



DENBIGH
ADMINISTRATION

DENBIGH ADMINISTRATION

Correspondence Module

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 21 520 452 006

Macarthur Anglican School
Cobbitty Road
Cobbitty NSW 2570

PO Box 3166
Narellan NSW 2567
Australia

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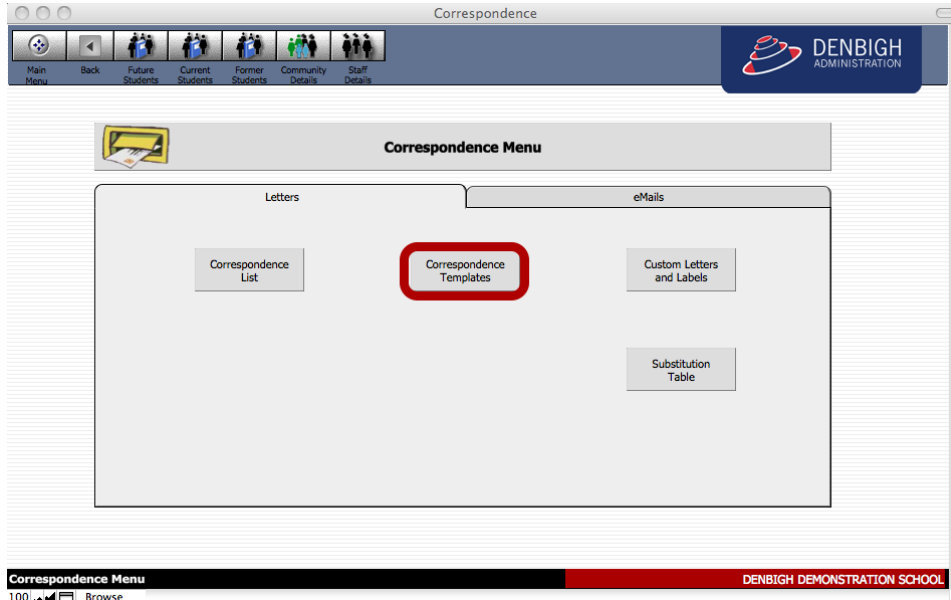
Creating standard letters to merge with Family, Community, Future/Enrolled/Former Students and Staff. It is intended to provide a place where all users can create correspondence to merge with any recipient or group of recipients and save the details with the Community/Staff/Student Record. **Please note** whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows.

Correspondence File

The screenshot displays the Denbigh Administration software interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, and Quit. The Denbigh Administration logo is on the right. The main menu is a tree structure with the following items: Families, Community, Enrolment Enquiries, Calendar, Students, Staff, Academic, Finance, Export Menu, Print Menu, Former Students, Community, Groups, Fundraising Programs, Correspondence, GroupMembers, Pledges / Donations, Banking Report, Pledge Reminders, and Summary Reports. The 'Development Office' and 'Correspondence' buttons are highlighted with red boxes. On the right, a 'Reminders' panel is open, showing two reminder notes: '9/15/2010 - Donaldson, Rebecca' and '9/15/2010 - Flood'. The bottom status bar shows 'Main Menu', '100%', and 'THE DENBIGH DEMONSTRATION SCHOOL'.

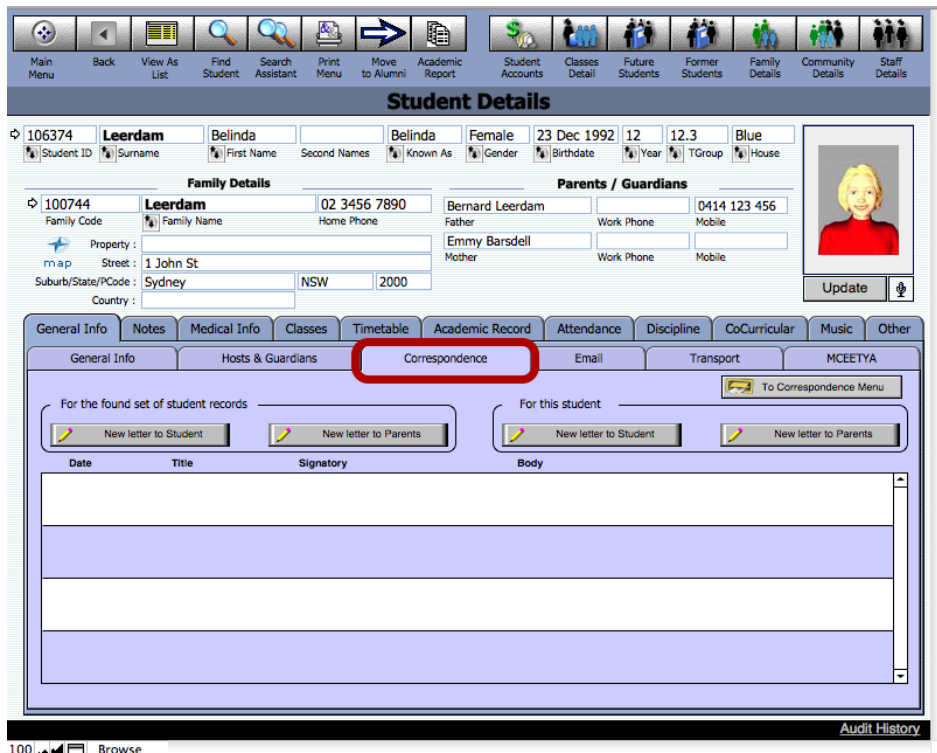
Click on the Development Office button and then the Correspondence button.

Correspondence Menu



Correspondence Templates button will take you to all the standard letters/correspondence list.

Creating a letter in the Student's File



Click on the Correspondence tab.

Creating a letter in the Community File

The screenshot shows the 'Community Members' interface. At the top, there are navigation icons for Main Menu, Back, New Community member, View As List, Find, Find all, Print Menu, and Letters. Below these are icons for Groups, Enrolled Students, Future Students, Former Students, Family Details, and Staff Details. The main content area is titled 'Community Members' and displays details for a member named Belinda Leerdam. The 'Notes & Correspondence' tab is selected, and the 'Correspondence' sub-tab is highlighted with a red box. Below the tabs, there are buttons for 'To Correspondence Menu' and 'New Letter to these people'. A table with columns 'Date', 'Title', 'Salutation', and 'Body' is visible, but it is currently empty.

Click on the Notes & Correspondence tab and the the Correspondence tab.

Creating a letter in the Future Students File

The screenshot shows the 'Future Student Details' interface. At the top, there are navigation icons for Main Menu, Back, View As List, Find Student, Find All, Print Menu, Letters, and Enrol Student. Below these are icons for Student Accounts, Current Students, Former Students, Family Details, Community Details, and Staff Details. The main content area is titled 'Future Student Details' and displays details for a student named Jamie Johns. The 'Notes' tab is selected, and the 'Correspondence' sub-tab is highlighted with a red box. Below the tabs, there are buttons for 'To Correspondence Menu', 'New Letter to Found Set of Parents', and 'New Letter to Parents'. A table with columns 'Date', 'Title', 'Salutation', and 'Body' is visible, but it is currently empty.

Click on the Correspondence tab.

Creating a letter in the Staff File

The screenshot shows the 'Staff Details' page for a staff member named John Denbigh. The 'Correspondence' tab is highlighted with a red box. Below the tabs, there are four sub-sections: 'Correspondence Sent', 'Correspondence Received', 'eMail Sent', and 'eMail Received'. The 'Correspondence Sent' section contains a table with the following data:

Date	Title	Salutation	Body
13/12/2010		Dear John,	Testing correspondence
13/12/2010	Attendance Reference	Dear Genevieve,	TESTING THIS IS A TESXT FOR THE LETTER
14/10/2010		Dear Mr and Mrs Jobson	
22/06/2010		Dear Scott	
22/06/2010		Dear Brian	
2/06/2010	Unexplained absences	Dear Mr and Mrs Jobson	I am writing to bring to your attention the fact that according to our records Alex has been marked as late to school three times in the last fortnight in his school
24/05/2010	Excursion to Bathurst	Dear Mr and Mrs Hardy	This is a letter about some things: one TW/O 444
24/05/2010	Excursion to Bathurst	Dear Mr and Mrs Kaspura	This is a letter about some things: one TW/O 444

Click on the Correspondence tab.

