DENBIGH
INTERNATIONA

Administration
Solutions
for Education

Denbigh Administration

Correspondence Module 2016

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Narellan NSW 256

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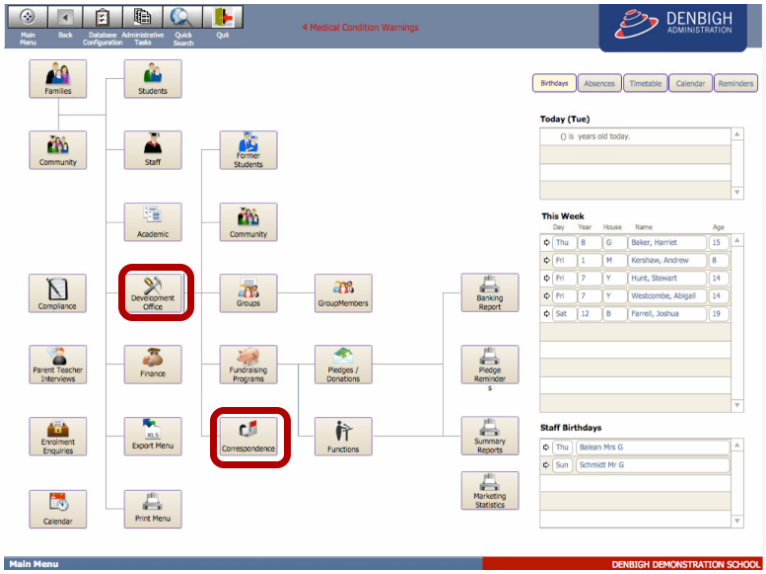
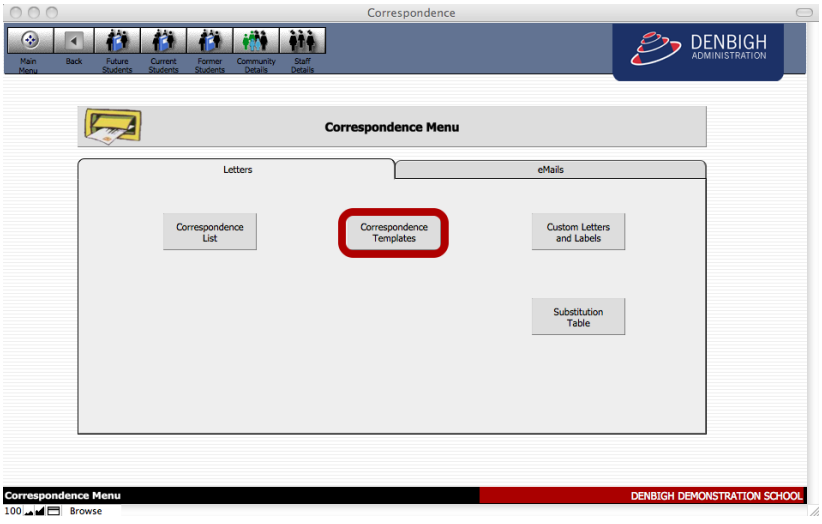
Creating standard letters to merge with Family, Community, Future/Enrolled/Former Students and Staff. It is intended to provide a place where all users can create correspondence to merge with any recipient or group of recipients and save the details with the Community/Staff/Student Record. **Please note** 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



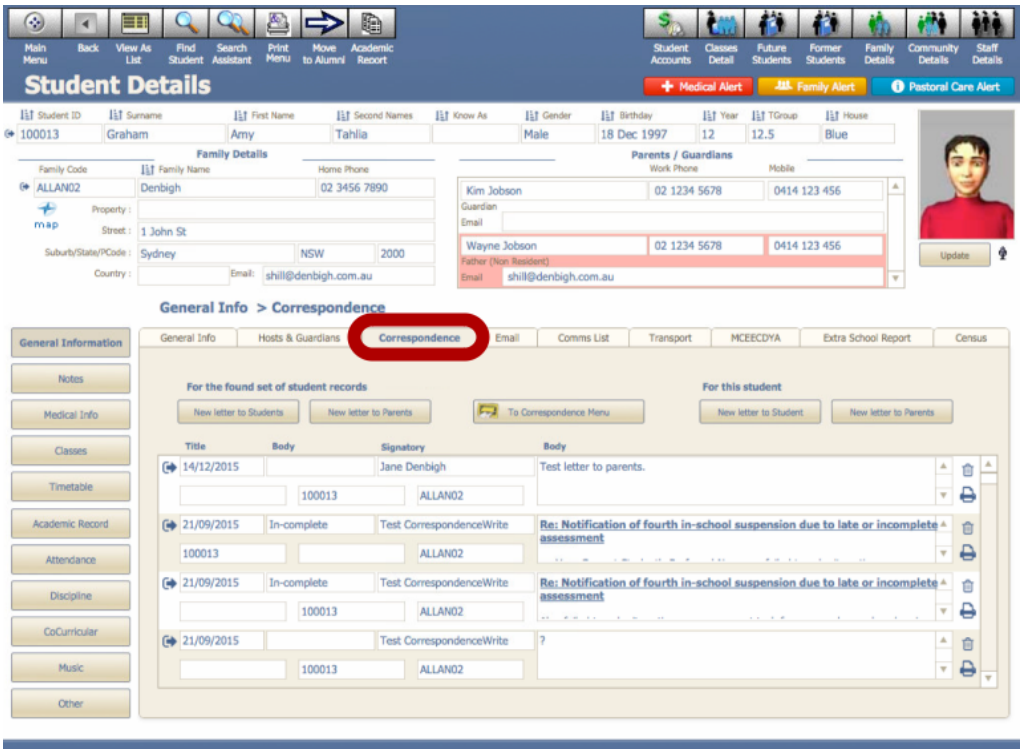
Click on the Development Office button and then the Correspondence button.

Correspondence Menu



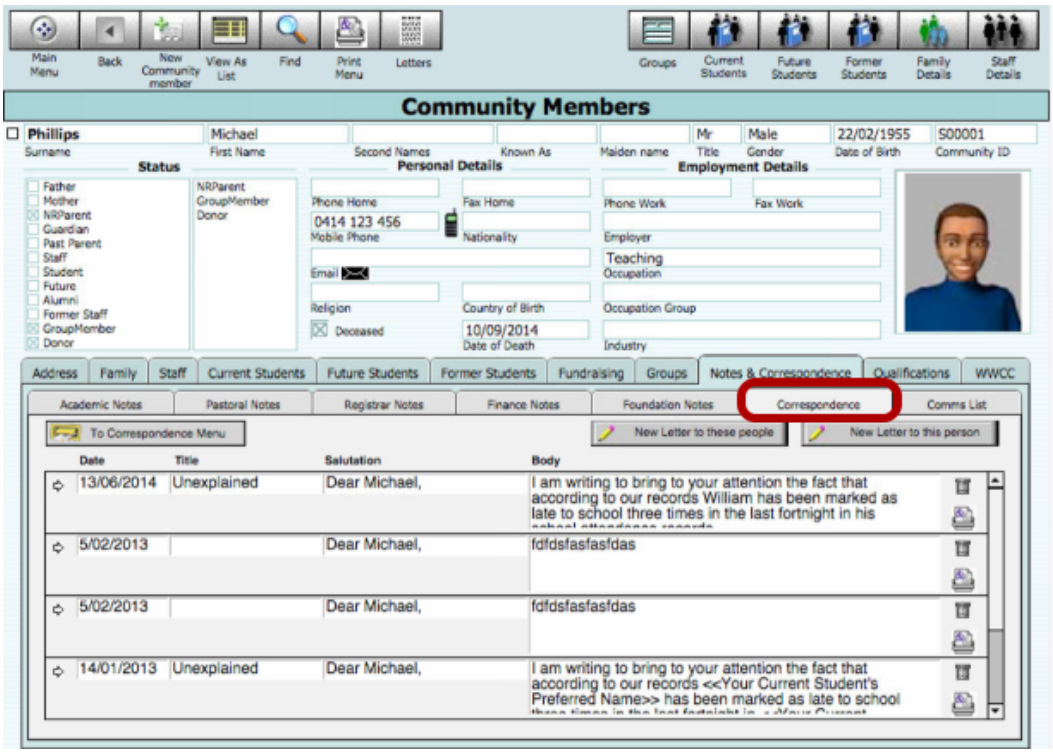
Correspondence Templates button will take you to the entire standard letters/correspondence list.

Creating a letter in the Student's File



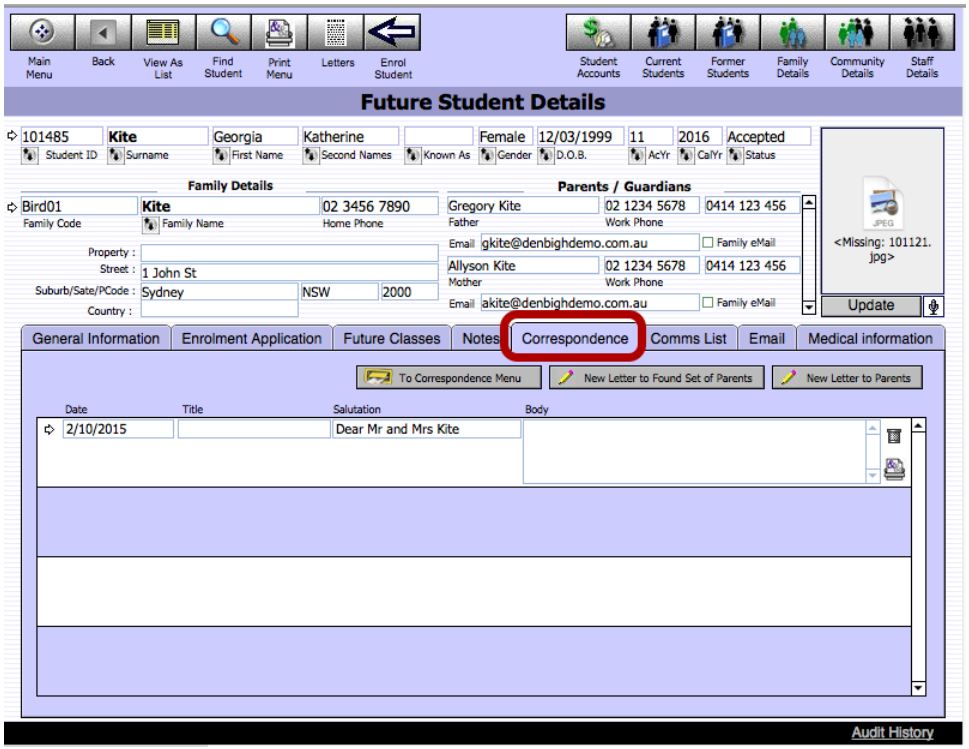
Click on the Correspondence tab.

