



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Correspondence Module 2016

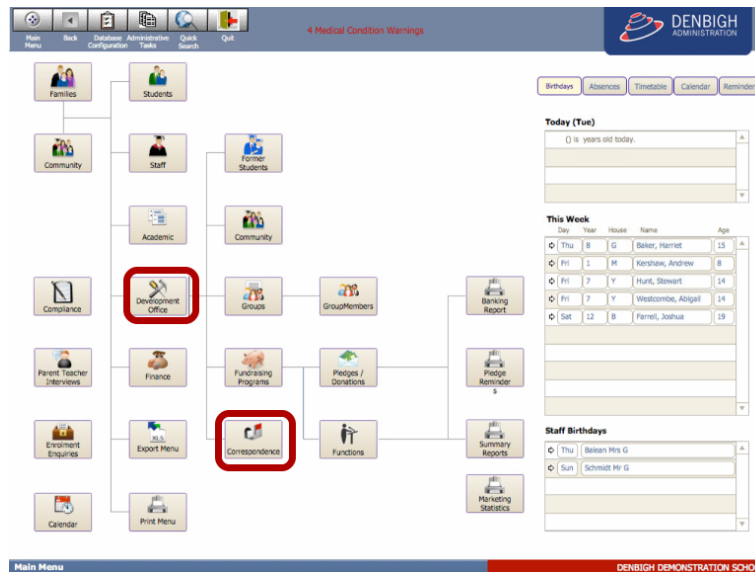
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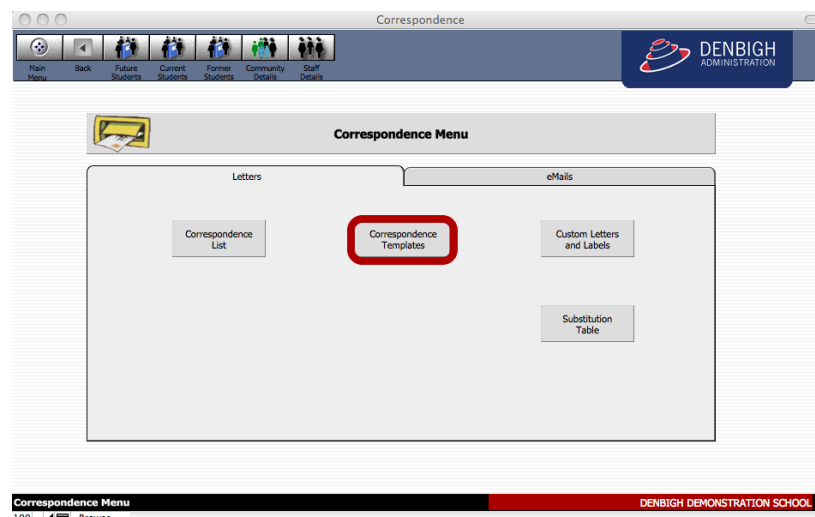
Creating standard letters to merge with Family, Community, Future/Enrolled/Former Students and Staff. It is intended to provide a place where all users can create correspondence to merge with any recipient or group of recipients and save the details with the Community/Staff/Student Record. **Please note**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

The screenshot shows the 'Student Details' page for student ID 100013. The 'Correspondence' tab is highlighted with a red circle. The page displays student information (Surname: Graham, First Name: Amy, Second Names: Tahlia, Gender: Male, Birthdate: 18 Dec 1997) and family details (Family Code: ALLAN02, Family Name: Denbigh, Home Phone: 02 3456 7890). A table of correspondence records is shown below, with the 'Correspondence' tab selected.

Title	Body	Signatory	Body
14/12/2015	100013	Jane Denbigh	Test letter to parents.
21/09/2015	In-complete	Test CorrespondenceWrite	Re: Notification of fourth in-school suspension due to late or incomplete assessment
21/09/2015	In-complete	Test CorrespondenceWrite	Re: Notification of fourth in-school suspension due to late or incomplete assessment
21/09/2015	In-complete	Test CorrespondenceWrite	?

Click on the Correspondence tab.

Creating a letter in the Community File

The screenshot shows the 'Community Members' page for Michael Phillips. The 'Correspondence' tab is highlighted with a red circle. The page displays personal details (Surname: Phillips, First Name: Michael, Date of Birth: 22/02/1955) and employment details (Phone Work: 0414 123 456, Fax Work: 0414 123 456). A table of correspondence records is shown below, with the 'Correspondence' tab selected.

Date	Title	Salutation	Body
13/06/2014	Unexplained	Dear Michael,	I am writing to bring to your attention the fact that according to our records William has been marked as late to school three times in the last fortnight in his school attendance records.
5/02/2013		Dear Michael,	fdldsfasfasdas
5/02/2013		Dear Michael,	fdldsfasfasdas
14/01/2013	Unexplained	Dear Michael,	I am writing to bring to your attention the fact that according to our records <<Your Current Student's Preferred Name>> has been marked as late to school three times in the last fortnight in <<Your Current

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

Creating a letter in the Future Students File

Future Student Details

101485 Kite Georgia Katherine Female 12/03/1999 11 2016 Accepted

Family Details

Bird01 Kite 02 3456 7890 Gregory Kite 02 1234 5678 0414 123 456

Parents / Guardians

Gregory Kite 02 1234 5678 0414 123 456
 Email gkite@denbighdemo.com.au Family eMail
 Allyson Kite 02 1234 5678 0414 123 456
 Mother Work Phone
 Email akite@denbighdemo.com.au Family eMail

Property: Street: 1 John St Suburb/State/PCode: Sydney NSW 2000

General Information Enrolment Application Future Classes Notes **Correspondence** Comms List Email Medical Information

To Correspondence Menu New Letter to Found Set of Parents New Letter to Parents

Date	Title	Salutation	Body
2/10/2015		Dear Mr and Mrs Kite	

Audit History

Click on the Correspondence tab.