Creating a letter in the Former Student File

The screenshot shows the 'Former Student Details' page. At the top, there are navigation icons for Main Menu, Back, New Former Student, View as List, Find, Classes, Addresses, Letters, Student Accounts, Future Students, Enrolled Students, Family Details, Community Details, and Staff Details. The main header is 'Former Student Details'. Below this, there are fields for Student ID (101300), Surname (Flood), Maiden Name, First Name (Jenny), Second Names (Emily), Title, Known As, Gender (Female), and Date of Birth (15/05/1991). There is a photo of a young woman. Below the photo are 'Contact Details' (Mall title, Property / Add ID, Street, Suburb/State/PCode, Country, Mobile, Home Phone, email: jflood@denbighdemo.com.au) and 'Former Student Details' (Departure Year: 2007, Register Number, Eminent, Final Academic Yr: 12, Member Type, Cohort: 2006, Mail Control, Reason). At the bottom, there are tabs for General Info, Notes, Medical, Attendance & Discipline, Academic, Tertiary, CoCurricular, Fundraising, Groups, Correspondence (highlighted with a red circle), and Email. Below the tabs are buttons for 'New Letter to Family' and 'New Letter to Former Student' under 'Found Set of Students' and 'This Student'. A table with columns 'Date', 'Title', 'Signatory', and 'Body' is visible, but it is empty.

Click on the Correspondence tab.

Creating a letter in the Family File

The screenshot shows the 'Family Detail' page. At the top, there are navigation icons for Main Menu, Back, View as List, Find, Search Assistant, New Family, Add Parent, Print Menu, Accounts, Enrolled Students, Future Students, Former Students, Community, Addresses, Letters. The main header is 'Family Detail'. Below this, there are fields for Family Code (ZHU01), Family Name (Flood), Mailing Title (Mr Y Flood and Mrs Y X Johnson), Salutation (Mr Flood and Mrs Johnson), Residential Address (1 John St, Sydney, NSW, 2000, Telephone: 02 3456 7890, Email:), and Parent Details (Father: Mr Yi Flood, Mother: Mrs Ying X Johnson). At the bottom, there are tabs for General Info, Future Students, Current Students, Former Students, Hosted Students, Addresses, Fundraising, Groups, Notes, Correspondence (highlighted with a red circle), and Email. Below the tabs are buttons for 'New Letter to these families' and 'New Letter to this family'. A table with columns 'Date', 'Title', 'Salutation', and 'Body' is visible, but it is empty.

Click the Correspondence tab.

Creating a single letter or to a found set.

Student Details

104653 **Bardsley** Tiffany Olivia Tiffany Female 4 Mar 1998 7 7.1 Red

100284 **Bardsley** 02 3456 7890 Peter Bardsley 02 1234 5678 0414 123 456

1 John St Sydney NSW 2000

General Info | Notes | Medical Info | Classes | Timetable | Academic Record | Attendance | Discipline | CoCurricular | Music | Other

General Info | Hosts & Guardians | Correspondence | Email | Transport | MCEECDYA | Extra School Report | Census

For the found set of student records | For this student

Date	Title	Signatory	Body
28/06/2012	Unexplained	John Denbigh	I am writing to bring to your attention the fact that according to our records Tiffany has been marked as late to school three times in the last fortnight in her school
9/05/2012	In-complete	John Denbigh	Re: Notification of fourth in-school suspension due to late or incomplete assessment
27/02/2012	Unexplained	John Denbigh	I am writing to bring to your attention the fact that according to our records Tiffany has been marked as late to school three times in the last fortnight in her school

When creating a letter you can do a search for a particular group of students/staff/family or community members to send to or to an individual.

Creating a new Correspondence (Individual)

Correspondence

1. Date and Addressing Information

Address Type: Residential Address
Address: -
Parent Type: -
Mailing Title: Miss T O Bardsley
Property: -
Street: 1 John St
Suburb/State/PCode: Sydney NSW 2000
Country: -
Email Addresses: tbardsl@denbighdemo.com.au

Type: -
Template: -
Subject of Letter: -
Date: 28/6/2012
Salutation: Dear Tiffany, Informal Salutation

2. <<Your Current Student's Preferred Name>>
i. Choose tag ii. Place Cursor in body, below iii. Click Insert

3. Signatory Detail

Sign Off: Yours sincerely
Signatory: John Denbigh
Position: Head of Middle School
Choose Signature: -

4. Tear Off section (optional)

5. Print Detail

Print Media: Printer
Print Layout: Correspondence Print No letterhead

The letter will be blank up until a template is chosen, the address and date have been added automatically. It will automatically enter your details in the Signatory Details.

Creating a new correspondence (with family)

The screenshot shows the 'Correspondence' form with the following fields and annotations:

- 1.** Address Type: Residential Address
- 2.** Date: 16/1/2014
- 3.** Signatory: Jane Denbigh, Head of Middle School
- 4.** Salutation: Dear Mr Bryan and Mrs Stavaruk
- 5.** Address Type dropdown menu
- 6.** Copy to Non Resident Parent checkbox

Other visible fields include: Addressee, Parent Type, Mailing Title (Mr R G Bryan and Mrs S Stavaruk), Property (1 John St), Suburb/State/PCode (Sydney NSW 2000), Country, Email Addresses (sstavar@denbighdemo.com.au), Sign Off (Yours sincerely), Signatory (Jane Denbigh), Position (Head of Middle School), Tear Off section, Print Media (Printer), and Print Layout (Correspondence Print No letterhead).

The layout is the same for wherever you press the create a new letter for an individual. The system will detect what relationships are valid to the different areas of the database. The letter will be blank up until a template is chosen, the address (1) and date (2) have been added automatically. It will automatically enter your details in the Signatory Details (3). This layout allows the user to change the Salutation (4) to an Informal Salutation and address type (5).

Date and Addressing Information - Address Type

This close-up shows the 'Date and Addressing Information' section with the 'Address Type' dropdown menu open. The menu options are: Postal Address, Billing Address, Postal Address, Residential Address, and a 'Default' button. The 'Address Type' is currently set to 'Postal Address'. Other fields visible include: Addressee (Billing Address), Mailing Title (Postal Address), Property (Residential Address), Street, Suburb/State/PCode, Country, and Email Addresses (jascott@denbighdemo.com.au, kscott@denbighdemo.com.au).

If there is more than one address choose from the drop down list.

Changing the Default Addressee

The screenshot shows the 'Date and Addressing Information' section of a software interface. The 'Address Type' is set to 'Postal Address'. The 'Addressee' dropdown menu is open, showing a list of names: 'Father - Mr Andrew Scott (Father)', 'Mother - Mrs Kathie Scott (Mother)', and a 'Default' button. The 'Salutation' field is set to 'Dear Mr and Mrs Scott' and is also highlighted with a red circle. Other fields include 'Type: Absence Letters', 'Template: 21 Parental Permission Leave - AP', 'Title: Parental Permission Leave - AP', 'Date: 13/12/2010', and 'Email Addresses: ascott@denbighdemo.com.au, ksco...@denbighdemo.com.au'.

If you want to change the addressee for this time choose from the drop down list, otherwise it will use the default information.

Changing to an Informal Salutation

The screenshot shows the 'Date and Addressing Information' section. The 'Address Type' is 'Residential Address'. The 'Addressee' is set to '-'. The 'Parent Type' is set to 'Mr R G Bryan and Mrs S Stavaruk'. The 'Salutation' field is 'Dear Geoff and Stephanie' and is highlighted with a red circle. The 'Informal Salutation' checkbox is checked. Other fields include 'Type:', 'Template:', 'Subject of Letter:', 'Date:', and 'Email Addresses: sstavar@denbighdemo.com.au'. A 'Copy to Non Resident Parent' checkbox is also visible.

Check the Informal Salutation check box, and the salutation will change to the informal Salutation, using the parents first names.

Copy to Non-Resident Parent

The screenshot shows the 'Correspondence' section of the software interface. The 'Date and Addressing Information' section is visible, with the 'Copy to Non Resident Parent' checkbox checked and highlighted with a red circle. The 'Salutation' field is 'Dear Geoff and Stephanie' and the 'Informal Salutation' checkbox is checked. The 'Date' is set to '16/1/2014'. Other fields include 'Address Type: Residential Address', 'Addressee: -', 'Parent Type: Mr R G Bryan and Mrs S Stavaruk', 'Street: 1 John St', 'Suburb/Sate/PCode: Sydney NSW 2000', and 'Email Addresses: sstavar@denbighdemo.com.au'.