Creating a letter in the Community File



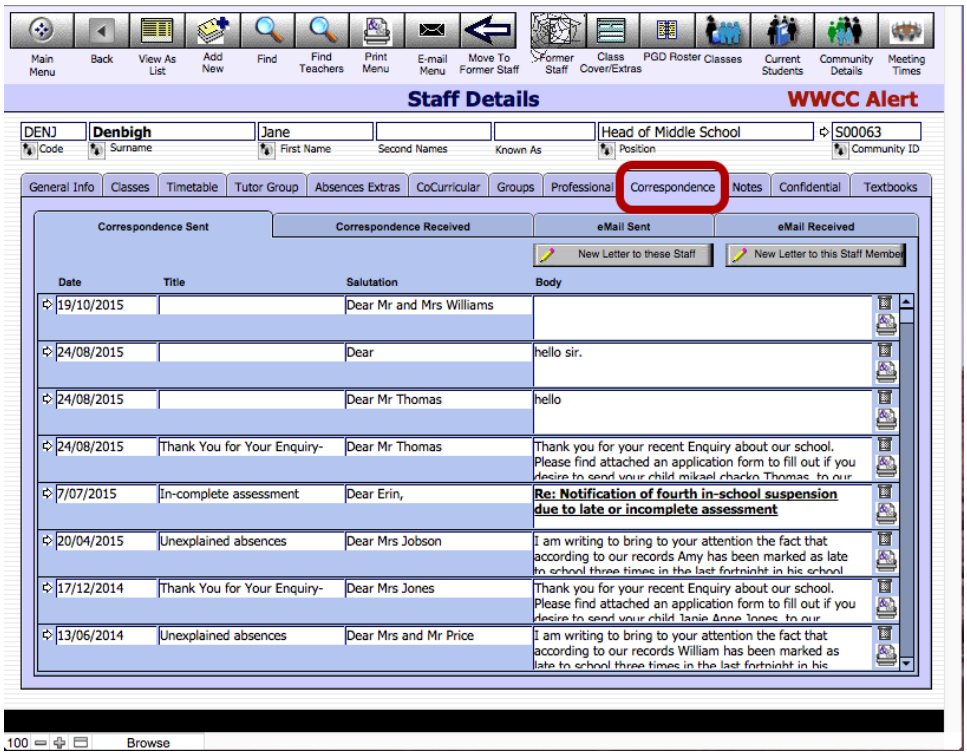
Click on the Notes & Correspondence tab and the Correspondence tab.

Creating a letter in the Future Students File



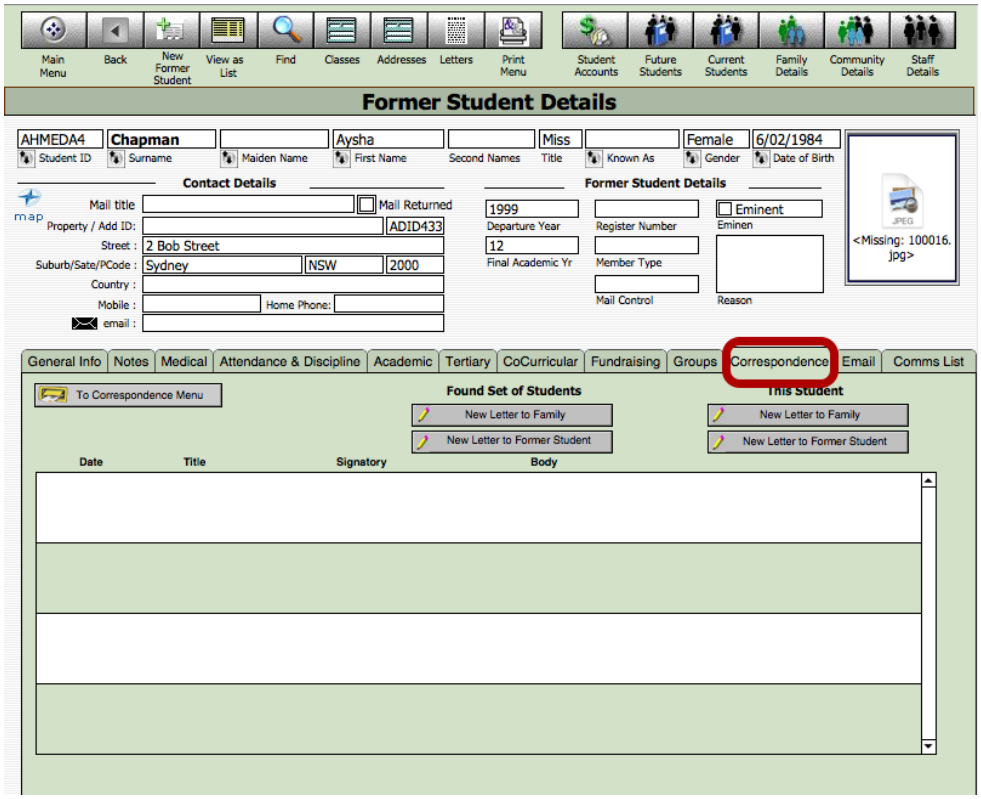
Click on the Correspondence tab.

Creating a letter in the Staff File



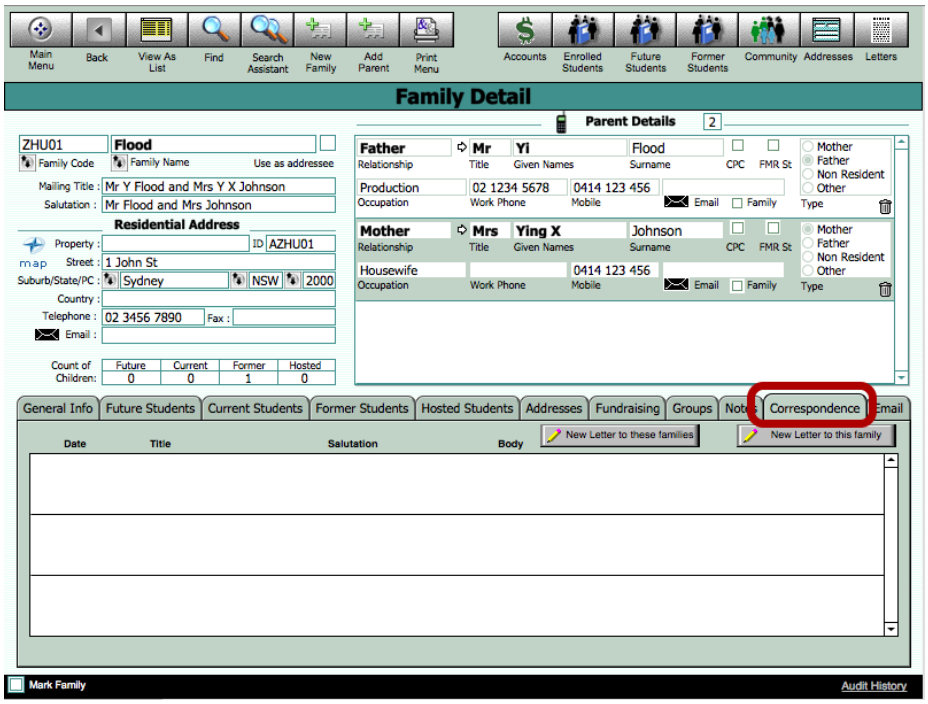
Click on the Correspondence tab.

Creating a letter in the Former Student File



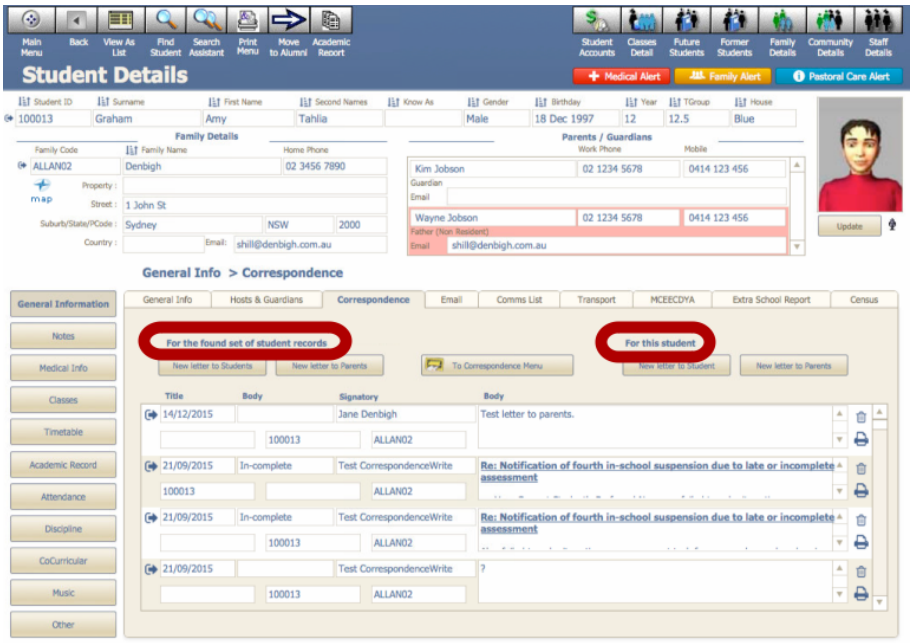
Click on the Correspondence tab.

Creating a letter in the Family File



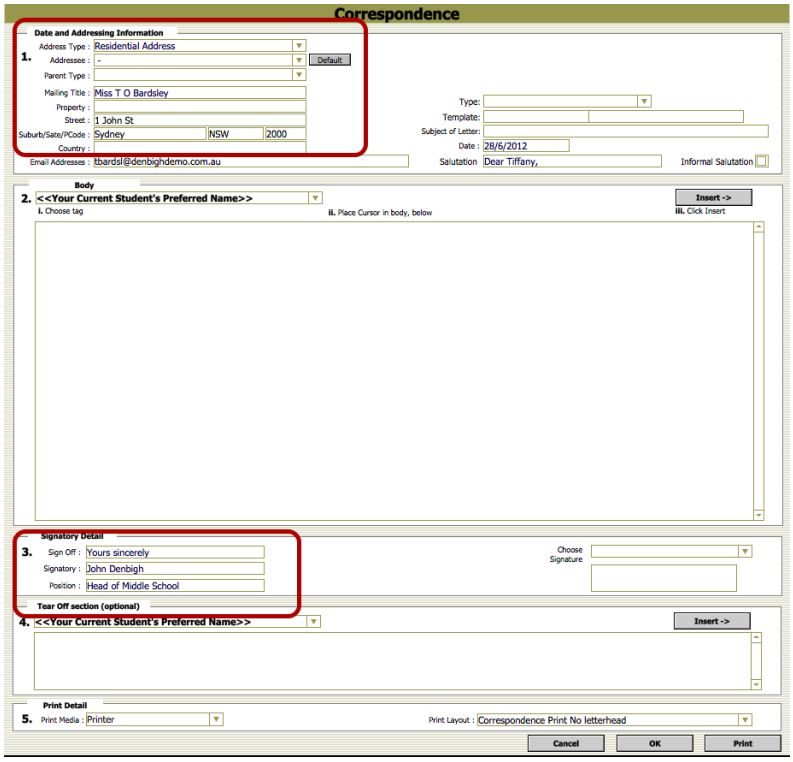
Click the Correspondence tab.

Creating a single letter or to a found set.



