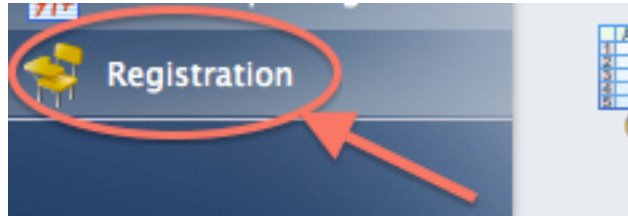
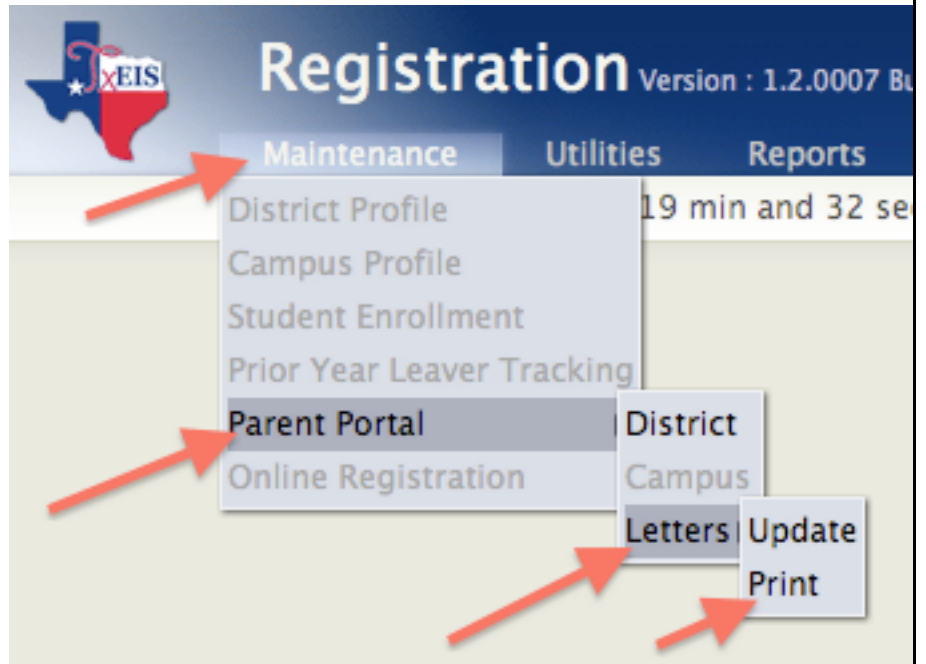


In TxEIS, click on the Registration link

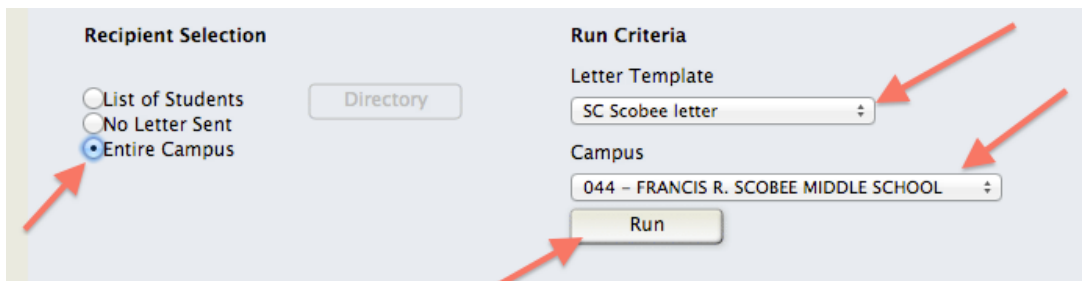


Click:

- Maintenance
- Parent Portal
- Letters
- Print



Verify the Letter Template & Campus  
Click Run

A screenshot of the TxEIS 'Run Criteria' form. It has two sections: 'Recipient Selection' and 'Run Criteria'. In 'Recipient Selection', there are three radio buttons: 'List of Students', 'No Letter Sent', and 'Entire Campus' (which is selected). A 'Directory' button is next to it. In 'Run Criteria', there is a 'Letter Template' dropdown menu set to 'SC Scobee letter', a 'Campus' dropdown menu set to '044 - FRANCIS R. SCOBEE MIDDLE SCHOOL', and a 'Run' button. Red arrows point to the 'Entire Campus' radio button, the 'Letter Template' dropdown, the 'Campus' dropdown, and the 'Run' button.