

Option Verification Letter for upcoming grade 8's

Go to #13 Timetable Building (MTB) Reports > Option Verification Letter

Specify Extract Criteria as below: Note we are in Next Year

Demographic Extract

Note: Leave field blank implies this selection conditions does not apply.

Basic Courses Misc 1 Misc 2 Misc 3 Address Attendance Testing Adv. Farms Schools Results

Curr Year
 Next Year

Usual Last Name Preferred Name Legal Middle Name Gender Full/Part-Time

Preferred Middle Name

David Thompson Se - Invermere

Grades NOT HRM 1 HRM 2 Admission Types NOT

Grade 8

Cross Enrolled Students Include

Release of Information - Info. Restriction Type

Release Of Information With No Reason

Under Misc 2 tab, set the admission date. (don't need a range)

Demographic Extract

Note: Leave field blank implies this selection conditions does not apply.

Basic Courses Misc 1 Misc 2 Misc 3 Address Attendance Testing Adv. Farms Schools Results

Diploma

Diploma Granted

Diploma Date Range

Service Learning Hours

Service Learning Hrs

Type

Miscellaneous Dates

Birthdate Range

Admission Date Range

04-SEP-2007

Withdraw Date Range

Fees

Fee Type

Transportation

Once you have run the extract you exit back to the Report. Be sure to set the correct Year, Feeder School & Grade as shown in the screen shot below.

Option Verification Letter

School: David Thompson Se - Invermere School Year: 2006/2007

Extract: 2007-04-30 11:59 AM Home Room Semester: 2

Home Room Term: 2

Report Title

Option Verification Letter

Option Year: 2007

Feeder School: Martin Morigeau Elementary Print Course Type? Yes

Grade: Grade 7 Print Alternate Indicator? Yes

Letter Type: Normal With Fees Info Number of Copies: 1

Sort by: Grade_Name

Message: The courses listed below have been entered from the course selection process your son or daughter participated in on Monday, April 30. Please review and indicate any changes below. Return the form with parental signature on the Report Information Night, May 2, 2007. Any changes will be recorded. If you

Run in Background? No