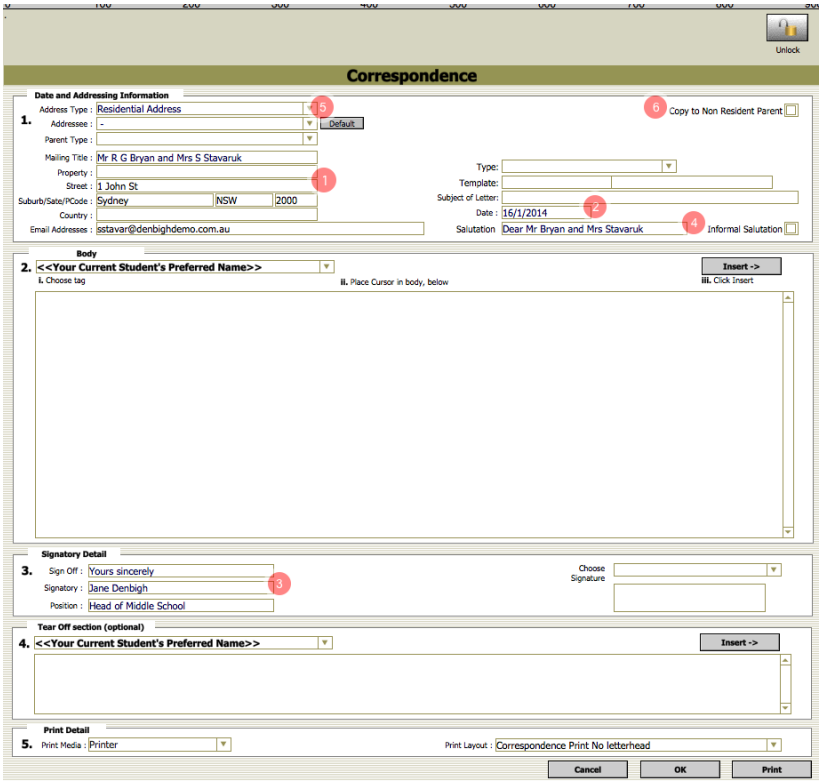
When creating a letter you can do a search for a particular group of students/staff/family or community members to send to or to an individual.

Creating a new Correspondence (Individual)



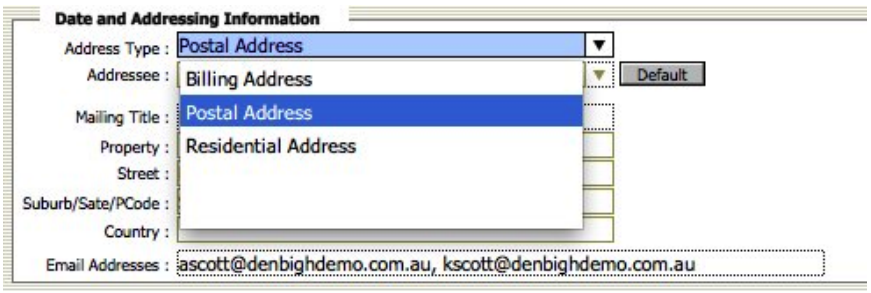
The letter will be blank up until a template is chosen; the address and date have been added automatically. It will automatically enter your details in the Signatory Details.

Creating a new correspondence (with family)



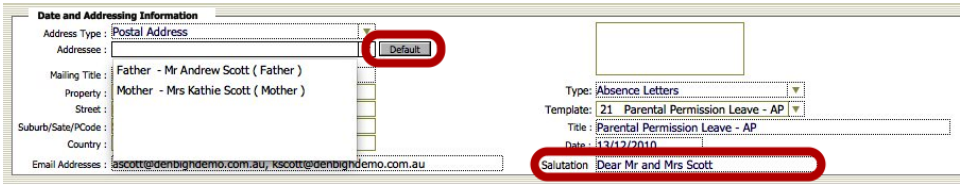
The layout is the same for wherever you press the create a new letter for an individual. The system will detect what relationships are valid to the different areas of the database. The letter will be blank up until a template is chosen; the address (1) and date (2) have been added automatically. It will 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



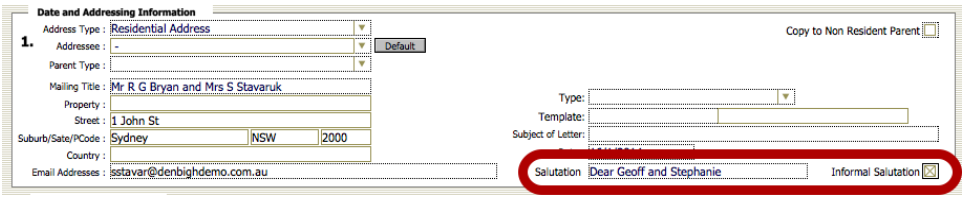
If there is more that one address choose from the drop down list.

Changing the Default Addressee



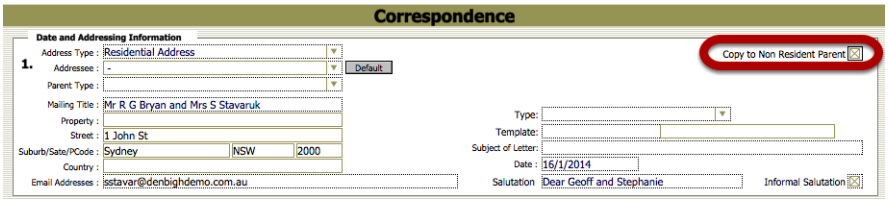
If you want to change the addressee for this time choose from the drop down list, otherwise it will use the default information.

Changing to an Informal Salutation



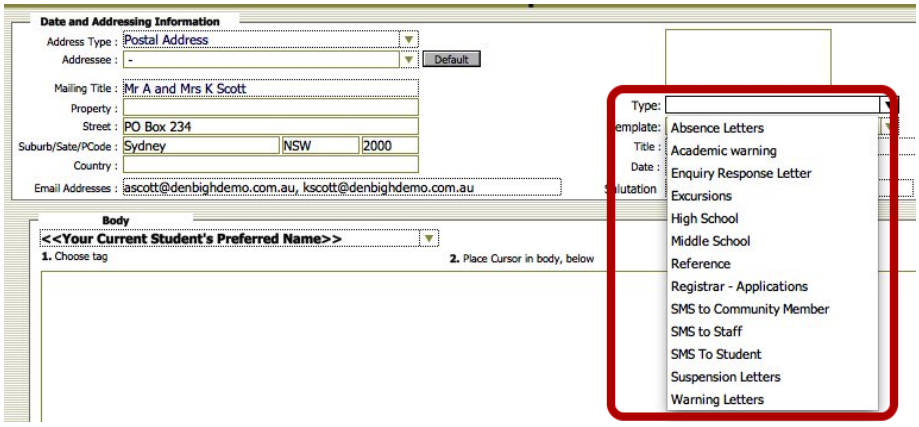
Check the Informal Salutation check box, and the salutation will change to the informal Salutation, using the parent's first names.

Copy to Non-Resident Parent



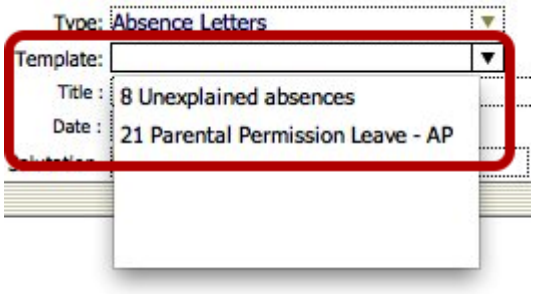
Check the "Copy to Non Resident Parent" button to create a copy of the correspondence to go to the Non Resident Parent.

Choosing the Type of Letter



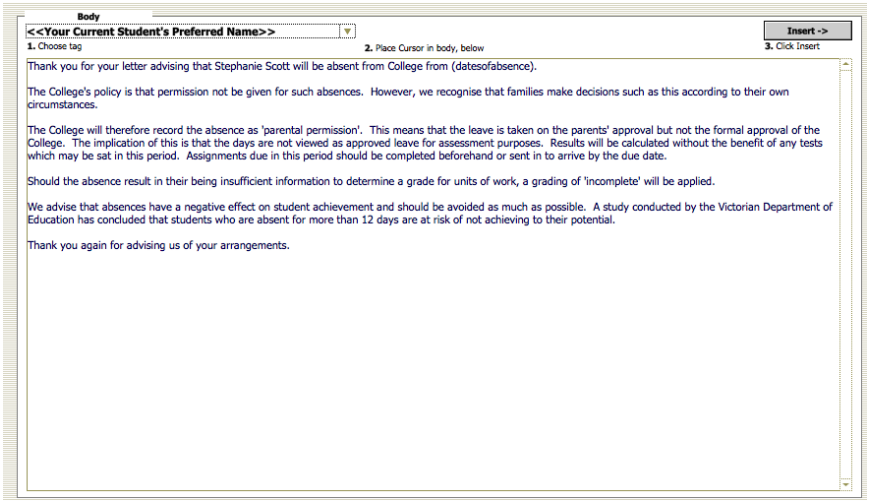
There are standard letters that have been created for different purposes. Choose the type of letter that you will be creating

Choosing the Template



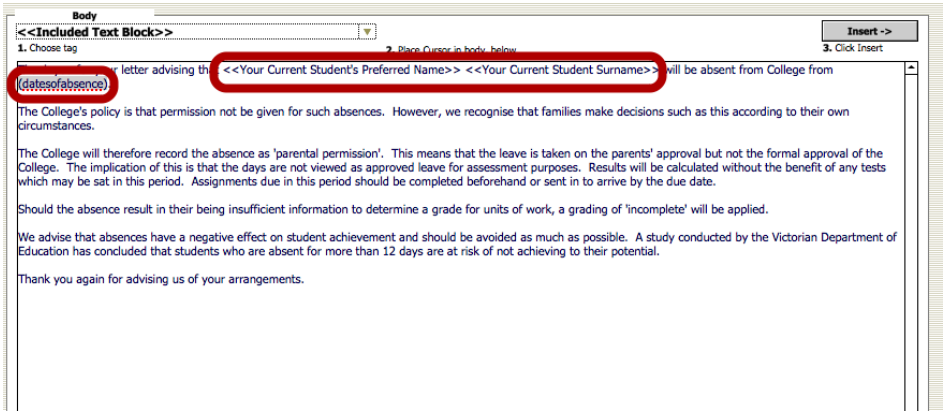
Choose the actual letter to be sent.

Editing the letter



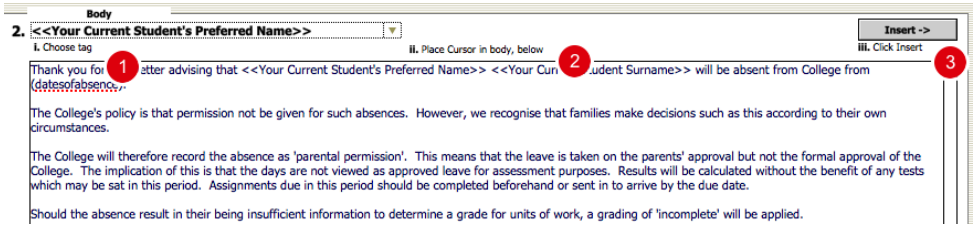
The next step is to add the fields that you would like to appear in the letter. The example above is a letter sent to parents from the Student File. Depending where you create the letter, will depend on the fields that are available. Absences letters are usually sent from the Student File.