Check the "Copy to Non Resident Parent" button to create a copy of the correspondence to go to the Non Resident Parent.

Choosing the Type of Letter

Date and Addressing Information

Address Type: Postal Address
Addressee: - Default
Mailing Title: Mr A and Mrs K Scott
Property:
Street: PO Box 234
Suburb/State/PCode: Sydney NSW 2000
Country:
Email Addresses: kscott@denbighdemo.com.au, kscott@denbighdemo.com.au

Body

<<Your Current Student's Preferred Name>>
1. Choose tag 2. Place Cursor in body, below

Type:
Absence Letters
Academic warning
Enquiry Response Letter
Excursions
High School
Middle School
Reference
Registrar - Applications
SMS to Community Member
SMS to Staff
SMS To Student
Suspension Letters
Warning Letters

There are standard letters that have been created for different purposes. Choose the type of letter that you will be creating

Choosing the Template

Type: Absence Letters
Template: 8 Unexplained absences
Title: 8 Unexplained absences
Date: 21 Parental Permission Leave - AP

Choose the actual letter to be sent.

Editing the letter

Body

<<Your Current Student's Preferred Name>>

1. Choose tag 2. Place Cursor in body, below 3. Click Insert

Insert ->

Thank you for your letter advising that Stephanie Scott will be absent from College from (datesofabsence).

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

The College will therefore record the absence as 'parental permission'. This means that the leave is taken on the parents' approval but not the formal approval of the College. The implication of this is that the days are not viewed as approved leave for assessment purposes. Results will be calculated without the benefit of any tests which may be sat in this period. Assignments due in this period should be completed beforehand or sent in to arrive by the due date.

Should the absence result in their being insufficient information to determine a grade for units of work, a grading of 'incomplete' will be applied.

We advise that absences have a negative effect on student achievement and should be avoided as much as possible. A study conducted by the Victorian Department of Education has concluded that students who are absent for more than 12 days are at risk of not achieving to their potential.

Thank you again for advising us of your arrangements.

The next step is to add the fields that you would like to appear in the letter. The example above is a letter sent to parents from the Student File. Depending where you create the letter, will depend on the fields that are available. Absences letters are usually sent from the Student File.

Changing the data in the letter

Body

<<Included Text Block>>

1. Choose tag 2. Place Cursor in body, below 3. Click Insert

Insert ->

(datesofabsence) letter advising th <<Your Current Student's Preferred Name>> <<Your Current Student Surname>> will be absent from College from

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

The College will therefore record the absence as 'parental permission'. This means that the leave is taken on the parents' approval but not the formal approval of the College. The implication of this is that the days are not viewed as approved leave for assessment purposes. Results will be calculated without the benefit of any tests which may be sat in this period. Assignments due in this period should be completed beforehand or sent in to arrive by the due date.

Should the absence result in their being insufficient information to determine a grade for units of work, a grading of 'incomplete' will be applied.

We advise that absences have a negative effect on student achievement and should be avoided as much as possible. A study conducted by the Victorian Department of Education has concluded that students who are absent for more than 12 days are at risk of not achieving to their potential.

Thank you again for advising us of your arrangements.

Notice when you click into the body of the letter you will see the fields (tags) used to create the Student name. Click on the data of absence as highlight and enter the details required.

Adding a Tag in the letter

Body

2. <<Your Current Student's Preferred Name>>

i. Choose tag **1** ii. Place Cursor in body, below **2** iii. Click Insert **3**

Thank you for letter advising that <<Your Current Student's Preferred Name>> <<Your Current Student Surname>> will be absent from College from (datesofabsence,)

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

The College will therefore record the absence as 'parental permission'. This means that the leave is taken on the parents' approval but not the formal approval of the College. The implication of this is that the days are not viewed as approved leave for assessment purposes. Results will be calculated without the benefit of any tests which may be sat in this period. Assignments due in this period should be completed beforehand or sent in to arrive by the due date.

Should the absence result in their being insufficient information to determine a grade for units of work, a grading of 'incomplete' will be applied.

To insert a tag (field) in the letter, 1. choose the tag, 2. place your cursor in the document where it is to be placed. 3. Click "Insert" to place the field in the document.

Adding the Signature Details

Signatory Detail

Sign Off: Yours sincerely

Signatory: John Denbigh

Position: Head of Middle School

Choose Signature: DENJ

Your details will be in the Sign Off fields and you can store your signature in the Staff file to print on you letters.

Storing Signatures in the Staff File

Main Menu Back View As List Add New Find Find Teachers Print Menu E-mail Menu Move To Former Staff Class PGD Roster Classes Current Students Community Details Meeting Times

Staff Details

DENJ Denbigh John Head of Middle School S00063

Code Surname First Name Second Names Known As Position Community ID

General Info Classes Timetable Tutor Group Absences Extras CoCurricular Groups Professional Correspondence Notes Confidential Textbooks Audit

Current Staff

Medical / Emergency Info

Doctor: Dr Smith Doc Ph: 1234 5678
 Medicare No: 123456 789 Fund: MBF
 Emergency: Mary Phone: 01245 789
 Medical Details: Allergic to hard work

Vehicle Details

Make of Car	Colour	Registration	Insurer
Toyota Prado	Silver	ABC-123	NRMA

School / Employment Info

Employment Date: 1/02/1995 Codes: T
 Termination Date: Teach #: 123456
 Previous Employer: BBC Hardware Employment Basis: Full Time
 Employment %: 100% Category: Teacher
 Teaching %: 80%
 Police Check: 1/06/2007
 MCEETYA Check: 19/06/2009

Signature: X

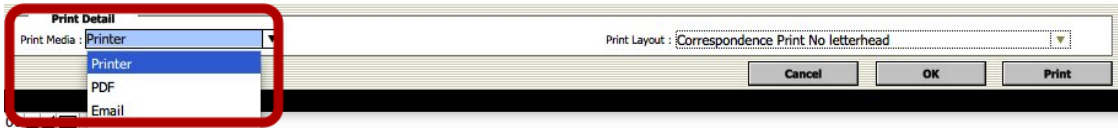
Position: Head of Middle School

Staff Declaration

Declaration: Yes No
 Date: 19/11/2003

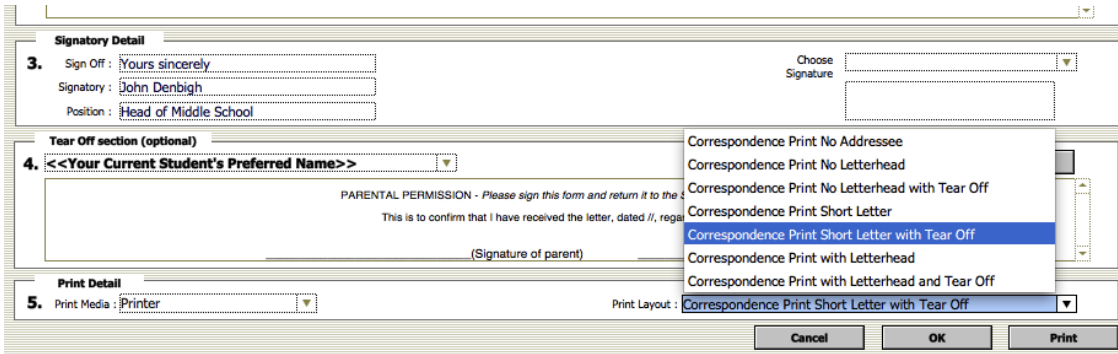
Enter staff signatures in this field.

Print, PDF or Email letter



Choose to Print, create a PDF file or send an email.

Printing Options



There are 8 types of layouts that the letter can be printed to. 4 of these layouts are the same but include a tear off section.

Correspondence Print No Letterhead

14 December 2010

Mr A and Mrs K Scott
PO Box 234
SYDNEY NSW 2000

Dear Mr and Mrs Scott

Thank you for your letter advising that Stephanie Scott will be absent from College from 1st December to 5th December 2010.