Creating a letter in the Staff File

Staff Details **WWCC Alert**

DENJ Denbigh Jane Head of Middle School S00063

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

Correspondence Sent Correspondence Received eMail Sent eMail Received

New Letter to these Staff New Letter to this Staff Member

Date	Title	Salutation	Body
19/10/2015		Dear Mr and Mrs Williams	
24/08/2015		Dear	hello sir.
24/08/2015		Dear Mr Thomas	hello
24/08/2015	Thank You for Your Enquiry-	Dear Mr Thomas	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 mikael chacko Thomas to our
7/07/2015	In-complete assessment	Dear Erin,	Re: Notification of fourth in-school suspension due to late or incomplete assessment
20/04/2015	Unexplained absences	Dear Mrs Jobson	I am writing to bring to your attention the fact that according to our records Amy has been marked as late to school three times in the last fortnight in his school
17/12/2014	Thank You for Your Enquiry-	Dear Mrs Jones	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 Tania Anne Jones to our
13/06/2014	Unexplained absences	Dear Mrs and Mr Price	I am writing to bring to your attention the fact that according to our records William has been marked as late to school three times in the last fortnight in his

100 Browse

Click on the Correspondence tab.

Creating a letter in the Former Student File

Former Student Details

AHMEDA4 Chapman Aysha Miss Female 6/02/1984

Student ID Surname Maiden Name First Name Second Names Title Known As Gender Date of Birth

Contact Details

Mail title Mail Returned

Property / Add ID: ADID433

Street: 2 Bob Street

Suburb/State/PCode: Sydney NSW 2000

Country:

Mobile: Home Phone:

email:

Former Student Details

1999 Departure Year Register Number Eminent

12 Final Academic Yr Member Type Eminent

Mail Control Reason

General Info Notes Medical Attendance & Discipline Academic Tertiary CoCurricular Fundraising Groups **Correspondence** Email Comms List

To Correspondence Menu

Found Set of Students

New Letter to Family

New Letter to Former Student

This Student

New Letter to Family

New Letter to Former Student

Date	Title	Signatory	Body

Click on the Correspondence tab.

Creating a letter in the Family File

Family Detail

ZHU01 Flood

Family Code Family Name Use as addressee

Mailing Title: Mr Y Flood and Mrs Y X Johnson

Salutation: Mr Flood and Mrs Johnson

Residential Address

Property: ID: AZHU01

Street: 1 John St

Suburb/State/PC: Sydney NSW 2000

Country:

Telephone: 02 3456 7890 Fax:

Count of Children: Future 0 Current 0 Former 1 Hosted 0

Parent Details

Father Mr Yi Flood

Relationship Title Given Names Surname CPC FMR St

Production 02 1234 5678 0414 123 456

Occupation Work Phone Mobile Email Family Type

Mother Mrs Ying X Johnson

Relationship Title Given Names Surname CPC FMR St

Housewife 0414 123 456

Occupation Work Phone Mobile Email Family Type

General Info Future Students Current Students Former Students Hosted Students Addresses Fundraising Groups Notes **Correspondence** Email

Date Title Salutation Body

New Letter to these families

New Letter to this family

Date	Title	Salutation	Body

Mark Family Audit History

Click the Correspondence tab.

Creating a single letter or to a found set.

The screenshot shows the 'Student Details' page for a student with ID 100013. The 'Correspondence' tab is active, showing a table of correspondence records. Two red circles highlight the options 'For the found set of student records' and 'For this student'.

Title	Body	Signatory	Body
14/12/2015	100013	Jane Denbigh	Test letter to parents.
21/09/2015	In-complete	Test CorrespondenceWrite	Re: Notification of fourth in-school suspension due to late or incomplete assessment
21/09/2015	In-complete	Test CorrespondenceWrite	Re: Notification of fourth in-school suspension due to late or incomplete assessment
21/09/2015		Test CorrespondenceWrite	?

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 screenshot shows the 'Correspondence' form with several sections highlighted by red boxes:

- Date and Addressing Information:** Includes fields for Address Type (Residential Address), Address, Parent Type, Mailing Title (Miss T O Bardsley), Property, Street (1 John St), Suburb/State/Code (Sydney NSW 2000), Country, and Email Addresses (tbardsl@denbighdemo.com.au).
- Body:** A large text area for the letter content, with instructions to choose a tag and place the cursor in the body.
- Signatory Detail:** Includes fields for Sign Off (Yours sincerely), Signatory (John Denbigh), and Position (Head of Middle School).
- Tear Off section (optional):** A field for a tear-off section with an 'Insert' button.
- Print Detail:** Includes fields for Print Media (Printer) and 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)

Correspondence

Date and Addressing Information

Address Type: Residential Address 5 6 Copy to Non Resident Parent

1. Addressee: Default

Parent Type:

Mailing Title: Mr R G Bryan and Mrs S Stavaruk

Property:

Street: 1 John St 1

Suburb/State/PCode: Sydney NSW 2000

Country:

Email Address: sstavar@denbighdemo.com.au

Type:

Template:

Subject of Letter:

Date: 16/1/2014 2

Salutation: Dear Mr Bryan and Mrs Stavaruk 4 Informal Salutation

Body

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

I. Choose tag

II. Place Cursor in body, below

III. Click Insert

Signatory Detail

3. Sign Off: Yours sincerely

Signatory: Jane Denbigh 3

Position: Head of Middle School

Choose Signature:

Tear Off section (optional)

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

Print Detail

5. Print Media: Printer

Print Layout: Correspondence Print No letterhead

Cancel OK Print

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

Date and Addressing Information

Address Type: Postal Address

Addressee: Billing Address Default

Mailing Title: Postal Address

Property: Residential Address

Street:

Suburb/State/PCode:

Country:

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

Date and Addressing Information

Address Type: Postal Address

Addressee: [Default]

Mailing Title: Father - Mr Andrew Scott (Father)

Property: Mother - Mrs Kathie Scott (Mother)

Street:

Suburb/State/PCode:

Country:

Email Addresses: kscott@denbighdemo.com.au, kscott@denbighdemo.com.au

Type: Absence Letters

Template: 21 Parental Permission Leave - AP

Title: Parental Permission Leave - AP

Date: 13/12/2010

Salutation: Dear Mr and Mrs Scott

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

Date and Addressing Information

Address Type: Residential Address

1. Addressee: [Default]

Parent Type:

Mailing Title: Mr R G Bryan and Mrs S Stavaruk

Property:

Street: 1 John St

Suburb/State/PCode: Sydney NSW 2000

Country:

Email Addresses: sstavar@denbighdemo.com.au

Type:

Template:

Subject of Letter:

Salutation: Dear Geoff and Stephanie

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

Correspondence

Date and Addressing Information

Address Type: Residential Address

1. Addressee: [Default]

Parent Type:

Mailing Title: Mr R G Bryan and Mrs S Stavaruk

Property:

Street: 1 John St

Suburb/State/PCode: Sydney NSW 2000

Country:

Email Addresses: sstavar@denbighdemo.com.au

Type:

Template:

Subject of Letter:

Date: 16/1/2014

Salutation: Dear Geoff and Stephanie

Informal Salutation

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

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

Type: [Open]

Template:

Title:

Date:

Salutation:

Body

<<Your Current Student's Preferred Name>>

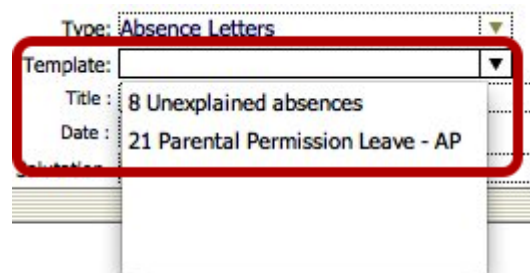
1. Choose tag

2. Place Cursor in body, below

- 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

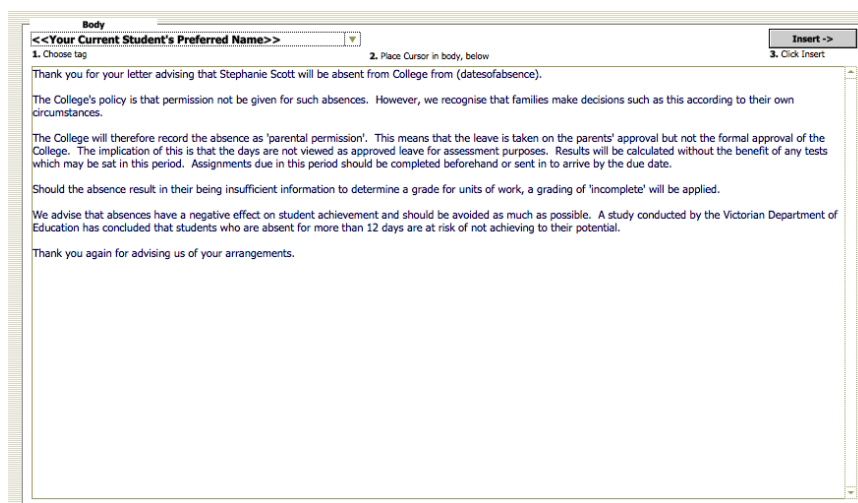
There are standard letters that have been created for different purposes. Choose the type of letter that you will be creating

Choosing the Template



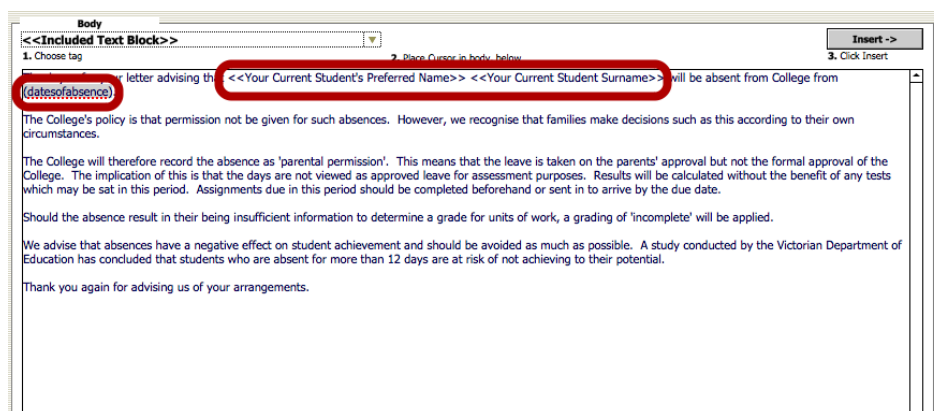
Choose the actual letter to be sent.