Changing the data in the letter



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

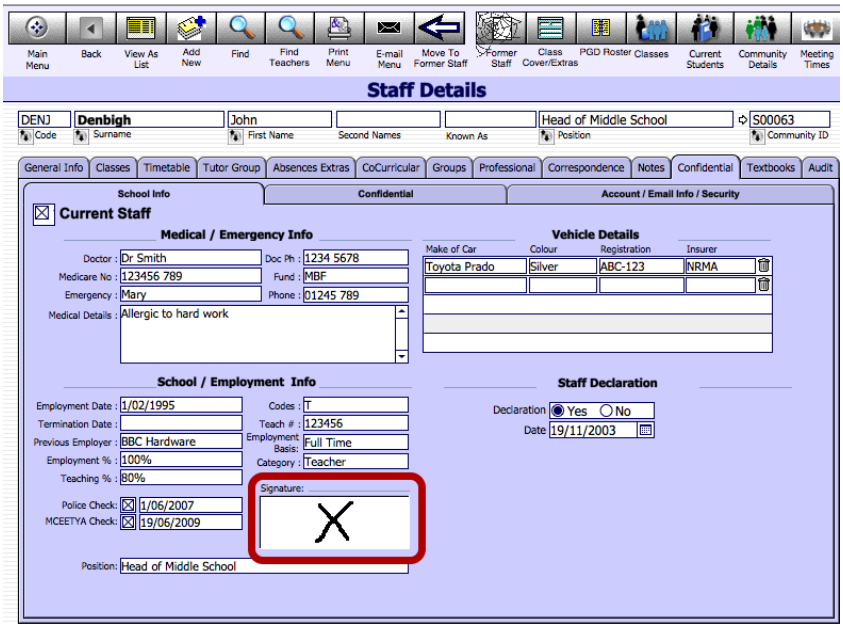


To insert a tag (field) in the letter
1. Choose the tag
2. Place your cursor in the document where it is to be placed.
3. Click "Insert" to place the field in the document.

Adding the Signature Details

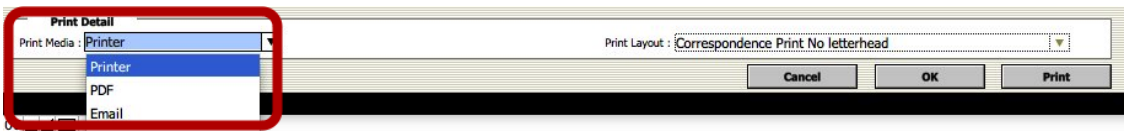
Your details will be in the Sign Off fields and you can store your signature in the Staff file to print on you letters.

Storing Signatures in the Staff File



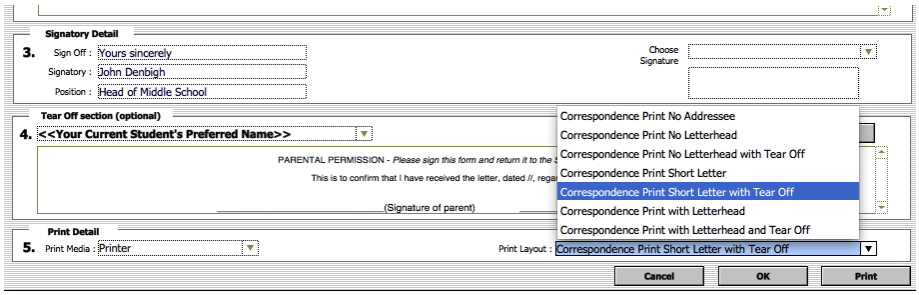
Enter staff signatures in this field.

Print, PDF or Email letter



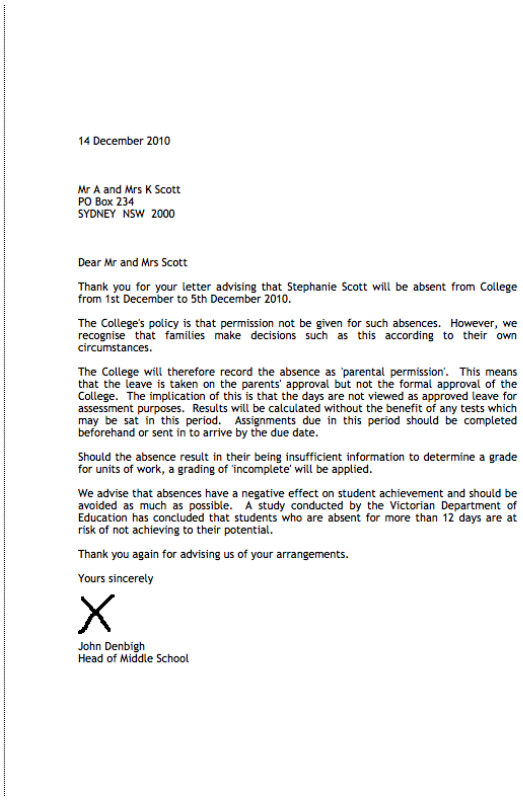
Choose to Print, create a PDF file or send an email.

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

X

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

X

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 downs 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

X

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

X

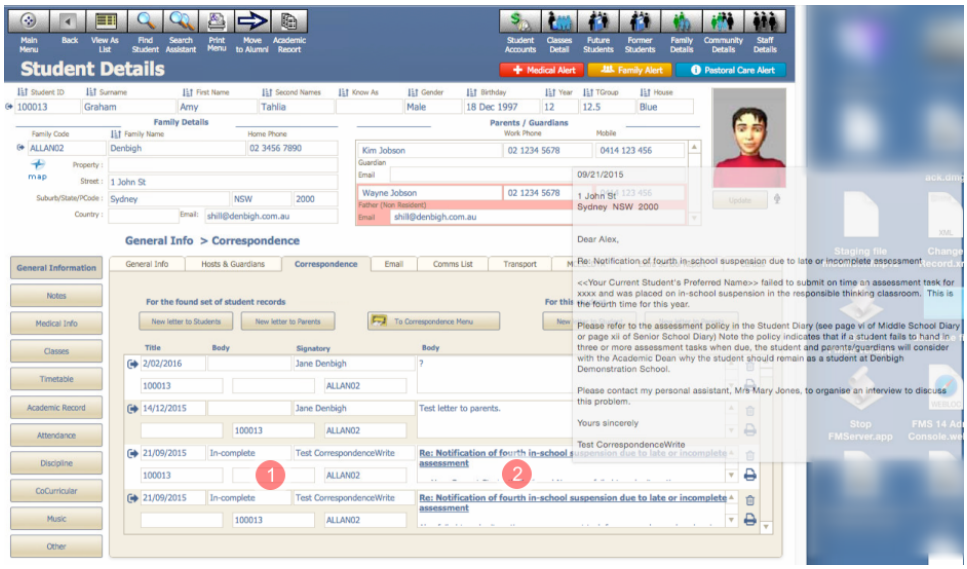
John Denbigh
Head of Middle School

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

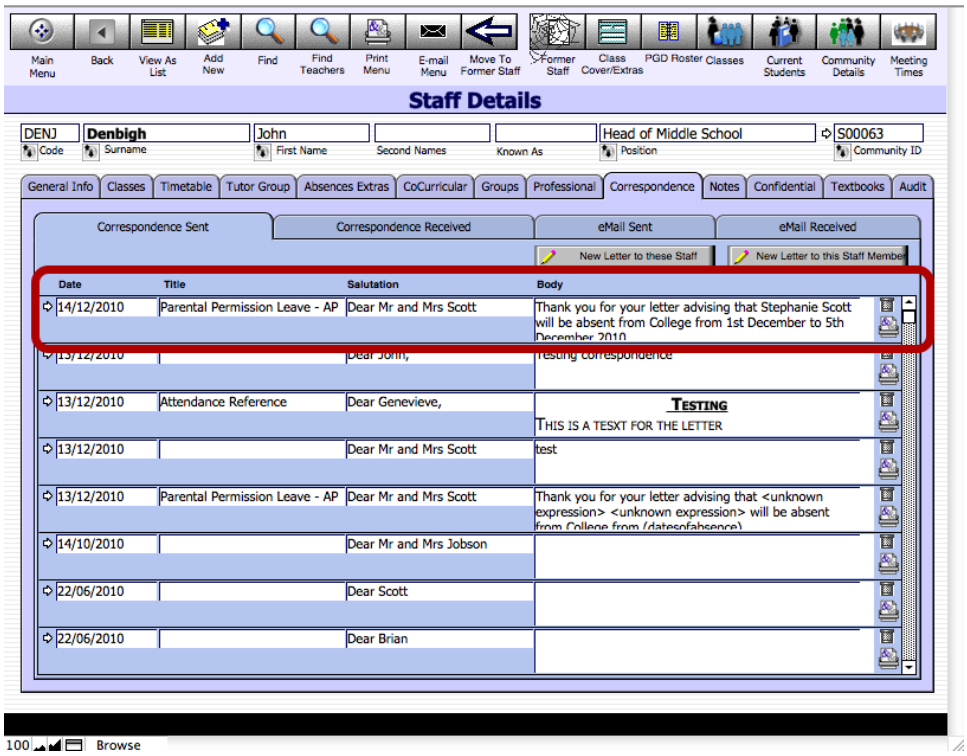
_____(Signature of parent) _____/_____/ 200 _____(date)

Record of the letter in the Student File



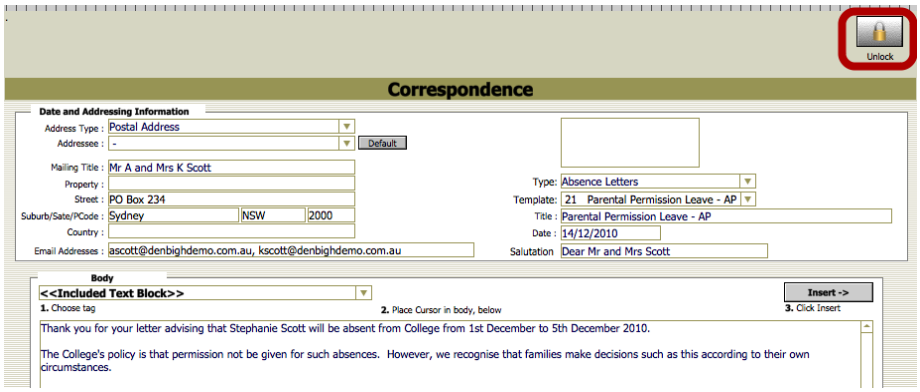
1. The letter shows in the students file.
2. Hovering over the Body field of the letter will display the letter.

Record of the letter in the Staff File



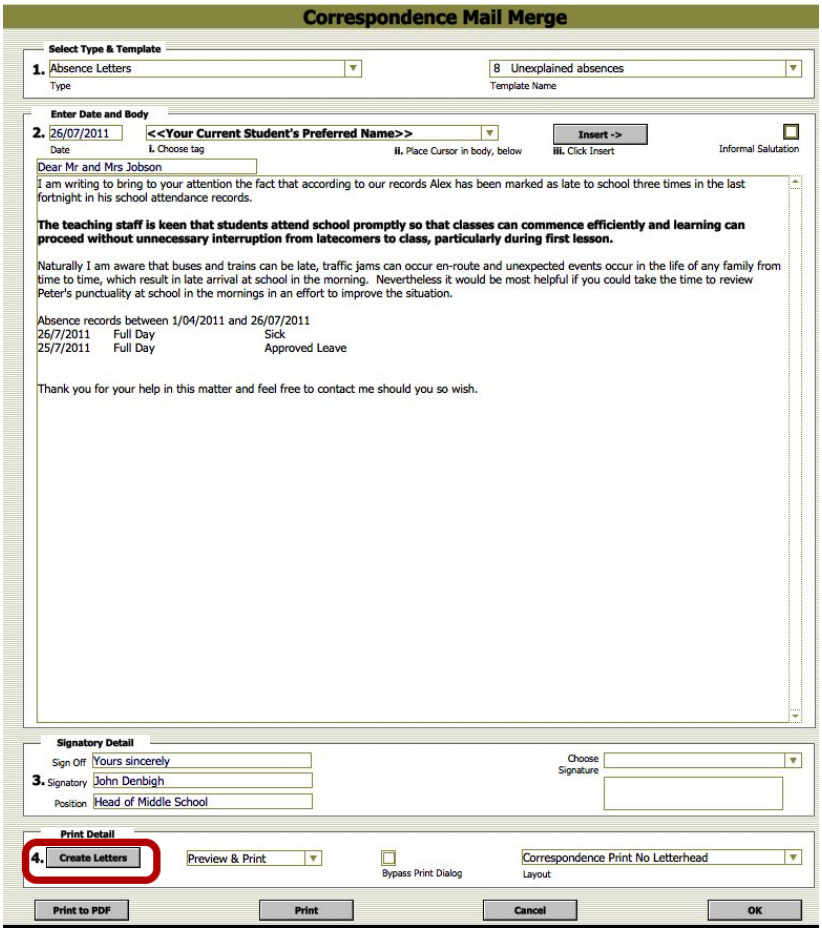
The letter also shows in the Staff File under your own correspondence.

