

OLR Ad hoc Letters

Last Modified on 10/22/2022 10:08 am CDT

This documentation applies to both versions of Online Registration.

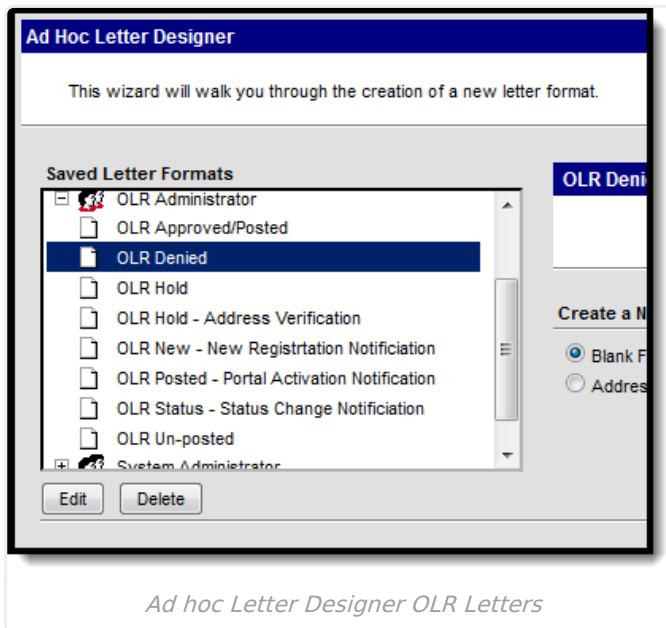
Classic View: Ad hoc Reporting > Letter Designer

Search Terms: Letter Designer

[Available Letters](#) | [Edit Available Letters](#)

The email messages that parents receive when starting a new parent application and when application statuses change are located in the [Letter Designer](#). Any person that needs to have access to these letters must be a member of the OLR Administrator user group. This user group is created by Infinite Campus when OLR is installed. It is the customer's responsibility to assign users to this group.

These letters are already created for the school, but do require review by the district for inclusion of contact information.



Available Letters

The following letters are provided and are visible in the OLR Administration group in the Saved Letter Formats:

- OLR Approved/Posted
- OLR Denied
- OLR Hold

- OLR Hold - Address Verification
- OLR New - New Registration Notification
- OLR Posted - Portal Activation Notification
- OLR Status - Status Change Notification
- OLR Un-Posted

Additional letters can be created as needed.

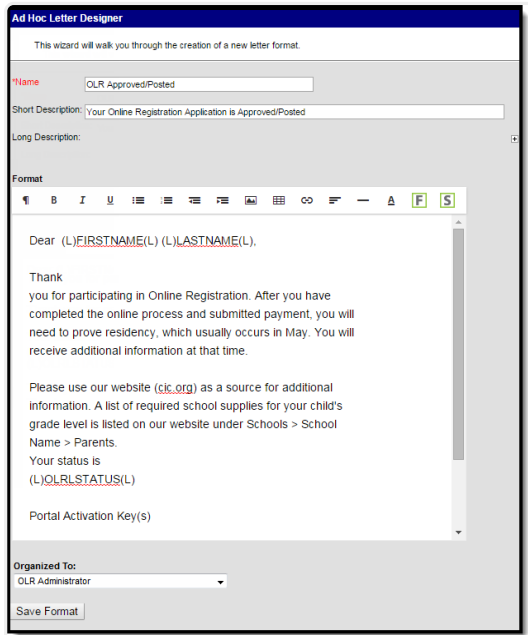
Application status letters are only sent en masse to parents or guardians when the batch posting process is used for annual update applications. New type application status letters are not sent en masse. Each status letter is sent for each step of the manual process for submitting, holding/denying, or approving an application.

The recipient of application status update emails is the parent or guardian who submitted the student's application.

Edit Available Letters

To modify the content of the letters, select the letter from the Saved Format List and click the **Edit** button. In the next window, make the necessary changes and click the **Save Format** button.

Do NOT modify items labeled with (L) (see the image below for examples). This coding determines the data that is pulled from Campus to the letter.



The screenshot shows the 'Ad Hoc Letter Designer' window. It contains a text editor with the following content:

Name: OLR Approved/Posted

Short Description: Your Online Registration Application is Approved/Posted

Long Description:

Format

Dear (L)FIRSTNAME(L) (L)LASTNAME(L),

Thank you for participating in Online Registration. After you have completed the online process and submitted payment, you will need to prove residency, which usually occurs in May. You will receive additional information at that time.

Please use our website (cic.org) as a source for additional information. A list of required school supplies for your child's grade level is listed on our website under Schools > School Name > Parents.

Your status is (L)OLRSTATUS(L)

Portal Activation Key(s)

Organized To: OLR Administrator

Save Format

Editing Letters

Data Tags

As noted above, items labeled with (L) are used to pull data from the OLR Applications into the Email Notifications. These fields are defined below.

- (L)FIRSTNAME(L) - Pulls in the user's First name
- (L)LASTNAME(L) - Pulls in the user's Last name
- (L)OLRLSTATUS(L) - Pulls the current Status of the OLR Application
- (L)EMAILCOMMENTS(L) - Pulls in any Email Comments entered in by Staff under the Staff Approval section of OLR Applications
- (L)OLRLINK(L) - Pulls in the OLR Email Link
- (L)APPID(L) - Pulls in the Application Number created when the user started OLR Registration

The following are used to insert the GUIDs for parent/guardians to create portal accounts. They only work when the letter is sent from an OLR status that is configured to Post data. These data tags **DO NOT** differentiate between which parent is #1, #2, and so on, within the application. These do not send GUIDs to parents listed within Secondary Households.

- (L)PARENT1(L)
 - (L)PARENT2(L)
 - (L)PARENT3(L)
-