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

The College will therefore record the absence as 'parental permission'. This means that the leave is taken on the parents' approval but not the formal approval of the College. The implication of this is that the days are not viewed as approved leave for assessment purposes. Results will be calculated without the benefit of any tests which may be sat in this period. Assignments due in this period should be completed beforehand or sent in to arrive by the due date.

Should the absence result in their being insufficient information to determine a grade for units of work, a grading of 'incomplete' will be applied.

We advise that absences have a negative effect on student achievement and should be avoided as much as possible. A study conducted by the Victorian Department of Education has concluded that students who are absent for more than 12 days are at risk of not achieving to their potential.

Thank you again for advising us of your arrangements.

Yours sincerely



John Denbigh
Head of Middle School

This layout prints the letter with no letterhead, although this can now be printed on your own Letterhead paper.

Correspondence Print No Addressee

14 December 2010

Dear Sir/Madam

Thank you for your letter advising that Stephanie Scott will be absent from College from 1st December to 5th December 2010.

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

The College will therefore record the absence as 'parental permission'. This means that the leave is taken on the parents' approval but not the formal approval of the College. The implication of this is that the days are not viewed as approved leave for assessment purposes. Results will be calculated without the benefit of any tests which may be sat in this period. Assignments due in this period should be completed beforehand or sent in to arrive by the due date.

Should the absence result in their being insufficient information to determine a grade for units of work, a grading of 'incomplete' will be applied.

We advise that absences have a negative effect on student achievement and should be avoided as much as possible. A study conducted by the Victorian Department of Education has concluded that students who are absent for more than 12 days are at risk of not achieving to their potential.

Thank you again for advising us of your arrangements.

Yours sincerely



John Denbigh
Head of Middle School

Print the letter without the address details. This could be used if emailing the letter.

Correspondence Print Short Letter

14 December 2010

Mr A and Mrs K Scott
PO Box 234
SYDNEY NSW 2000

Dear Mr and Mrs Scott

Thank you for your letter advising that Stephanie Scott will be absent from College from 1st December to 5th December 2010.

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

The College will therefore record the absence as 'parental permission'. This means that the leave is taken on the parents' approval but not the formal approval of the College. The implication of this is that the days are not viewed as approved leave for assessment purposes. Results will be calculated without the benefit of any tests which may be sat in this period. Assignments due in this period should be completed beforehand or sent in to arrive by the due date.

Should the absence result in their being insufficient information to determine a grade for units of work, a grading of 'incomplete' will be applied.

We advise that absences have a negative effect on student achievement and should be avoided as much as possible. A study conducted by the Victorian Department of Education has concluded that students who are absent for more than 12 days are at risk of not achieving to their potential.

Thank you again for advising us of your arrangements.

Yours sincerely



John Denbigh
Head of Middle School

This is designed to print a small letter on a letterhead, so it further down the page.

Correspondence Print with Letterhead



The Denbigh Demonstration School

PO Box 3166
Narellan NSW 2567 Australia

14 December 2010

Mr A and Mrs K Scott
PO Box 234
SYDNEY NSW 2000

Dear Mr and Mrs Scott

Thank you for your letter advising that Stephanie Scott will be absent from College from 1st December to 5th December 2010.

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

The College will therefore record the absence as 'parental permission'. This means that the leave is taken on the parents' approval but not the formal approval of the College. The implication of this is that the days are not viewed as approved leave for assessment purposes. Results will be calculated without the benefit of any tests which may be sat in this period. Assignments due in this period should be completed beforehand or sent in to arrive by the due date.

Should the absence result in their being insufficient information to determine a grade for units of work, a grading of 'incomplete' will be applied.

We advise that absences have a negative effect on student achievement and should be avoided as much as possible. A study conducted by the Victorian Department of Education has concluded that students who are absent for more than 12 days are at risk of not achieving to their potential.

Thank you again for advising us of your arrangements.

Yours sincerely

John Denbigh
Head of Middle School

This will print with the Letterhead that was set up in your Denbigh System, on plain paper.

Tear Off Section

28 June 2012

Mr G Price
Denbigh
1 John St
SYDNEY NSW 2000

Dear Geoffrey

Students from year 12 will be heading to Bathurst on Friday the 29th June. Please ensure that Alex is at the school no later than 7.00am. Please ensure they have they were neat, comfortable warm clothes for the trip.

Please sign the permission slip below.

Yours sincerely



John Denbigh
Head of Middle School

PARENTAL PERMISSION - *Please sign this form and return it to the School Office.*

This is to confirm that I have received the letter regarding Alex excursion to Bathurst

_____ (Signature of parent) ____/____/200____ (date)

Record of the letter in the Student File

The screenshot shows the 'Correspondence' tab in the Student File. A table lists correspondence records with columns for Date, Title, Signatory, and Body. A red circle '1' is placed over the first record. A yellow box '2' is overlaid on the right side, showing the full text of the letter selected in the first record.

Date	Title	Signatory	Body
16/01/2014	Unexplained	Jane Denbigh	I am writing to bring to your attention the fact that according to our records Sarah has been marked as late to school three times in the last fortnight in her school
16/01/2014	Unexplained	Jane Denbigh	I am writing to bring to your attention according to our records Sarah has been school three times in the last fortnight
26/04/2013	Unexplained	John Denbigh	I am writing to bring to your attention according to our records Sarah has been school three times in the last fortnight
3/12/2012	Exam notification	John Denbigh	Test new letter re exam.

The expanded letter body (shown in the yellow box) reads:

I am writing to bring to your attention the fact that according to our records Sarah has been marked as late to school three times in the last fortnight in her school attendance records.

The teaching staff is keen that students attend school promptly so that classes can commence efficiently and learning can proceed without unnecessary interruption from latecomers to class, particularly during first lesson.

Naturally I am aware that buses and trains can be late, traffic jams can occur en-route and unexpected events occur in the life of any family from time to time, which result in late arrival at school in the morning. Nevertheless it would be most helpful if you could take the time to review Peter's punctuality at school in the mornings in an effort to improve the situation.

Thank you for your help in this matter and feel free to contact me should you so wish.
100419

Yours sincerely
Jane Denbigh
Head of Middle School

1 - The letter shows in the students file. 2 - Hovering over the Body field of the letter will display the letter.

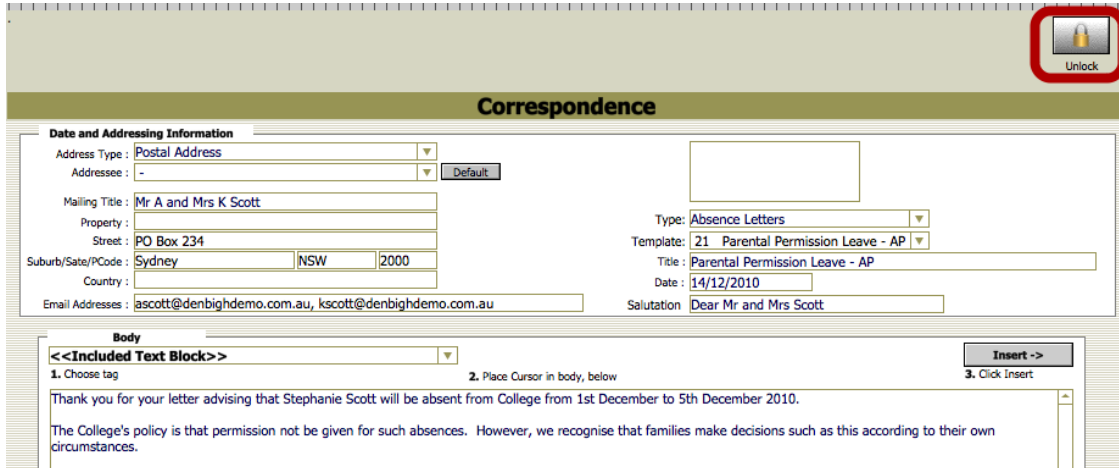
Record of the letter in the Staff File

The screenshot shows the 'Correspondence' tab in the Staff File. A table lists correspondence records with columns for Date, Title, Salutation, and Body. A red box highlights the first record.