Editing Letters - Unlocking



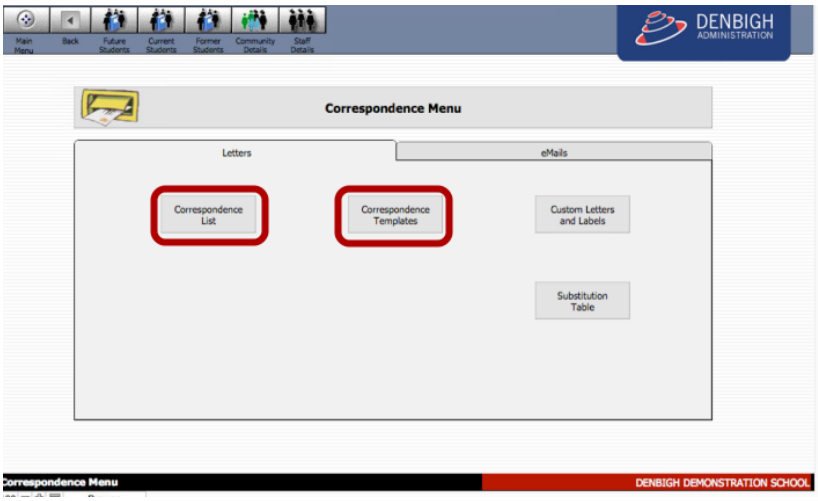
There is a "locked" button at the top of the screen. Click to unlock the letter for editing the record. There is no restriction on the locked letter, users can unlock records, and its purpose is to prevent accidental editing of letters. Click Ok when done.

Creating Correspondence for Found Set.



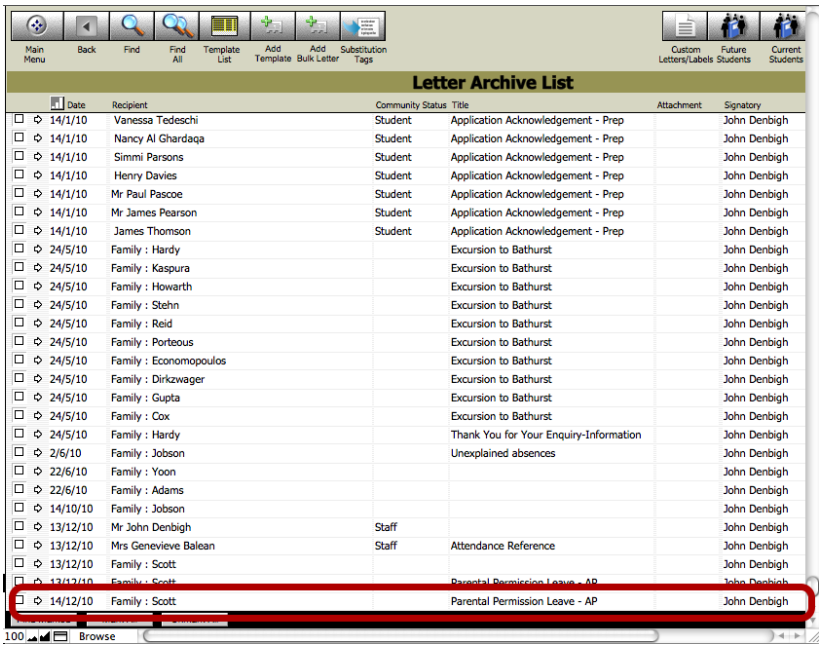
1. Choose the Letter type and Template
2. Edit the letter if necessary
3. Add the Signatory Details
4. Click Create Letters. This will create letters for the found set.

Correspondence Menu



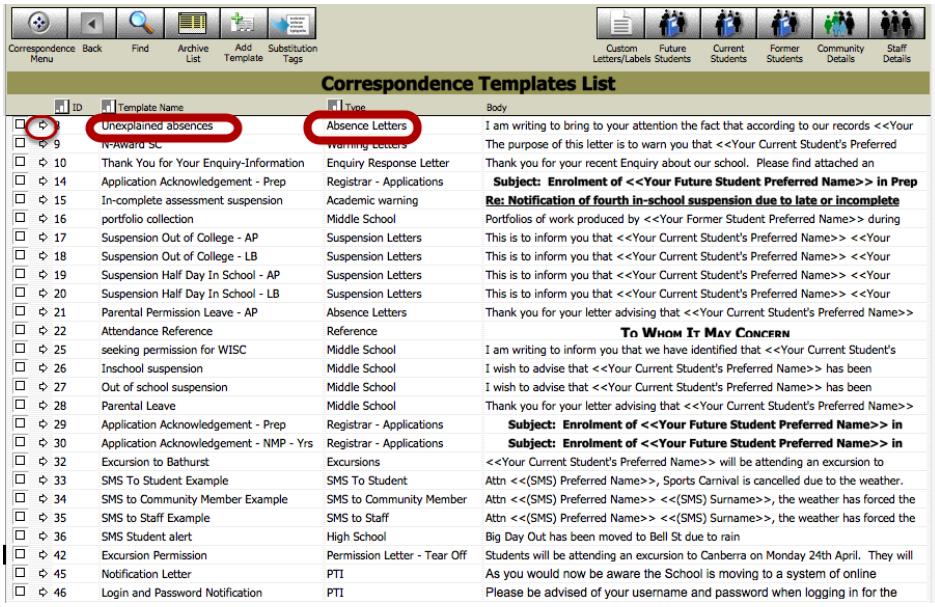
From the Main Menu Click the Development Office button and then the Correspondence button. This is where the data is stored and the Pro Forma letters are stored.

Correspondence List - Letter Archive List



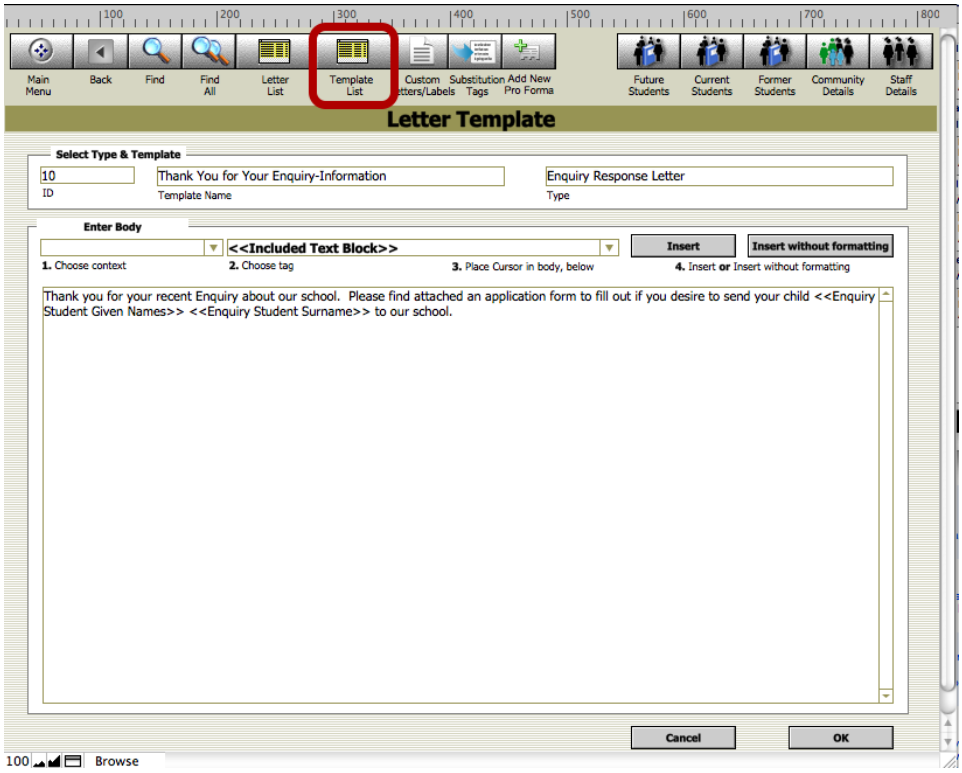
This is where the letter is stored.

Correspondence Templates - List View



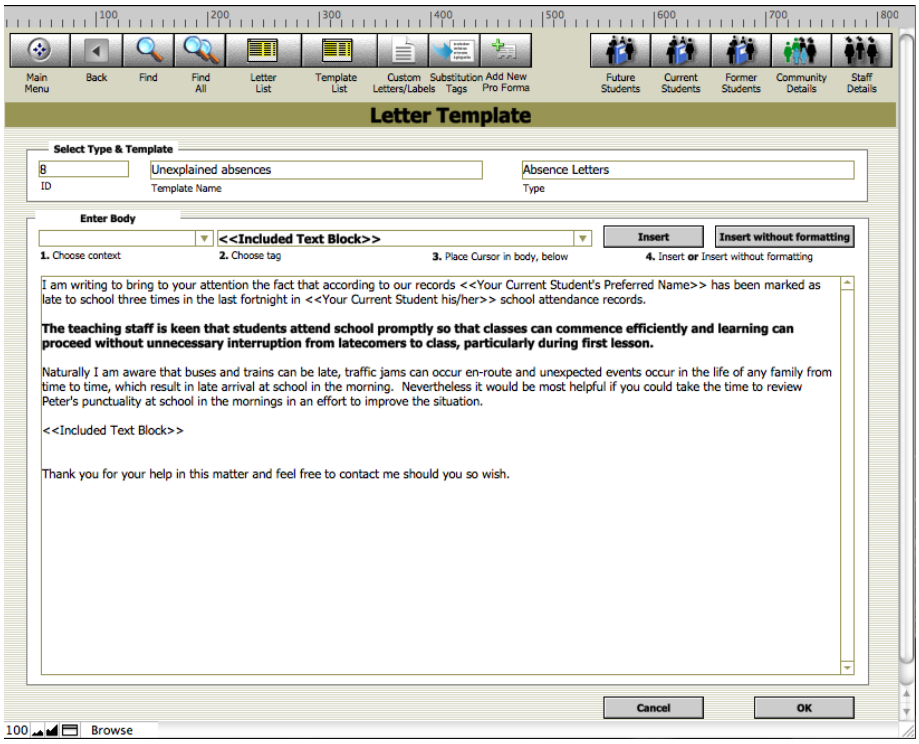
The list shows the Template Name and the Type field and then shows part of the body of the template. They are numbered automatically. Click the arrow to go into the Template/View as Form.