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

Body

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

i. Choose tag

ii. Place Cursor in body, below

iii. Click Insert

Thank you for <<Your Current Student's Preferred Name>> <<Your Current Student Surname>> will be absent from College from (dates of absence).

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 set 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: DENU

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

Staff Details

DENU 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 Co-Curricular 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: Toyota Prado Colour: Silver Registration: ABC-123 Insurer: 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

Position: Head of Middle School

Staff Declaration

Declaration: Yes No
 Date: 19/11/2003

Signature: X

Enter staff signatures in this field.

Print, PDF or Email letter

Print Detail

Print Media: Printer

Print Layout: Correspondence Print No letterhead

Cancel OK Print

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

Printing Options

The screenshot shows a software window with the following sections:

- Signatory Detail:** Sign Off: Yours sincerely, Signatory: John Denbigh, Position: Head of Middle School. There is a 'Choose Signature' dropdown menu.
- Tear Off section (optional):** A dropdown menu is set to '<<Your Current Student's Preferred Name>>'. Below it is a signature line with the text 'PARENTAL PERMISSION - Please sign this form and return it to the...' and '(Signature of parent)'.
- Print Detail:** Print Media: Printer, Print Layout: Correspondence Print Short Letter with Tear Off.

The dropdown menu for Print Layout is open, showing the following options:

- Correspondence Print No Addressee
- Correspondence Print No Letterhead
- Correspondence Print No Letterhead with Tear Off
- Correspondence Print Short Letter
- Correspondence Print Short Letter with Tear Off (highlighted)
- Correspondence Print with Letterhead
- Correspondence Print with Letterhead and Tear Off
- Correspondence Print Short Letter with Tear Off

Buttons for Cancel, OK, and Print are at the bottom right.

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 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

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 displays the 'Student Details' page for a student named Alex Graham. The 'Correspondence' tab is active, showing a list of letters. Two red circles are placed over the date '21/09/2015' and the body text of a letter. The body text of the letter is visible in a preview window on the right, starting with 'Dear Alex, Re: Notification of fourth in-school suspension due to late or incomplete assessment...'. The letter is signed by Wayne Jobson.

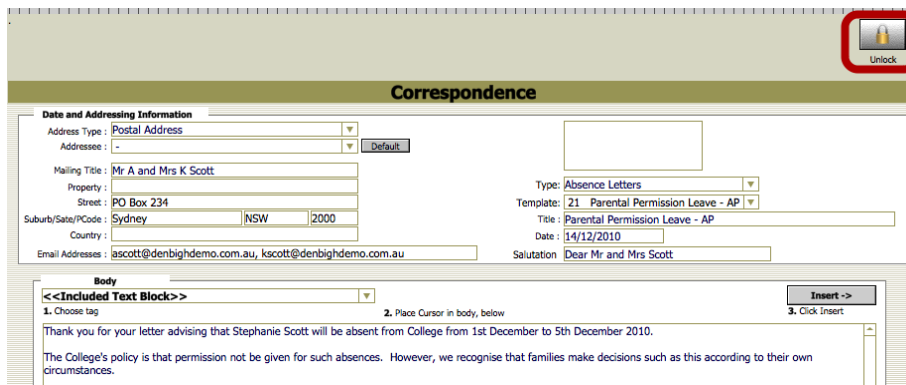
1. The letter shows in the students file.
2. Hovering over the Body field of the letter will display the letter.

Record of the letter in the Staff File

The screenshot displays the 'Staff Details' page for a staff member named John Denbigh. The 'Correspondence' tab is active, showing a list of letters. A red box highlights a letter from 14/12/2010 with the title 'Parental Permission Leave - AP' and the body text 'Thank you for your letter advising that Stephanie Scott will be absent from College from 1st December to 5th December 2010.'. The letter is addressed to 'Dear Mr and Mrs Scott'.

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

Editing Letters - Unlocking



The screenshot shows a web form titled "Correspondence". At the top right, there is a small icon of a padlock with the word "Unlock" below it, highlighted by a red circle. The form is divided into several sections:

- Date and Addressing Information:** Includes fields for Address Type (Postal Address), Addressee, Mailing Title (Mr A and Mrs K Scott), Property, Street (PO Box 234), Suburb/State/PCode (Sydney NSW 2000), Country, Email Addresses, Type (Absence Letters), Template (21 Parental Permission Leave - AP), Title (Parental Permission Leave - AP), Date (14/12/2010), and Salutation (Dear Mr and Mrs Scott).
- Body:** Contains a text area with the following content:

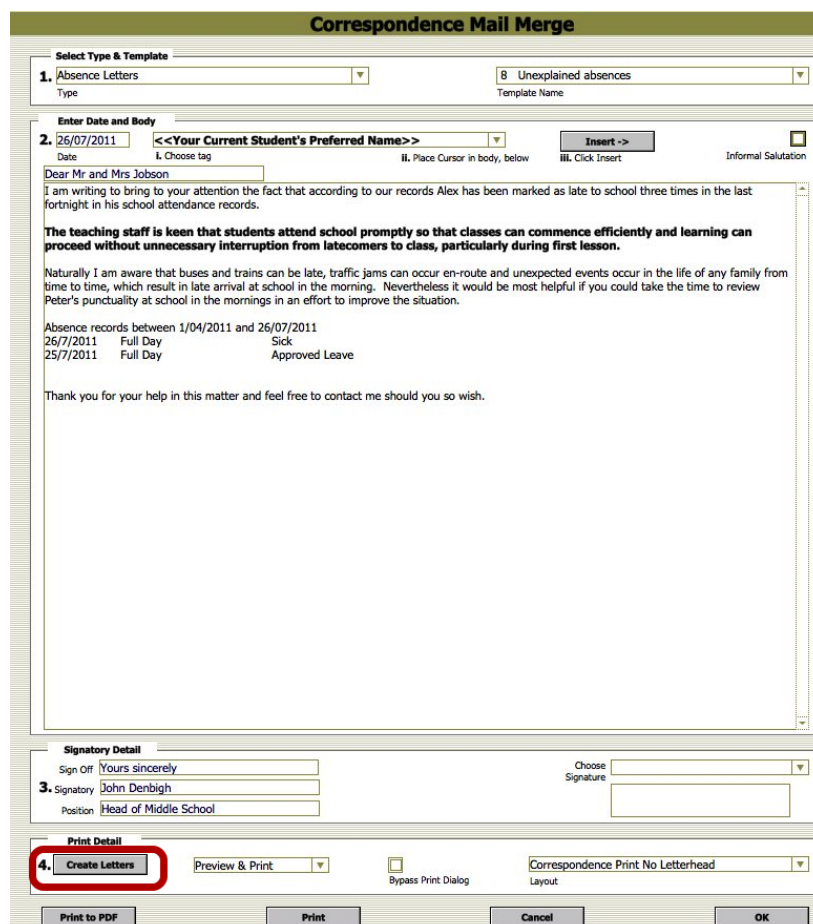
1. Choose tag <<Included Text Block>> 2. Place Cursor in body, below 3. Click Insert

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, and its purpose is to prevent accidental editing of letters. Click Ok when done.

Creating Correspondence for Found Set.



The screenshot shows a web form titled "Correspondence Mail Merge". It is divided into several sections:

- Select Type & Template:** Includes fields for Type (Absence Letters) and Template Name (8 Unexplained absences).
- Enter Date and Body:** Includes fields for Date (26/07/2011) and a dropdown for name (<<Your Current Student's Preferred Name>>). It also has an "Insert ->" button and an "Informal Salutation" checkbox.
- Body:** Contains a text area with the following content:

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.

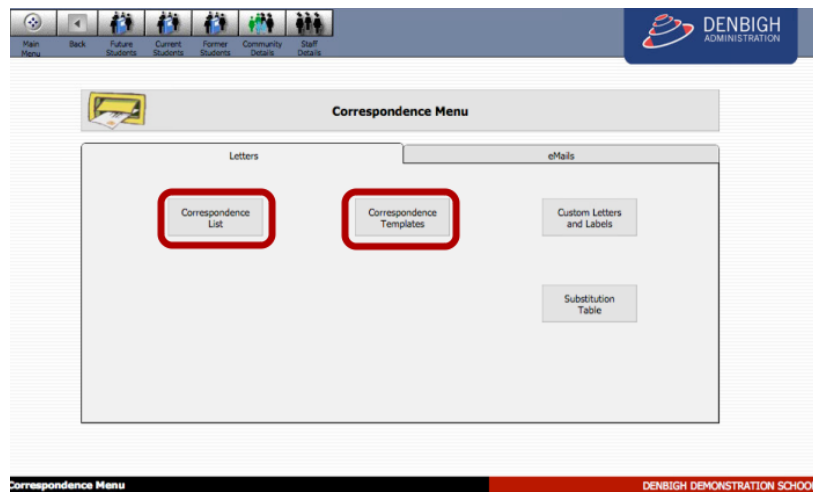
Absence records between 1/04/2011 and 26/07/2011

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:** Includes fields for Sign Off (Yours sincerely), Signatory (John Denbigh), Position (Head of Middle School), and Choose Signature.
- Print Detail:** Includes a "4. Create Letters" button (highlighted with a red circle), a "Preview & Print" dropdown, a "Bypass Print Dialog" checkbox, and a "Correspondence Print No Letterhead" dropdown.