Date	Title	Salutation	Body
14/12/2010	Parental Permission Leave - AP	Dear Mr and Mrs Scott	Thank you for your letter advising that Stephanie Scott will be absent from College from 1st December to 5th December 2010
13/12/2010		Dear John,	Testing correspondence
13/12/2010	Attendance Reference	Dear Genevieve,	TESTING THIS IS A TESXT FOR THE LETTER
13/12/2010		Dear Mr and Mrs Scott	test
13/12/2010	Parental Permission Leave - AP	Dear Mr and Mrs Scott	Thank you for your letter advising that <unknown expression> <unknown expression> will be absent from College from (dateofabsence)
14/10/2010		Dear Mr and Mrs Jobson	
22/06/2010		Dear Scott	
22/06/2010		Dear Brian	

The letter also shows in the Staff File under your own correspondence.

Editing Letters - Unlocking



The screenshot shows a web application interface for editing letters. At the top right, there is a red-bordered button with a padlock icon and the text "Unlock". Below this is a green header bar with the word "Correspondence" in white. The main content area is divided into two sections: "Date and Addressing Information" and "Body".

Date and Addressing Information

Address Type: Postal Address
Addressee: - [Default]
Mailing Title: Mr A and Mrs K Scott
Property: []
Street: PO Box 234
Suburb/State/PCode: Sydney NSW 2000
Country: []
Email Addresses: ascott@denbighdemo.com.au, kscott@denbighdemo.com.au

Type: Absence Letters
Template: 21 Parental Permission Leave - AP
Title: Parental Permission Leave - AP
Date: 14/12/2010
Salutation: Dear Mr and Mrs Scott

Body

<<Included Text Block>> [] [Insert ->]
1. Choose tag 2. Place Cursor in body, below 3. Click Insert

Thank you for your letter advising that Stephanie Scott will be absent from College from 1st December to 5th December 2010.

The College's policy is that permission not be given for such absences. However, we recognise that families make decisions such as this according to their own circumstances.

There is a "locked" button at the top of the screen. Click to unlock the letter for editing the record. There is no restriction on the locked letter, users can unlock records, its purpose is to prevent accidental editing of letters. Click Ok when done.

Creating Correspondence for Found Set.

Correspondence Mail Merge

Select Type & Template

1. Absence Letters 8 Unexplained absences
Type Template Name

Enter Date and Body

2. 26/07/2011 Insert ->
Date i. Choose tag ii. Place Cursor in body, below iii. Click Insert Informal Salutation

Dear Mr and Mrs Jobson

I am writing to bring to your attention the fact that according to our records Alex has been marked as late to school three times in the last fortnight in his school attendance records.

The teaching staff is keen that students attend school promptly so that classes can commence efficiently and learning can proceed without unnecessary interruption from latecomers to class, particularly during first lesson.

Naturally I am aware that buses and trains can be late, traffic jams can occur en-route and unexpected events occur in the life of any family from time to time, which result in late arrival at school in the morning. Nevertheless it would be most helpful if you could take the time to review Peter's punctuality at school in the mornings in an effort to improve the situation.

Absence records between 1/04/2011 and 26/07/2011

26/7/2011	Full Day	Sick
25/7/2011	Full Day	Approved Leave

Thank you for your help in this matter and feel free to contact me should you so wish.

Signatory Detail

Sign Off: Yours sincerely Choose Signature

3. Signatory: John Denbigh

Position: Head of Middle School

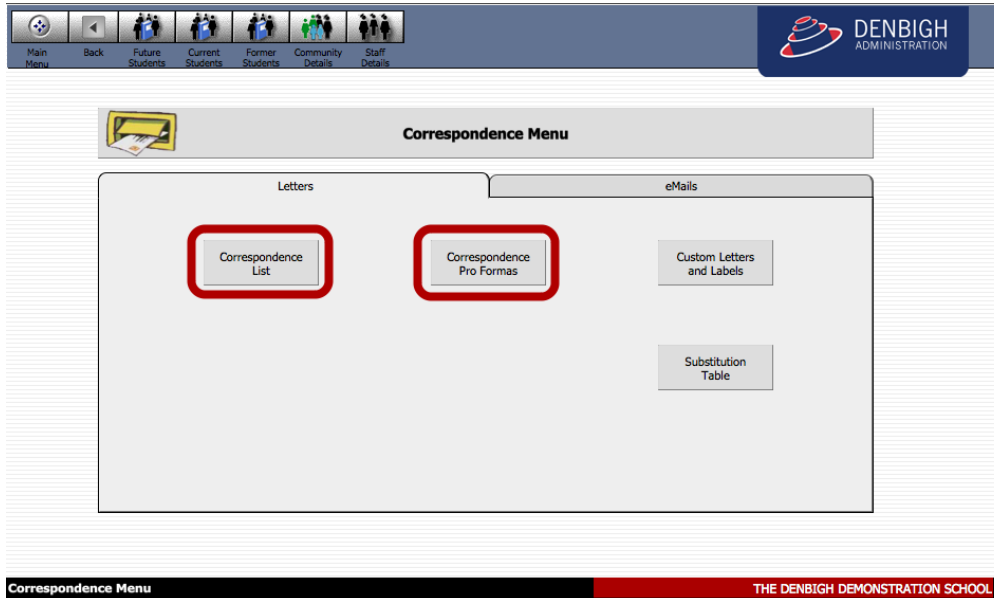
Print Detail

4. **Create Letters** Preview & Print Bypass Print Dialog Correspondence Print No Letterhead
Layout

Print to PDF Print Cancel OK

1. Choose the Letter type and Template, 2. Edit the letter if necessary,
3. Add the Signatory Details and 4. Click Create Letters. This will create letters for the found set.

Correspondence Menu



From the Main Menu Click the Development Office button and then the Correspondence button. This is where the data is stored and the Pro Forma letters are stored.

Correspondence List - Letter Archive List

Date	Recipient	Community Status	Title	Attachment	Signatory
<input type="checkbox"/>	14/1/10 Vanessa Tedeschi	Student	Application Acknowledgement - Prep		John Denbigh
<input type="checkbox"/>	14/1/10 Nancy Al Ghardaqa	Student	Application Acknowledgement - Prep		John Denbigh
<input type="checkbox"/>	14/1/10 Simmi Parsons	Student	Application Acknowledgement - Prep		John Denbigh
<input type="checkbox"/>	14/1/10 Henry Davies	Student	Application Acknowledgement - Prep		John Denbigh
<input type="checkbox"/>	14/1/10 Mr Paul Pascoe	Student	Application Acknowledgement - Prep		John Denbigh
<input type="checkbox"/>	14/1/10 Mr James Pearson	Student	Application Acknowledgement - Prep		John Denbigh
<input type="checkbox"/>	14/1/10 James Thomson	Student	Application Acknowledgement - Prep		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Hardy		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Kaspura		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Howarth		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Stehn		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Reid		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Porteous		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Economopoulos		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Dirkwager		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Gupta		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Cox		Excursion to Bathurst		John Denbigh
<input type="checkbox"/>	24/5/10 Family : Hardy		Thank You for Your Enquiry-Information		John Denbigh
<input type="checkbox"/>	2/6/10 Family : Jobson		Unexplained absences		John Denbigh
<input type="checkbox"/>	22/6/10 Family : Yoon				John Denbigh
<input type="checkbox"/>	22/6/10 Family : Adams				John Denbigh
<input type="checkbox"/>	14/10/10 Family : Jobson				John Denbigh
<input type="checkbox"/>	13/12/10 Mr John Denbigh	Staff			John Denbigh
<input type="checkbox"/>	13/12/10 Mrs Genevieve Balean	Staff	Attendance Reference		John Denbigh
<input type="checkbox"/>	13/12/10 Family : Scott				John Denbigh
<input type="checkbox"/>	13/12/10 Family : Scott		Parental Permission Leave - AP		John Denbigh
<input type="checkbox"/>	14/12/10 Family : Scott		Parental Permission Leave - AP		John Denbigh

This is where the letter is stored.