Correspondence Templates - Form View



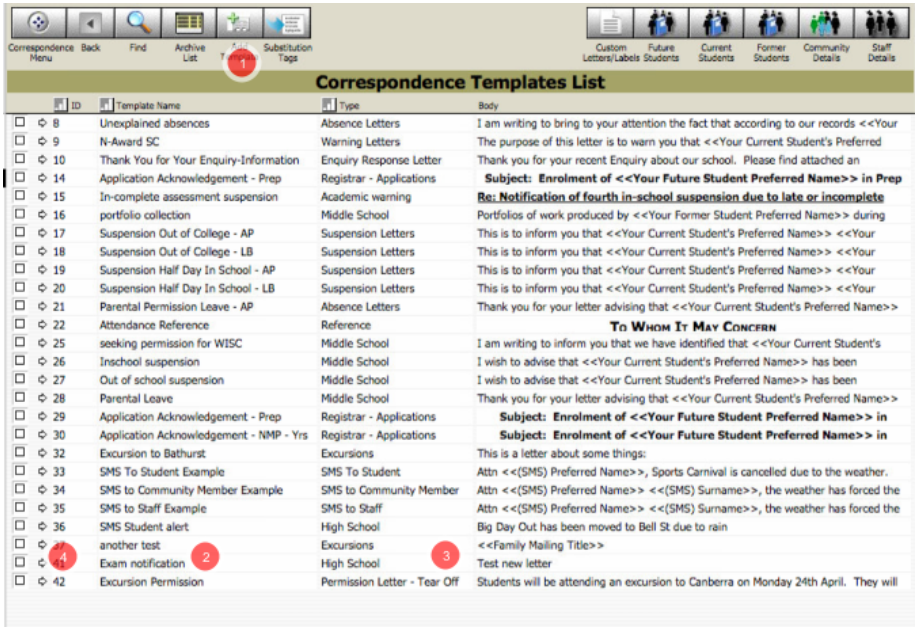
From here you can view, edit or create any of the templates. Click "Template List" to view all the templates.

Correspondence Templates



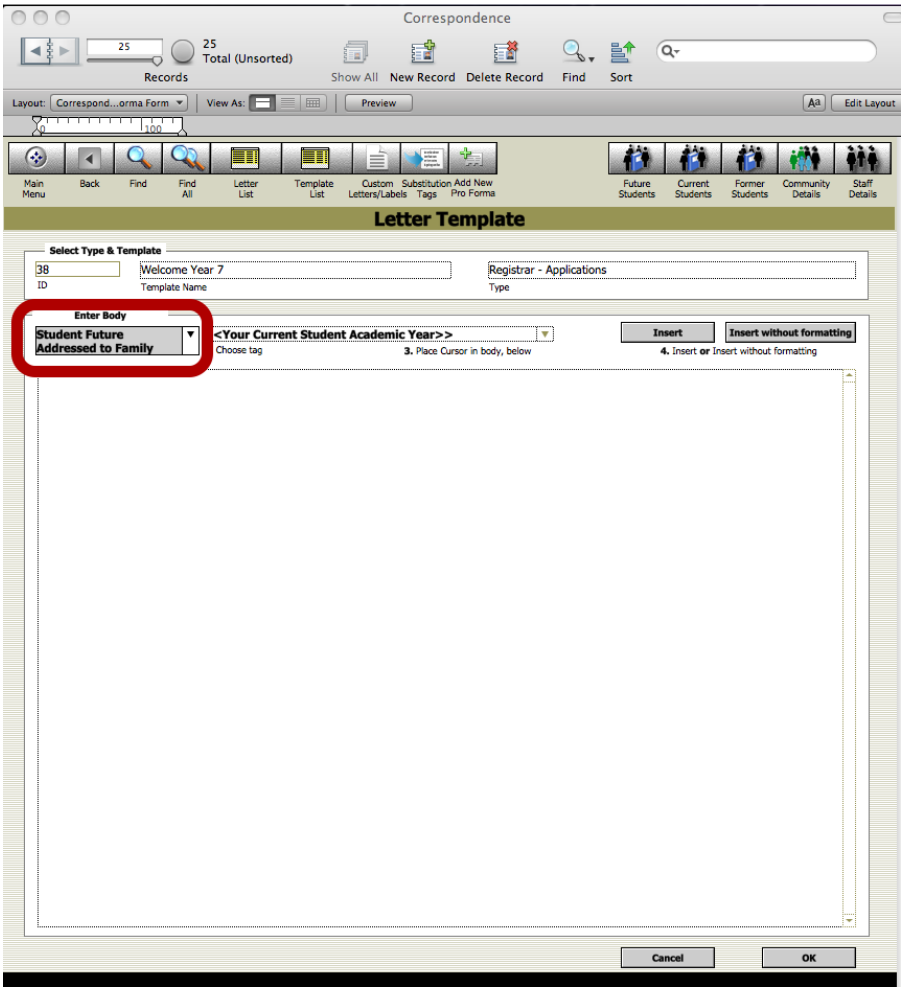
If you need to make a permanent change to the letter this is where it can be done.

Creating a Template



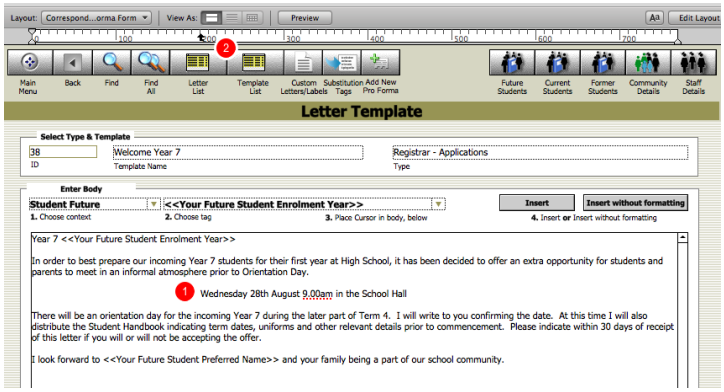
1. Click the Add Template button
2. Give the template a name
3. Choose the type of letter
4. Then click on the arrow (jump button) to type the letter.

Formatting Template



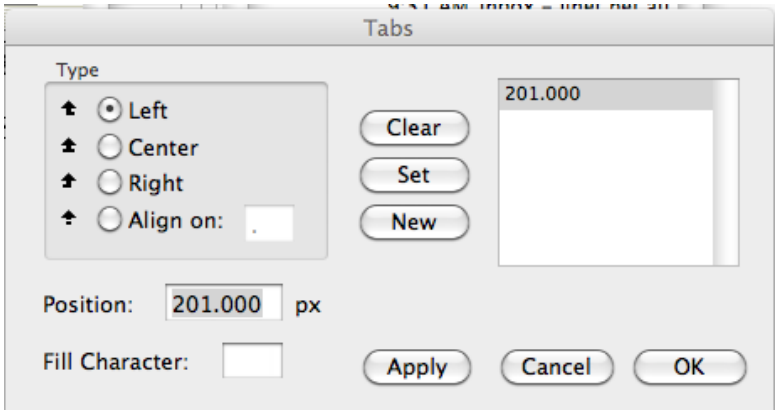
Choose the content of the letter or where the file where the letter will be created. This example shows a letter to future students families.

Using the Text Ruler to set tabs



1. Place you cursor on the line where the tab in 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

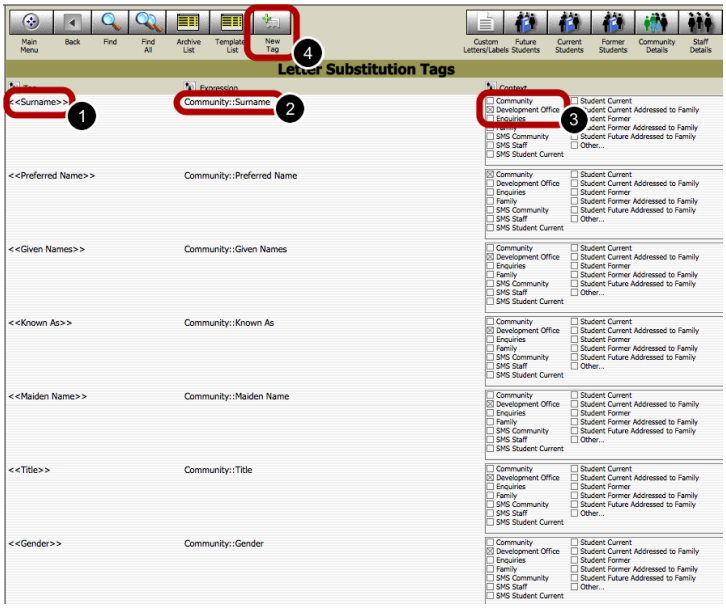


Double click on the tab in the ruler line to change the type of tab required or to change the position on the ruler. Choose from Left, Centre or right tabs and Align on for a numeral tab.

Using the Text Ruler to Indent Text

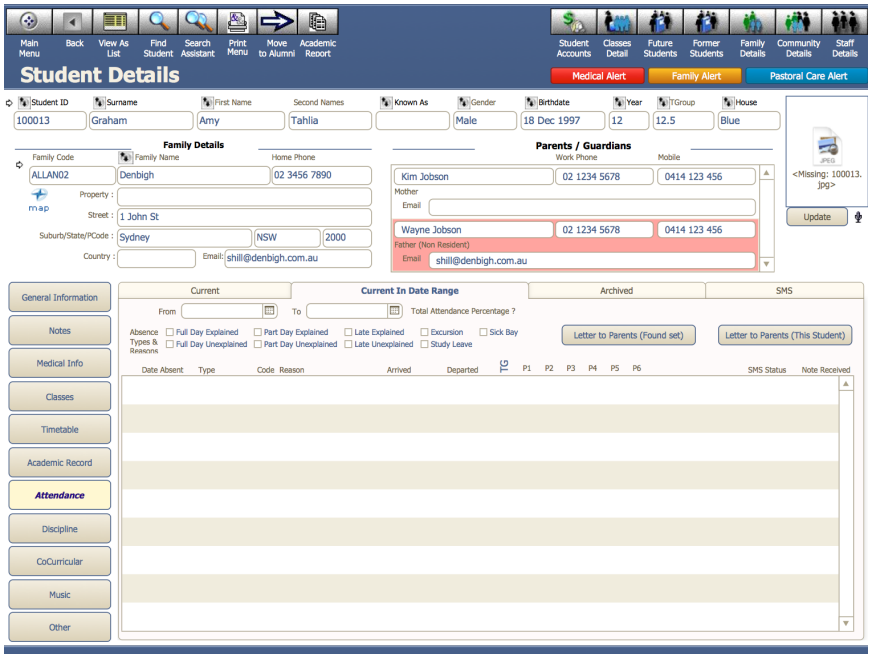
Hold down the Alt/Options (Control key on windows) key and click and drag the indent to the required position.

