Overdue Notice for a Specific Student(s)

Purpose:

>Create an Overdue item/bill Notice for a specific student(s) or parent.
>The message on the notice can be customized for that specific student.
>Notice can be given to student, mailed to parent, or emailed to a specific email address.

Location:

>INFOhio tab > CIR: Overdues and Notices

Setup options:

a. Basic tab – change report name to Notice for a Specific Student.

>a. In the description line, give yourself a memo to locate the student's name on the User ID tab.

b. User ID tab

>a. Click on the gadget.
>b. Search for the student by name or scan the barcode.
>c. Highlight his name and click the down arrow.
>d. When all students desired have been selected, click the OK button.

c. Output Options:

>a. Select Notice
>b. Enter a default message.
>c. Select desired display options.

d. Save the report as a template.

EMAIL CONSIDERATIONS:

a. If an email address is in the student's record, fill out the email options on the Output Options tab.   The individual notice will be emailed to each student you selected for this report.

b. You can add an email address to a student's record in Modify User on the Address tab.

c. To verify the email was sent – View the finished report, check View Log and Format Report. You will see a message if any of the email addresses are invalid.