Correspondence Templates - List View

ID	Template Name	Type	Body
8	Unexplained absences	Absence Letters	I am writing to bring to your attention the fact that according to our records <<Your
9	N-Award SL	Warning Letters	The purpose of this letter is to warn you that <<Your Current Student's Preferred
10	Thank You for Your Enquiry-Information	Enquiry Response Letter	Thank you for your recent Enquiry about our school. Please find attached an
14	Application Acknowledgement - Prep	Registrar - Applications	Subject: Enrolment of <<Your Future Student Preferred Name>> in Prep
15	In-complete assessment suspension	Academic warning	Re: Notification of fourth in-school suspension due to late or incomplete
16	portfolio collection	Middle School	Portfolios of work produced by <<Your Former Student Preferred Name>> during
17	Suspension Out of College - AP	Suspension Letters	This is to inform you that <<Your Current Student's Preferred Name>> <<Your
18	Suspension Out of College - LB	Suspension Letters	This is to inform you that <<Your Current Student's Preferred Name>> <<Your
19	Suspension Half Day In School - AP	Suspension Letters	This is to inform you that <<Your Current Student's Preferred Name>> <<Your
20	Suspension Half Day In School - LB	Suspension Letters	This is to inform you that <<Your Current Student's Preferred Name>> <<Your
21	Parental Permission Leave - AP	Absence Letters	Thank you for your letter advising that <<Your Current Student's Preferred Name>>
22	Attendance Reference	Reference	To Whom It May Concern
25	seeking permission for WISC	Middle School	I am writing to inform you that we have identified that <<Your Current Student's
26	inschool suspension	Middle School	I wish to advise that <<Your Current Student's Preferred Name>> has been
27	Out of school suspension	Middle School	I wish to advise that <<Your Current Student's Preferred Name>> has been
28	Parental Leave	Middle School	Thank you for your letter advising that <<Your Current Student's Preferred Name>>
29	Application Acknowledgement - Prep	Registrar - Applications	Subject: Enrolment of <<Your Future Student Preferred Name>> in
30	Application Acknowledgement - NMP - Yrs	Registrar - Applications	Subject: Enrolment of <<Your Future Student Preferred Name>> in
32	Excursion to Bathurst	Excursions	<<Your Current Student's Preferred Name>> will be attending an excursion to
33	SMS To Student Example	SMS To Student	Attn <<(SMS) Preferred Name>>, Sports Carnival is cancelled due to the weather.
34	SMS to Community Member Example	SMS to Community Member	Attn <<(SMS) Preferred Name>> <<(SMS) Surname>>, the weather has forced the
35	SMS to Staff Example	SMS to Staff	Attn <<(SMS) Preferred Name>> <<(SMS) Surname>>, the weather has forced the
36	SMS Student alert	High School	Big Day Out has been moved to Bell St due to rain
42	Excursion Permission	Permission Letter - Tear Off	Students will be attending an excursion to Canberra on Monday 24th April. They will
45	Notification Letter	PTI	As you would now be aware the School is moving to a system of online
46	Login and Password Notification	PTI	Please be advised of your username and password when logging in for the

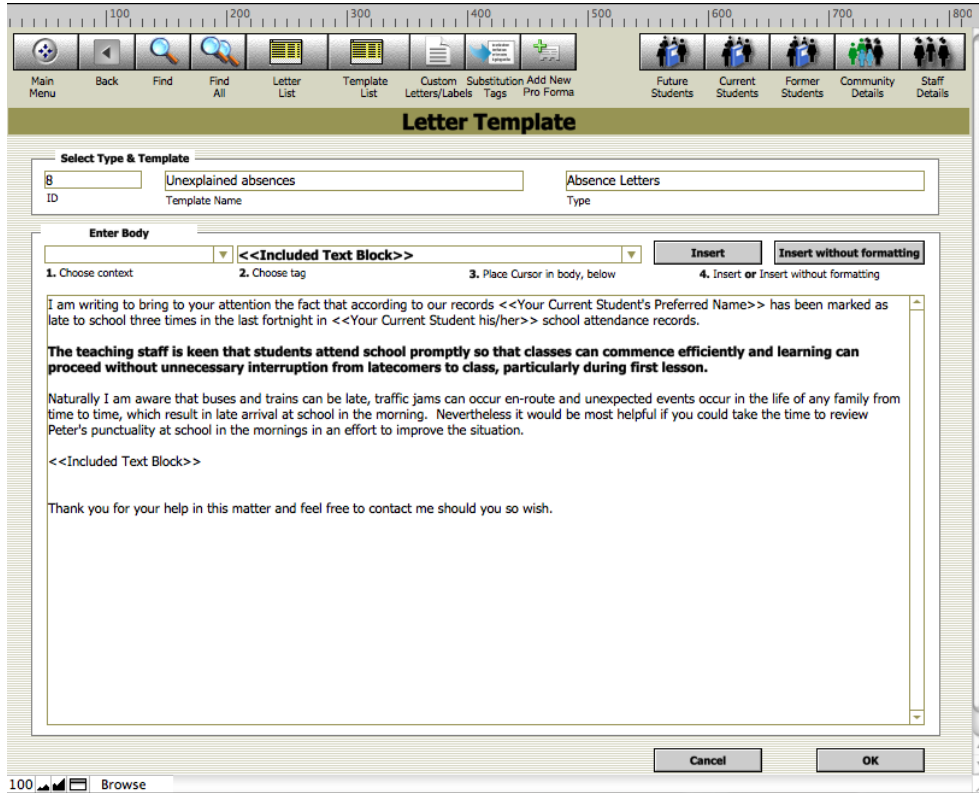
The list shows the Template Name and the Type field and then shows part of the body of the template. They are numbered automatically. Click the arrow to go into the Template/View as Form.

Correspondence Templates - Form View

The screenshot shows a software interface for managing correspondence templates. At the top, there is a toolbar with various icons. The 'Template List' icon, which depicts a list of documents, is highlighted with a red rectangular box. Below the toolbar, the main window is titled 'Letter Template'. It features a 'Select Type & Template' section with three input fields: 'ID' (containing '10'), 'Template Name' (containing 'Thank You for Your Enquiry-Information'), and 'Type' (containing 'Enquiry Response Letter'). Below this is the 'Enter Body' section, which includes a dropdown menu set to '<<Included Text Block>>', an 'Insert' button, and an 'Insert without formatting' button. A set of instructions follows: '1. Choose context', '2. Choose tag', '3. Place Cursor in body, below', and '4. Insert or Insert without formatting'. The main body of the form is a large text area containing the text: 'Thank you for your recent Enquiry about our school. Please find attached an application form to fill out if you desire to send your child <<Enquiry Student Given Names>> <<Enquiry Student Surname>> to our school.' At the bottom of the window are 'Cancel' and 'OK' buttons. The system tray at the bottom left shows the time as 10:00 and a 'Browse' button.

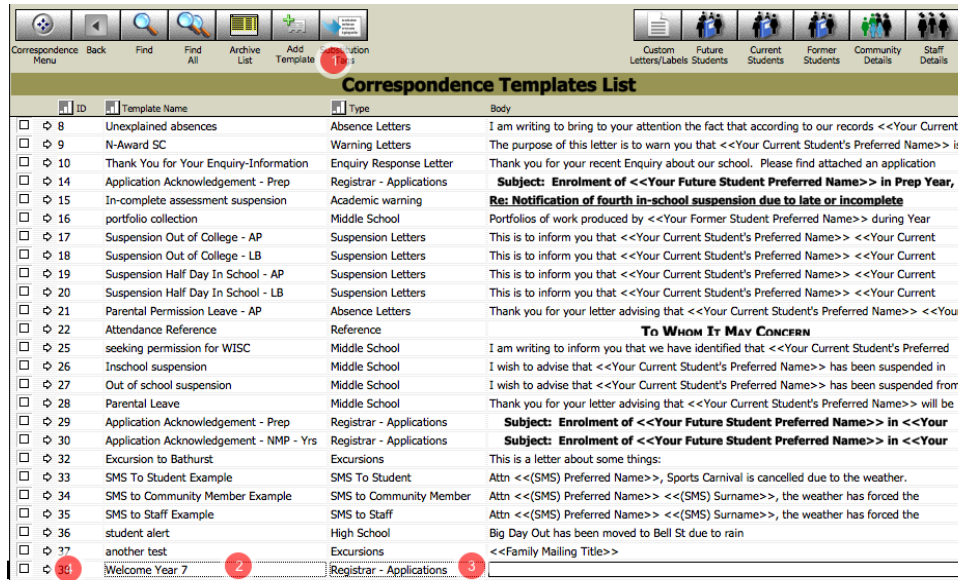
From here you can view, edit or create any of the templates. Click "Template List" to view all the templates.

Correspondence Templates



If you need to make a permanent change to the letter this is where it can be done.

Creating a Template



1. Click the Add Template button, 2. Give the template a name, 3. Choose the type of letter, 4. then click on the arrow(jump button) to type the letter.