Letter Substitution Tags



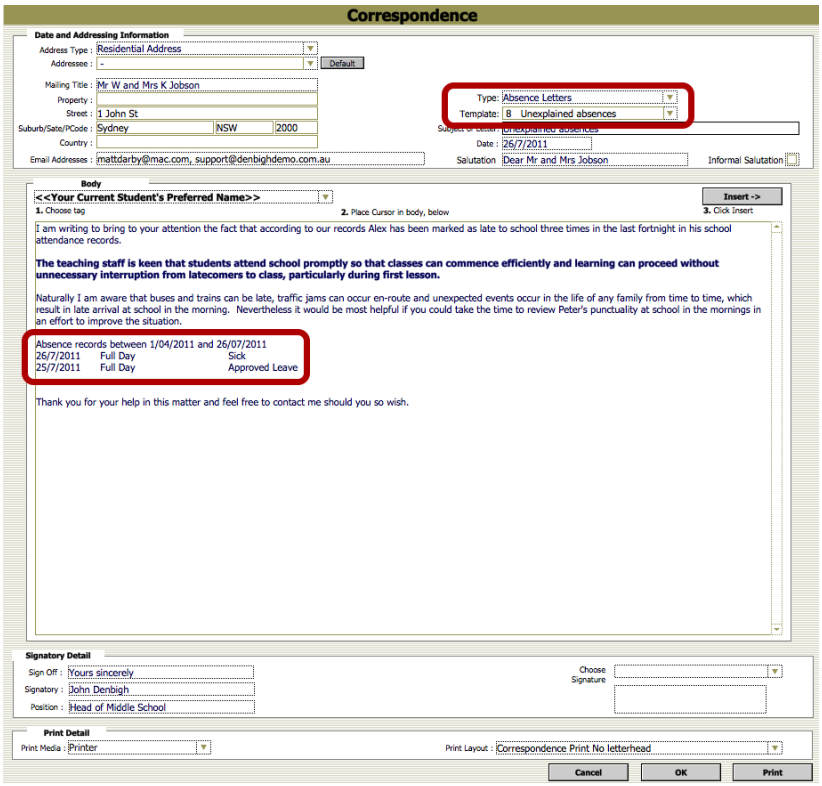
1. The tag (field) name.
2. The file name and actual field.
3. The File that the field will be used, when creating the letter.
4. To create a new tag.

Absence Letters - Correspondence



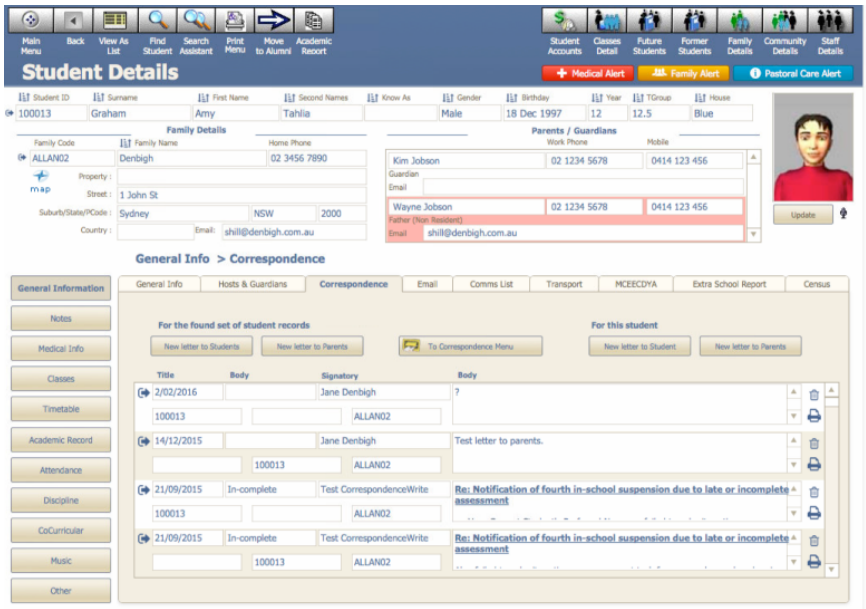
Enter the date range for the letters required. Click to create "Letter to Parents" (This Student).

Absence Letter to Parents



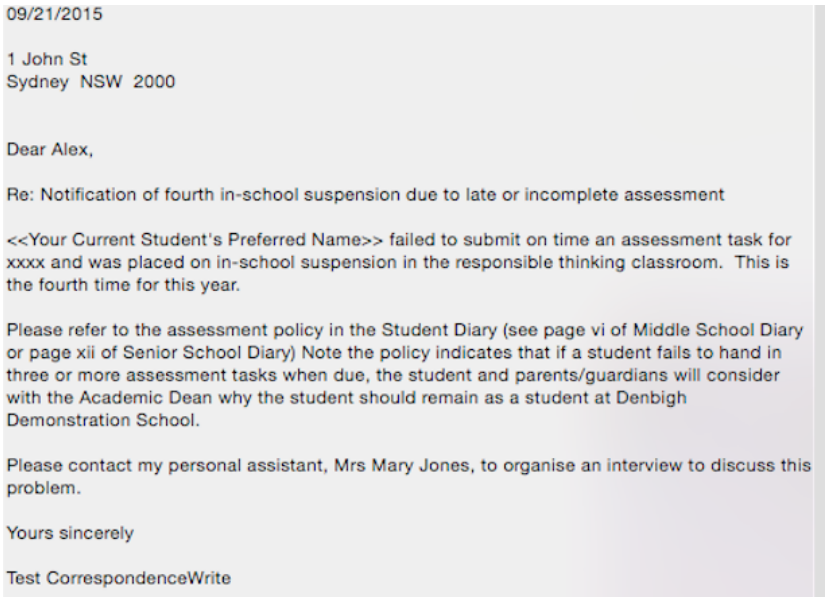
Choose the Type - Absence Letters, Template - 8 unexplained absences. This will enter the absence records for the student into the letter. This can also be done for a found set.

Absence Letter stored in the Correspondence tab



The letter will be stored with other correspondence

Hover over the Body field



09/21/2015

1 John St
Sydney NSW 2000

Dear Alex,

Re: Notification of fourth in-school suspension due to late or incomplete assessment

<<Your Current Student's Preferred Name>> failed to submit on time an assessment task for xxxx and was placed on in-school suspension in the responsible thinking classroom. This is the fourth time for this year.

Please refer to the assessment policy in the Student Diary (see page vi of Middle School Diary or page xii of Senior School Diary) Note the policy indicates that if a student fails to hand in three or more assessment tasks when due, the student and parents/guardians will consider with the Academic Dean why the student should remain as a student at Denbigh Demonstration School.

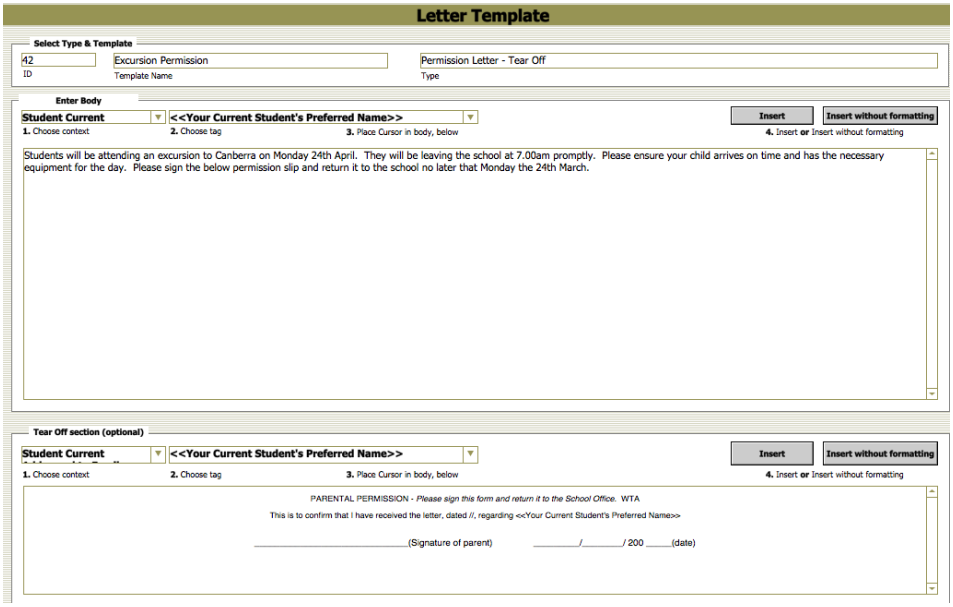
Please contact my personal assistant, Mrs Mary Jones, to organise an interview to discuss this problem.

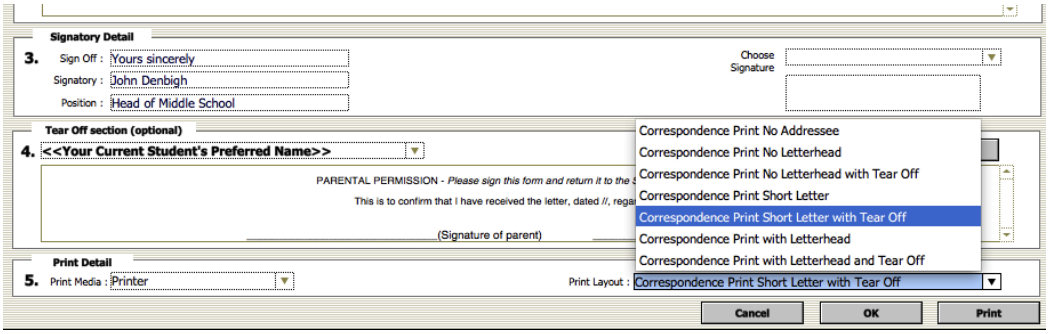
Yours sincerely

Test CorrespondenceWrite

This will display the letter stored

Letter with tear off section





Choose a print layout with a 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 that 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.*

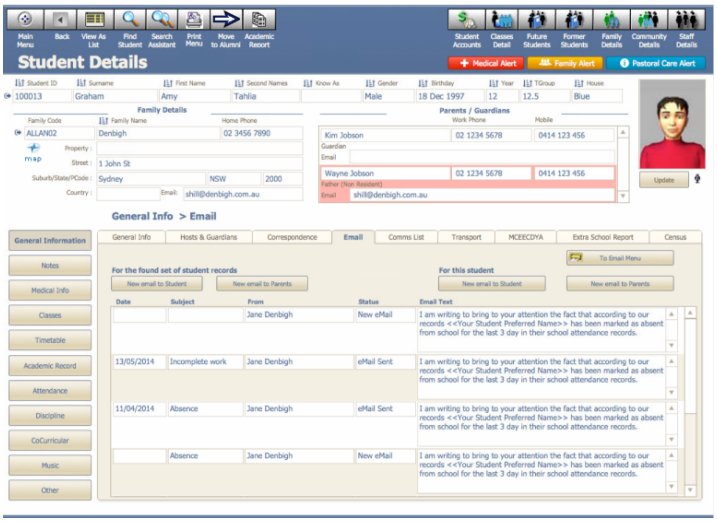
This is to confirm that I have received the letter regarding James excursion to Canberra

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

Emailing

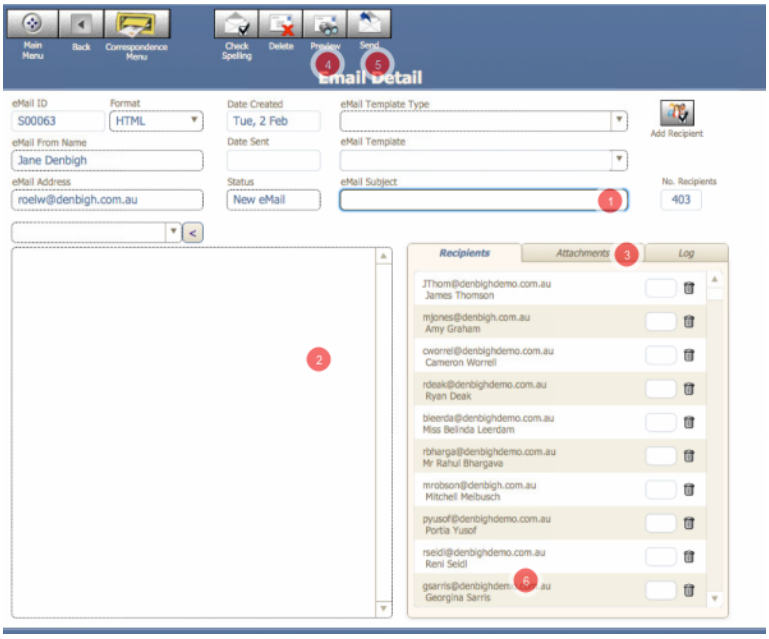
Denbigh Admin can use standard email programs such as Outlook Express or it may be configured to use a plug in that talks directly to your mail server.