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

Date	Recipient	Community Status	Title	Attachment	Signatory
14/1/10	Vanessa Tedeschi	Student	Application Acknowledgement - Prep		John Denbigh
14/1/10	Nancy Al Ghardaqa	Student	Application Acknowledgement - Prep		John Denbigh
14/1/10	Simmi Parsons	Student	Application Acknowledgement - Prep		John Denbigh
14/1/10	Henry Davies	Student	Application Acknowledgement - Prep		John Denbigh
14/1/10	Mr Paul Pascoe	Student	Application Acknowledgement - Prep		John Denbigh
14/1/10	Mr James Pearson	Student	Application Acknowledgement - Prep		John Denbigh
14/1/10	James Thomson	Student	Application Acknowledgement - Prep		John Denbigh
24/5/10	Family : Hardy		Excursion to Bathurst		John Denbigh
24/5/10	Family : Kaspura		Excursion to Bathurst		John Denbigh
24/5/10	Family : Howarth		Excursion to Bathurst		John Denbigh
24/5/10	Family : Stehn		Excursion to Bathurst		John Denbigh
24/5/10	Family : Reid		Excursion to Bathurst		John Denbigh
24/5/10	Family : Porteous		Excursion to Bathurst		John Denbigh
24/5/10	Family : Economopoulos		Excursion to Bathurst		John Denbigh
24/5/10	Family : Dirkwager		Excursion to Bathurst		John Denbigh
24/5/10	Family : Gupta		Excursion to Bathurst		John Denbigh
24/5/10	Family : Cox		Excursion to Bathurst		John Denbigh
24/5/10	Family : Hardy		Thank You for Your Enquiry-Information		John Denbigh
2/6/10	Family : Jobson		Unexplained absences		John Denbigh
22/6/10	Family : Yoon				John Denbigh
22/6/10	Family : Adams				John Denbigh
14/10/10	Family : Jobson				John Denbigh
13/12/10	Mr John Denbigh	Staff			John Denbigh
13/12/10	Mrs Genevieve Balean	Staff	Attendance Reference		John Denbigh
13/12/10	Family : Scott				John Denbigh
13/12/10	Family : Scott		Parental Permission Leave - AP		John Denbigh
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
9	Unexplained absences	Absence Letters	I am writing to bring to your attention the fact that according to our records <<Your
10	Thank You for Your Enquiry-Information	Enquiry Response Letter	I am writing to bring to your attention the fact that according to our records <<Your
14	Application Acknowledgement - Prep	Registrar - Applications	Thank you for your recent Enquiry about our school. Please find attached an
15	In-complete assessment suspension	Academic warning	Subject: Enrolment of <<Your Future Student Preferred Name>> in Prep
16	portfolio collection	Middle School	Re: Notification of fourth in-school suspension due to late or incomplete
17	Suspension Out of College - AP	Suspension Letters	Portfolios of work produced by <<Your Former Student Preferred Name>> during
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

Letter Template

Select Type & Template

ID: 10 Template Name: Thank You for Your Enquiry-Information Type: Enquiry Response Letter

Enter Body

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

<<Included Text Block>>

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.

Cancel OK

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

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 Current Student's Preferred Name>> has been marked as late to school three times in the last fortnight in <<Your Current Student his/her>> school attendance records.
9	N-Award SC	Warning Letters	The purpose of this letter is to warn you that <<Your Current Student's Preferred Name>> has been marked as late to school three times in the last fortnight in <<Your Current Student his/her>> school attendance records.
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	This is a letter about some things:
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
37	another test	Excursions	<<Family Mailing Title>>
41	Exam notification	High School	Test new letter
42	Excursion Permission	Permission Letter - Tear Off	Students will be attending an excursion to Canberra on Monday 24th April. They will

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.

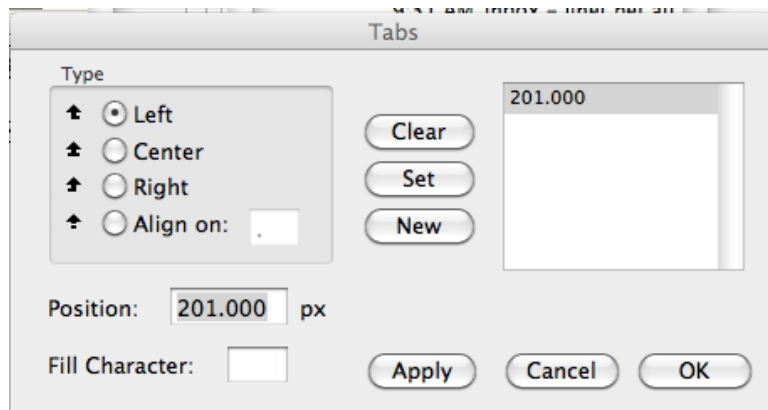
Formatting Template

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 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



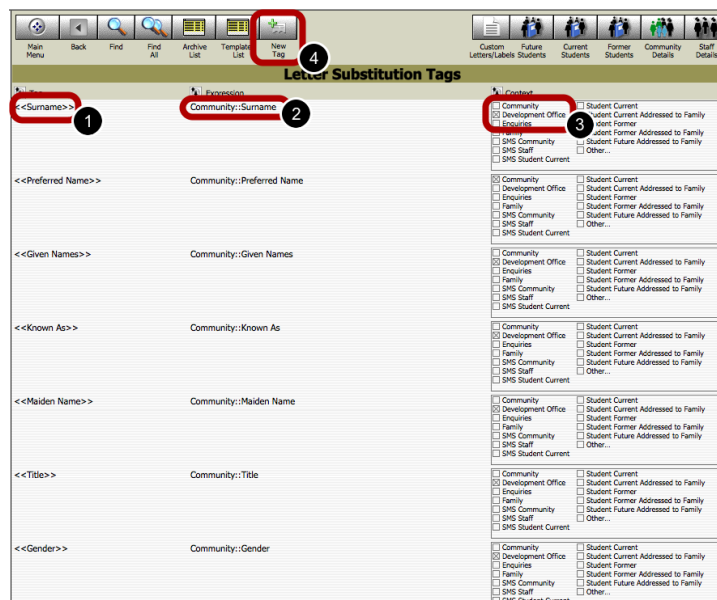
Double click on the tab in the ruler line to change the type of tab required or to change the position on the ruler. Choose from Left, Centre or right tabs and Align on for a numeral tab.

