

Mailer

Last Modified on 07/11/2025 1:34 pm CDT

Tool Search: Mailer

The Mailer tool is used to send emails to all recipients listed based on the selected filters and options. This process may take some time to complete, depending on the chosen Mailer Configuration and the number of letters sent. Selecting a Template will apply the saved settings to the Mailer Tool.

N	laile	er	Census > Open Enrollment > Mailer Related Tools へ		
	Selec	cting a Template will apply the saved settings to th		Î	
		Template Name ↑	Group 🕇	Sequence ↑	
	•	Group: Elementary			•
		Feeder Letters for Arthur Elementary KG	Elementary		
		Lottery Results for Arthur Elementary KG	Elementary		-
	New				

Creating and Sending New Emails

		Related Too
Ind options to apply to the Mailer settings. R ration (Required) Priority Flags Flags	un the tool to send e-mail messages with t Current Application Status	he options chosen that meet the selected Current Response 3
Name ↑	Program	Category
Arthur Elementary 1st-5th	Rilingual School	Elementary School
Arthur Elementary KG	binigual School	KG Calendar
Carter Middle School		Middle School
Carter Middle School Cleveland Elementary 1st-5th		Middle School Elementary School
Carter Middle School Cleveland Elementary 1st-5th Cleveland Elementary KG		Middle School Elementary School KG Calendar
	Ind options to apply to the Mailer settings. R ration (Required) Priority Flags Name Arthur Elementary 1st-5th	Ind options to apply to the Mailer settings. Run the tool to send e-mail messages with t ration (Required) Priority Current Application Status Flags Flags Flags Program Program Arthur Elementary 1st-5th Bilingual School

Choose the filters and options to apply to the Mailer settings. Run the tool to send e-mail



messages with the options chosen that meet the selected parameters.

- 1. Click **New**.
- 2. Select a Mailer Configuration.
 - Lottery Results Emails parents the results of their student's lotteries.
 - Feeder Letters Emails parents the link to their long form OLR application.

The Feeder option is intended to work with new students only.

- 3. Select a **Priority**.
 - Only applications for the selected Priority will be included. If blank, all priorities will be included.
- 4. Select a Current Application Status.
 - Only applications that currently have the selected Status will be included. If blank, all statuses will be included.
- 5. Select a Current Response.
 - Only applications that currently have the selected Response will be included. If blank, all responses will be included.
- 6. Select Grades.
 - Only applications for the selected Grades will be included. At least one Grade is required.
- 7. Select any of the available **Flags.**
 - If at least one Flag is selected, only applications for the selected Flags will be included.
 Flags are not required.
- 8. Select any **Preferences**.
 - Only applications for the selected Preferences will be included. At least one Preference is required.
- 9. Click **Preview** to run a mock email to ensure all the correct recipients will receive emails.
 - The Preview can be downloaded by clicking Export to PDF or Export Excel.
- 10. When everything is set, click **Run Mailer**.
 - The emails will be sent, and the recipients will appear on screen. The recipients' list can be downloaded using the export buttons.