Emailing from the Current Student File



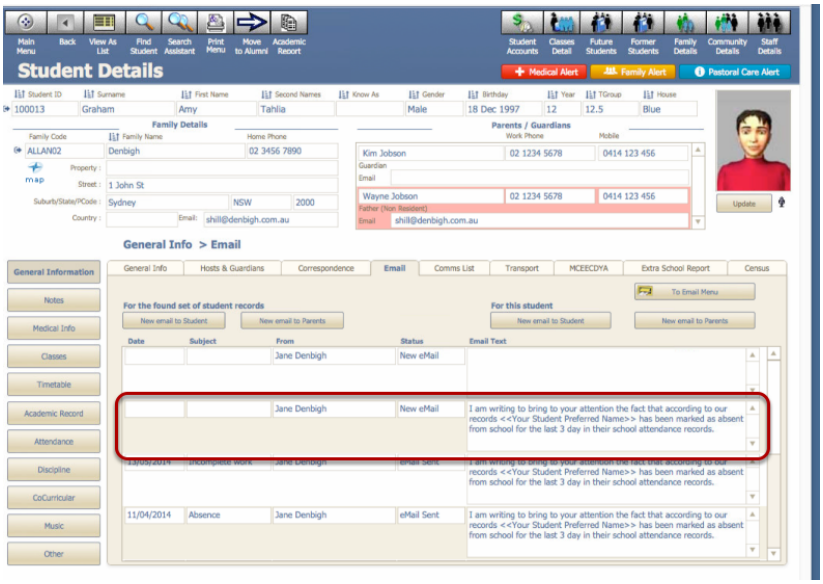
Create emails to Parents or Student for the Current Student of Found Set of Students or Parents.

E-mailing a Student or Found Set of Students



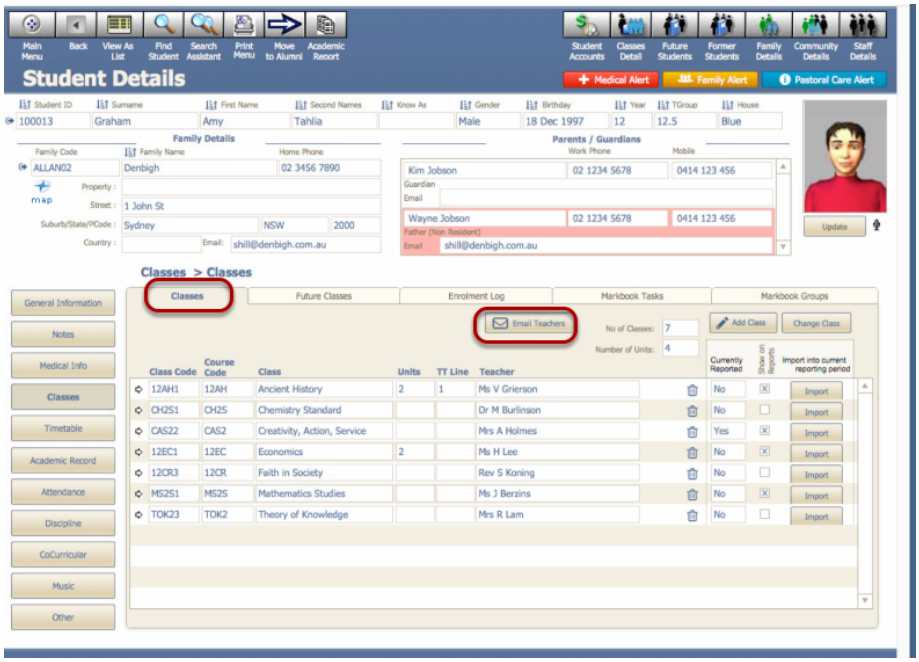
1. Enter a Subject
2. Enter the details of the email
3. Attach documents if necessary
4. Preview the email if necessary
5. Send Email
6. Attachment

Email Student/s

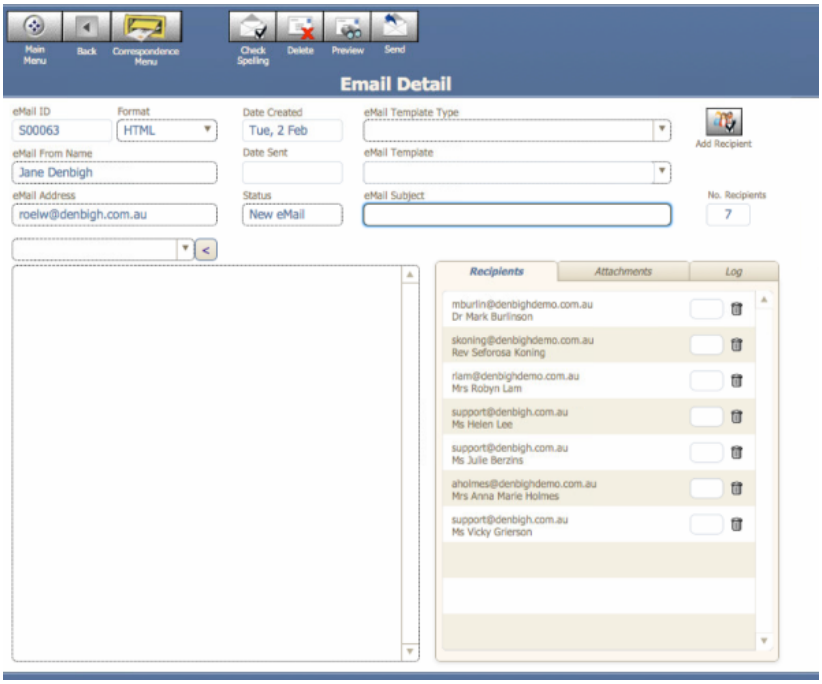


Record of email sent.

Emailing Staff regarding a student

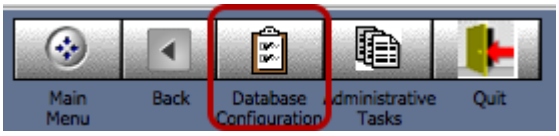


Click the email button under the Classes tab.



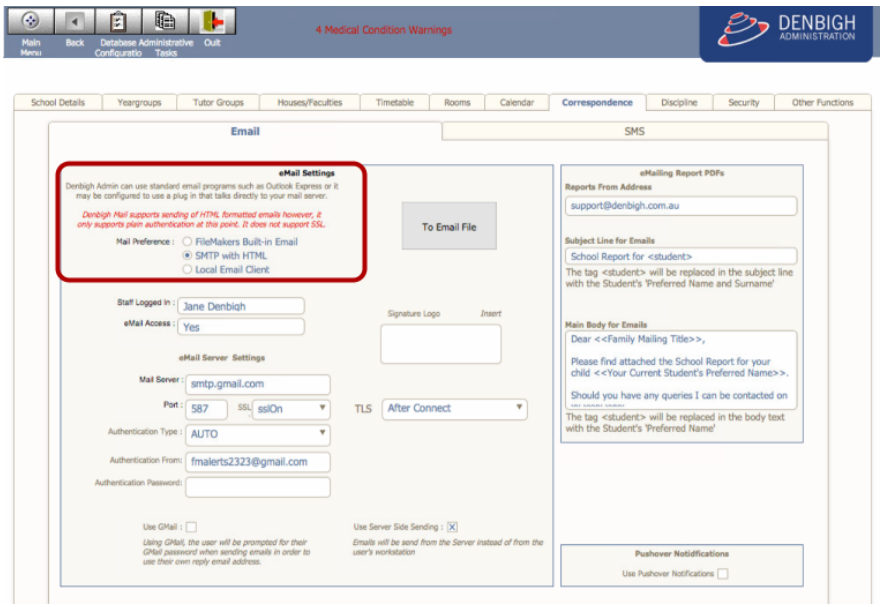
Creates an email to the teachers of the student.

Email Setup



Go to Database Configuration.

Choose the mail preference.

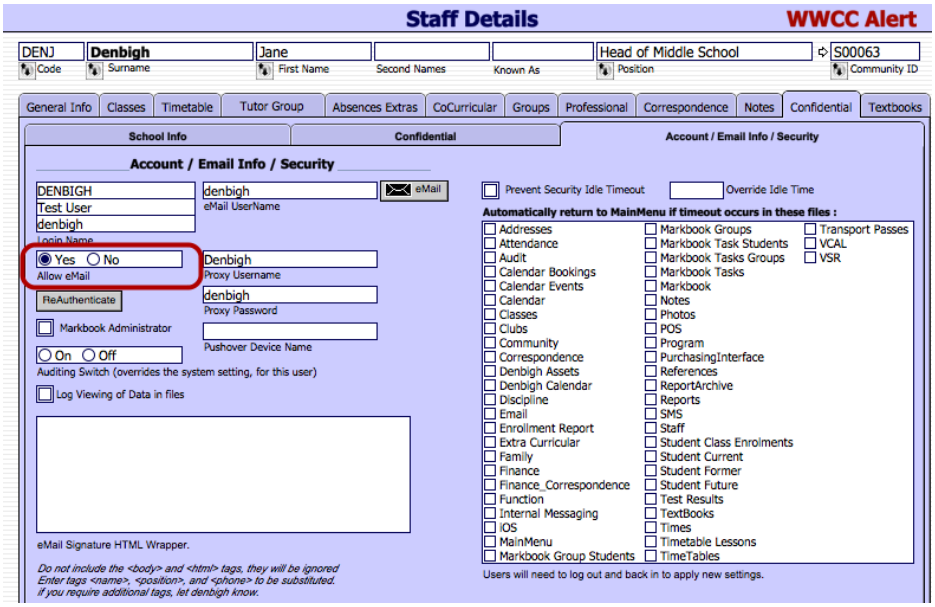


Choose the email Preference. The SMTPit with HTML supports formatted emails and will translate any formatting in the email content to HTML. No

HTML tags or programming is required. If Gmail support is required, please check the Use Gmail tick box. This will use the Staff's Email address as the login name for the Gmail account and will prompt the user for their password when sending emails.

Note there is no more Denbigh Plugin or Denbigh email setting

Staff Access to Email



For staff to have permission to send emails, ensure the Allow Email check box is yes. If staff signature is required, please enter it in the email signature wrapper field. This can be plain text, formatted text, or html coded text. Use the substitution tags to display the correct information in the email signature. If more tags are required, please contact Denbigh Support and let them know what tags you want to add.