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

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 screenshot shows the 'Student Details' page for student ID 100013, Graham, Amy, Tahila. The 'Correspondence' tab is active, displaying a list of letters. The first letter is dated 2/02/2016, signed by Jane Denbigh, with the subject 'Re: Notification of fourth in-school suspension due to late or incomplete assessment'. The body of the letter is visible in the preview area below.

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 xxx 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

Letter Template

Select Type & Template
ID: 42 Excursion Permission Permission Letter - Tear Off
Template Name Type

Enter Body
Student Current <<Your Current Student's Preferred Name>>
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>>
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>>
_____/_____/200____(date)
(Signature of parent)

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

Tear Off section (optional)
4. <<Your Current Student's Preferred Name>>
PARENTAL PERMISSION - Please sign this form and return it to the
This is to confirm that I have received the letter, dated //, rega
(Signature of parent)

Print Detail
5. Print Media : Printer Print Layout : Correspondence Print Short Letter with Tear Off

Correspondence Print No Addressee
Correspondence Print No Letterhead
Correspondence Print No Letterhead with Tear Off
Correspondence Print Short Letter
Correspondence Print Short Letter with Tear Off
Correspondence Print with Letterhead
Correspondence Print with Letterhead and Tear Off

Cancel OK Print

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 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.

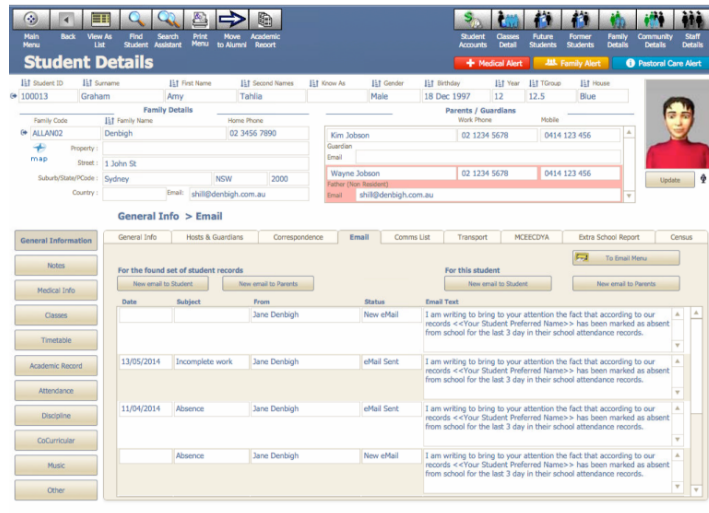
This is to confirm that I have received the letter regarding James excursion to Canberra

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

Emailing

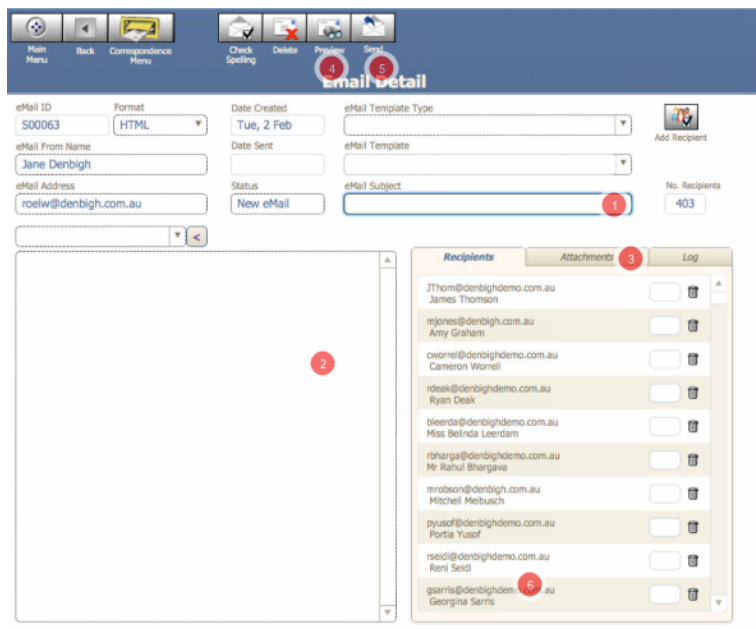
Denbigh Admin can use standard email programs such as Outlook Express or it may be configured to use a plug in that talks directly to your mail server.

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

The screenshot shows the 'Student Details' page for student 100013, Graham Amy Tahila. The 'General Info > Email' section is active, displaying a table of email records. A red box highlights a record with the subject 'Absence' and the text: 'I am writing to bring to your attention the fact that according to our records <-Your Student Preferred Name> has been marked as absent from school for the last 3 day in their school attendance records.'

Date	Subject	From	Status	Email Text
		Jane Denbigh	New eMail	
		Jane Denbigh	New eMail	I am writing to bring to your attention the fact that according to our records <-Your Student Preferred Name> has been marked as absent from school for the last 3 day in their school attendance records.
11/04/2014	Absence	Jane Denbigh	eMail Sent	I am writing to bring to your attention the fact that according to our records <-Your Student Preferred Name> has been marked as absent from school for the last 3 day in their school attendance records.

