

[admin](#), [student records](#)

# Embedded Letters

## I. Adding Embedded Letters

- Step 1. Go to the student page (could be dashboard, enrollment pages, etc.) that you want to embed a letter into.
- Step 2. Click on the Embedded Letters link at the bottom of the page.
- Step 3. Click on the green plus icon next to “Add New Letter”.

The screenshot shows the 'Embedded Letters' interface. At the top, there are two buttons: 'Embedded Letters (5)' and 'Embedded Files (4)'. Below these, there's a navigation bar with 'Add new letter' and 'Manage' buttons. The main section is titled 'Embedded Letters' and contains a 'Create a New Embedded Letter' form. The form has three main sections: 'Name of this embedded letter', 'Last Revised', and 'Body of Letter'. To the right of the 'Body of Letter' section, there are three dropdown menus: 'Logos' (with 'School Logo' selected), 'Dates' (with 'Current Day' selected), and 'Students' (with 'First Name' selected). The 'Body of Letter' section has a rich text editor toolbar with options like Bold, Italic, Underline, and Bulleted List.

- Step 4. Enter the name of the letter, enter the information needed into the body of the letter, (you can enter date fields, student fields, and assigned staff fields to the right of the Body to insert pre-filled information) and click save.
- Click Print link the generate a PDF or the Email link to create a new email to send out your letter.

## II. Managing Embedded Letters

- Step 1. Go to the page with the embedded letter.
- Step 2. Click on the blue arrow beside the letter you want to edit.
- Step 3. Make the changes you want and click save.

To see all embedded letters within the school, you can click the Manage button. Click on the blue arrow next to the letter you want to edit.

### III. Deleting Embedded Letters

- Step 1. Click on the Manage button for embedded letters.
- Step 2. Choose the box to the left of the letter you wish to delete.
- Step 3. Type CONFIRM into the box at the bottom of the page, then click on Delete.

Embedded Letters

All Embedded Letters  
You are viewing a list of all embedded letters. To edit a letter, click on the green arrow next to the letter to be edited.  
To delete letters, select check the box to the left of the letter(s) to be deleted, type CONFIRM below the Delete button, and press Delete.

Select	Name of Letter	Embedded in	Last revised by
<input type="checkbox"/>	 Discipline Letter	/admin/incidents.php	sara at 8:08pm 09/25/2015
<input type="checkbox"/>	 Test Letter	/admin/incidents.php	jeann at 5:53pm 09/25/2015
<input type="checkbox"/>	 Field Trip Request	/ref/student_info.php	jeann at 12:15am 10/04/2012
<input type="checkbox"/>	 Household Letter	/ref/student_info.php	jeann at 12:16am 10/04/2012
<input type="checkbox"/>	 Test 1	/ref/student_info.php	jeann at 9:42pm 10/07/2015
<input type="checkbox"/>	 Testing	/ref/student_info.php	jeann at 6:38pm 04/25/2013
<input type="checkbox"/>	 Truancy Letter #1 - English	/ref/student_info.php	jeann at 11:12pm 05/06/2013
<input type="checkbox"/>	 Test Site Location sample letter - Citrus Heights location	/ref/tests/cahsee.php	jeann at 6:47pm 02/17/2015

Delete

Done

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