Formatting Template

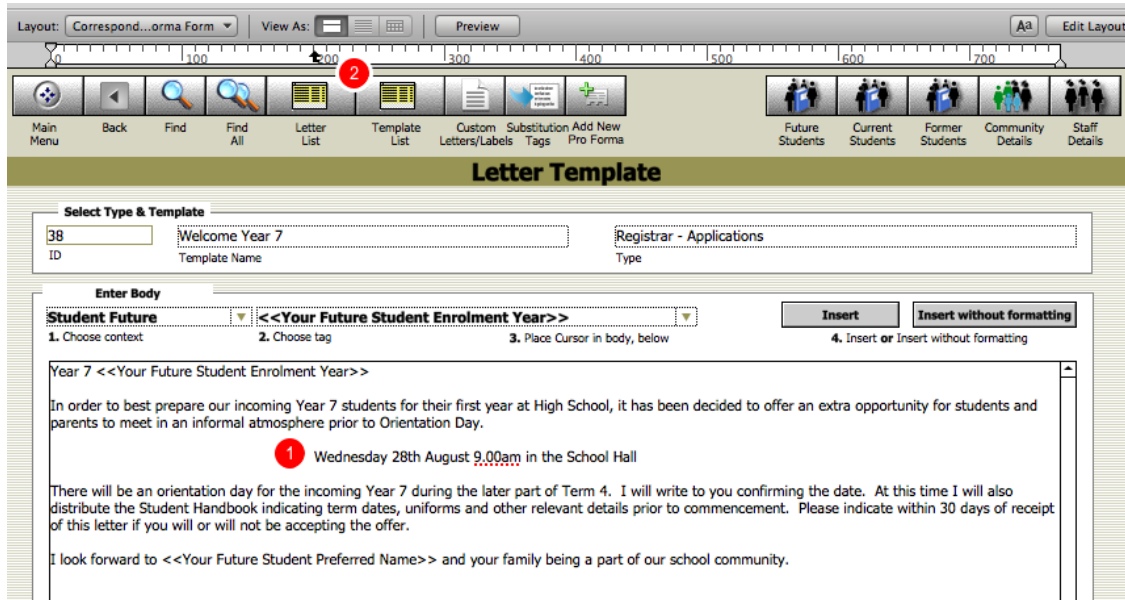
The screenshot displays the 'Letter Template' interface. At the top, there's a navigation bar with 'Records' (25 Total (Unsorted)), 'Show All', 'New Record', 'Delete Record', 'Find', and 'Sort'. Below this is a toolbar with icons for 'Main Menu', 'Back', 'Find', 'Find All', 'Letter List', 'Template List', 'Custom Letters/Labels', 'Substitution Tags', 'Add New Pro Forma', 'Future Students', 'Current Students', 'Former Students', 'Community Details', and 'Staff Details'. The main content area is titled 'Letter Template' and contains a 'Select Type & Template' section with the following fields:

- ID: 38
- Template Name: Welcome Year 7
- Type: Registrar - Applications

Below this is the 'Enter Body' section, which includes a dropdown menu with 'Student Future Addressed to Family' selected (highlighted with a red circle). To the right of the dropdown is a tag selection field with '<Your Current Student Academic Year>' selected. There are two buttons: 'Insert' and 'Insert without formatting'. The main body is a large text area. At the bottom are 'Cancel' and 'OK' buttons.

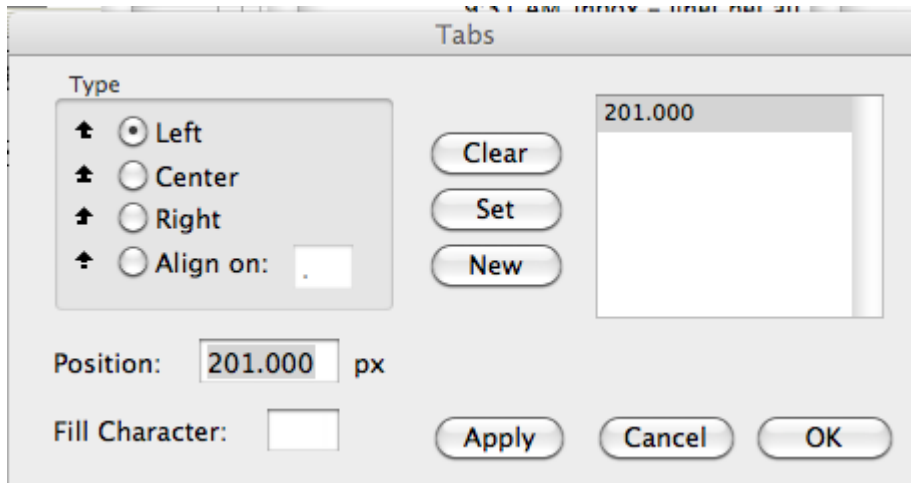
Choose the content of the letter or where the file where the letter will be created. This example show a letter to future students families.

Using the Text Ruler to set tabs



1. Place your cursor on the line where the tab is required. 2. Click on the ruler where you would like the tab placed. To use a tab within a document hold down the Alt/options (control on Windows) key and press tab. Pressing tab by itself will tab you out of the record.

Using the Text Ruler to Change the Tab Type



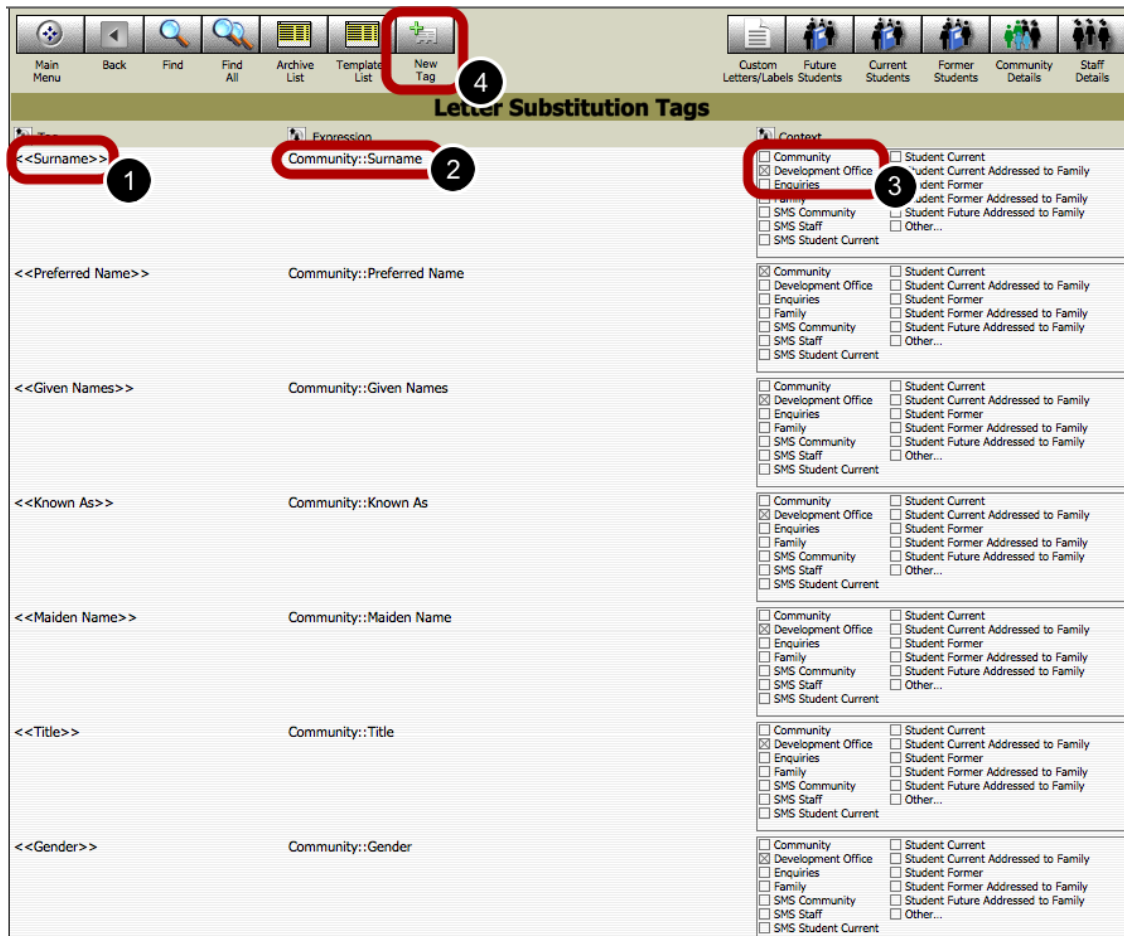
Double click on the tab in the ruler line to change the type of tab required or to change the position on the ruler. Choose from Left, Centre or right tabs and Align on for a numeral tab.

