.endYear</b>	=										
<b>posElig.endDate</b>	=										
<b>posEligToday.eligibilityToday</b>	=										

Step	Action
4	<p>Click the <b>Save &amp; Test</b> button.</p> <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>

## Step 2 - Create the Letter Format

Tool Search: Letter Designer

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

Step	Action
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	Enter a <b>Name</b> for the letter format and type the message in the text field.
3	Click the <b>Save Format</b> button.

## Step 3 - Generate the Eligibility Ending Letters

Tool Search: Letter Builder

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

Step	Action
1	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> .

Step	Action
2	In the Saved Letters column, select the letter format you created in <a href="#">Step 2 - Create the Letter Format</a> .
3	Select one of the following <b>Sort Options</b> . <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	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.