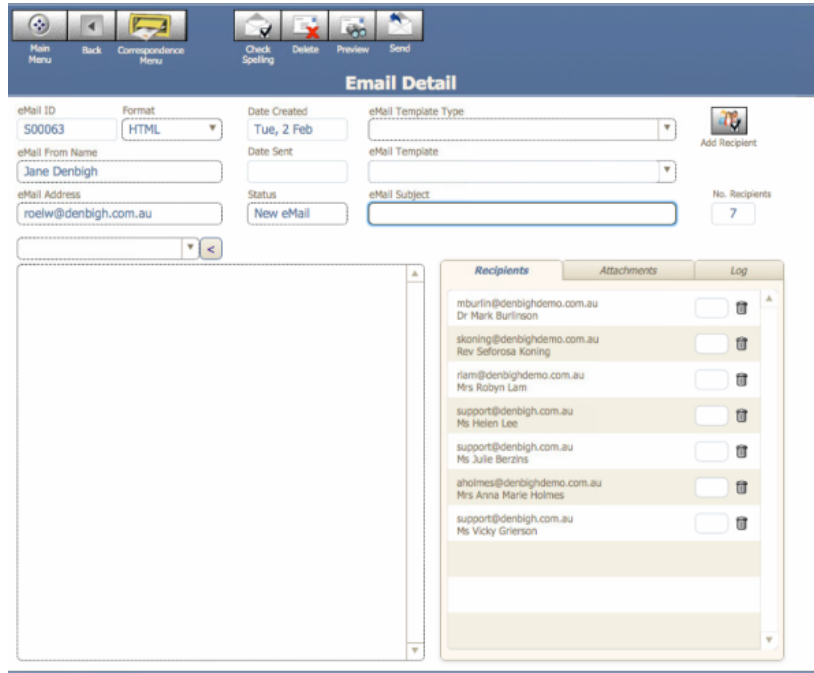
Record of email sent.

Emailing Staff regarding a student

The screenshot shows the 'Student Details' page for student 100013, Graham Amy Tahila. The 'Classes > Classes' tab is active. A red box highlights the 'Email Teachers' button in the top right corner of the class list. The class list table is as follows:

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Import into current reporting period
12AH1	12AH	Ancient History	2	1	Ms V Grierson	No	Import
CH2S1	CH2S	Chemistry Standard			Dr M Burlinson	No	Import
CAS22	CAS2	Creativity, Action, Service			Mrs A Holmes	Yes	Import
12EC1	12EC	Economics	2		Ms H Lee	No	Import
12CR3	12CR	Faith in Society			Rev S Koning	No	Import
MS2S1	MS2S	Mathematics Studies			Ms J Berzins	No	Import
TOK23	TOK2	Theory of Knowledge			Mrs R Lam	No	Import

Click the email button under the Classes tab.



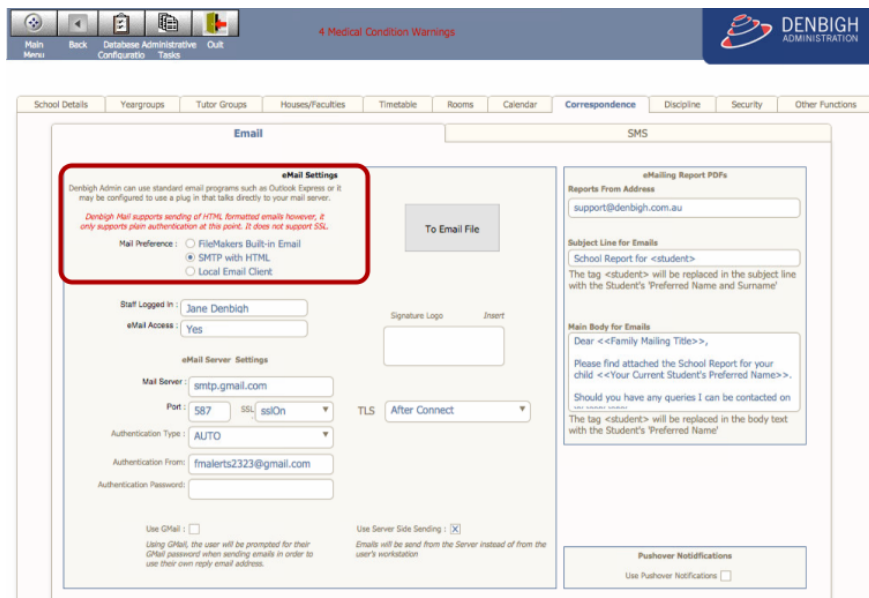
Creates an email to the teachers of the student.

Email Setup



Go to Database Configuration.

Choose the mail preference.



Choose the email Preference. The SMTP 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

The screenshot shows the 'Staff Details' form for a user named Jane Denbigh. The 'Account / Email Info / Security' section is active, and the 'Allow eMail' checkbox is checked and highlighted with a red box. The form includes fields for Test User, eMail Username, Proxy Username, Proxy Password, and Pushover Device Name. A large list of checkboxes on the right allows for selecting files to automatically return to the Main Menu if a timeout occurs. The 'eMail Signature HTML Wrapper' field is empty.

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.