Using the Text Ruler to Indent Text



Hold down the Alt/Options (Control key on windows) key and click and drag the indent to the required position.

Letter Substitution Tags



1. The tag (field) name. 2. The file name and actual field. 3. The File that the field will be used, when creating the letter. 4. To create a new tag.

Absence Letters - Correspondence

Student Current (Denbigh.PRIVATE.server)

Records: 68 / 485 Found (Unsorted)

Layout: Student Form View View As: Preview

Main Menu Back View As List Find Student Search Assistant Print Menu Move to Alumni Academic Report Student Accounts Classes Detail Future Students Former Students Family Details Community Details Staff Details

Student Details

100014 Price William Hugh Male 12 Jun 1993 12 12.1 Green

Student ID Surname First Name Second Names Known As Gender Birthdate Year TGroup House

Family Details

ALLARS01 Price 02 3456 7890 Geoffrey Price 02 1234 5678 0414 123 456

Family Code Family Name Home Phone Father Work Phone Mobile

Property: 1 John St Julie Price 02 1234 5678 0414 123 456

Street: 1 John St Mother Work Phone Mobile

Suburb/State/PCode: Sydney NSW 2000

Country:

Update

General Info Notes Medical Info Classes Timetable Academic Record Attendance Discipline CoCurricular Music Other

Current Current In Date Range Archived

From 25/04/2011 To 26/07/2011 Letter to Parents (Found set) Letter to Parents (This Student)

Absence Types & Reasons

April 2011

Date At	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Arrived	Departed	P1	P2	P3	P4	P5	P6	SMS Queued	SMS Sent	Reply Matched	Note Received
28	29	30	31	1	2	3													
4	5	6	7	8	9	10													
11	12	13	14	15	16	17													
18	19	20	21	22	23	24													
25	26	27	28	29	30	1													
2	3	4	5	6	7	8													

Today: 26/07/11

Audit History

Enter the date range for the letters required. Click to create "Letter to Parents" (This Student).

Absence Letter to Parents

Correspondence

Date and Addressing Information

Address Type: Residential Address
Addressee: - Default
Mailing Title: Mr W and Mrs K Jobson
Property:
Street: 1 John St
Suburb/State/PCode: Sydney NSW 2000
Country:
Email Addresses: matt.darby@mac.com, support@denbighdemo.com.au
Type: Absence Letters
Template: 8 Unexplained absences
Subject or Letter: Unexplained absences
Date: 26/7/2011
Salutation: Dear Mr and Mrs Jobson Informal Salutation

Body

<<Your Current Student's Preferred Name>> Insert ->

1. Choose tag 2. Place Cursor in body, below 3. Click Insert

I am writing to bring to your attention the fact that according to our records Alex has been marked as late to school three times in the last fortnight in his school attendance records.

The teaching staff is keen that students attend school promptly so that classes can commence efficiently and learning can proceed without unnecessary interruption from latecomers to class, particularly during first lesson.

Naturally I am aware that buses and trains can be late, traffic jams can occur en-route and unexpected events occur in the life of any family from time to time, which result in late arrival at school in the morning. Nevertheless it would be most helpful if you could take the time to review Peter's punctuality at school in the mornings in an effort to improve the situation.

Absence records between 1/04/2011 and 26/07/2011		
26/7/2011	Full Day	Sick
25/7/2011	Full Day	Approved Leave

Thank you for your help in this matter and feel free to contact me should you so wish.

Signatory Detail

Sign Off: Yours sincerely
Signatory: John Denbigh
Position: Head of Middle School
Choose Signature:

Print Detail

Print Media: Printer
Print Layout: Correspondence Print No letterhead

Cancel OK Print

Choose the Type - Absence Letters, Template - 8 Unexplained absences. This will enter the absence records for the student into the letter. This can also be done for a found set.

Absence Letter stored in the Correspondence tab

Student Details

105120 **Lawson** Arissa Female 30 Aug 1994 10 10.1 Red

Family Details **Parents / Guardians**

100402 **Smith** 02 3456 7890 Quentin Smith 02 1234 5678 0414 123 456

Property: 1 John St Susan Smith 02 1234 5678 0414 123 456

Street: 1 John St Mother Work Phone Mobile

Suburb/State/PCode: Sydney NSW 2000 Stephen Lawson Father Work Phone Mobile

Country:

Update

General Info Notes Medical Info Classes Timetable Academic Record Attendance Discipline CoCurricular Music Other

General Info Hosts & Guardians Correspondence Email Transport MCEECDYA

For the found set of student records

New letter to Student New letter to Parents

For this student

New letter to Student New letter to Parents

Date	Title	Signatory	Body
26/07/2011	Unexplained	John Denbigh	I am writing to bring to your attention the fact that according to our records Arissa has been marked as late to school three times in the last fortnight in her school

The letter will be stored with other correspondence

Hover over the Body field

11/24/2011

Denbigh
1 John St
Sydney NSW 2000

Dear Mr and Mrs Price

I am writing to bring to your attention the fact that according to our records Alex has been marked as late to school three times in the last fortnight in his school attendance records.

The teaching staff is keen that students attend school promptly so that classes can commence efficiently and learning can proceed without unnecessary interruption from latecomers to class, particularly during first lesson.

Naturally I am aware that buses and trains can be late, traffic jams can occur en-route and unexpected events occur in the life of any family from time to time, which result in late arrival at school in the morning. Nevertheless it would be most helpful if you could take the time to review Peter's punctuality at school in the mornings in an effort to improve the situation.

1. Go to <https://denbigh.wednet.edu/denbigh/mce>

Thank you for your help in this matter and feel free to contact me should you so wish.

Yours sincerely
John Denbigh
Head of Middle School

This will display the letter stored

Letter with tear off section

Letter Template

Select Type & Template

42	Excursion Permission	Permission Letter - Tear Off
ID	Template Name	Type

Enter Body

Student Current <<Your Current Student's Preferred Name>> Insert Insert without formatting

1. Choose context 2. Choose tag 3. Place Cursor in body, below 4. Insert or Insert without formatting

Students will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure your child arrives on time and has the necessary equipment for the day. Please sign the below permission slip and return it to the school no later than Monday the 24th March.

Tear Off section (optional)

Student Current <<Your Current Student's Preferred Name>> Insert Insert without formatting

1. Choose context 2. Choose tag 3. Place Cursor in body, below 4. Insert or Insert without formatting

PARENTAL PERMISSION - Please sign this form and return it to the School Office. WTA

This is to confirm that I have received the letter, dated //, regarding <<Your Current Student's Preferred Name>>

_____ (Signature of parent) ____ / ____ / 200 ____ (date)

Letter with tear off section

Signatory Detail

3. Sign Off : Yours sincerely

Signatory : John Denbigh

Position : Head of Middle School

Choose Signature

Tear Off section (optional)

4. <<Your Current Student's Preferred Name>>

PARENTAL PERMISSION - Please sign this form and return it to the School Office. WTA

This is to confirm that I have received the letter, dated //, regarding <<Your Current Student's Preferred Name>>

_____ (Signature of parent)

Print Detail

5. Print Media : Printer

Print Layout : Correspondence Print Short Letter with Tear Off

Cancel OK Print

Choose a print layout with a tear off section.

Letter with tear off section.

12 April 2012

Dr M and Mrs L Graham
1 John St
SYDNEY NSW 2000

Dear Dr and Mrs Graham

Students will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure your child arrives on time and has the necessary equipment for the day. Please sign the below permission slip and return it to the school no later than Monday the 24th March.

Kind regards



John Denbigh
Head of Middle School

PARENTAL PERMISSION - *Please sign this form and return it to the School Office.*

This is to confirm that I have received the letter regarding James excursion to Canberra

_____ (Signature of parent) _____ / _____ / 200 ____ (date)