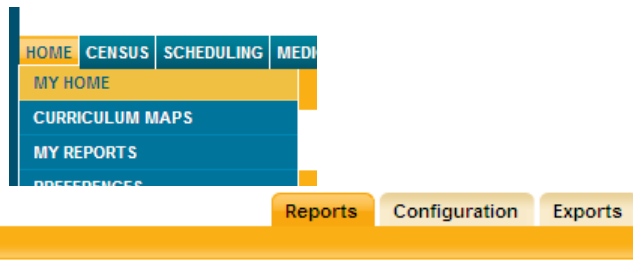
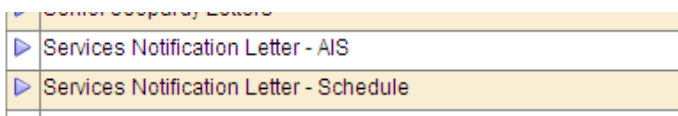


To View Reports from Home – Choose My Reports

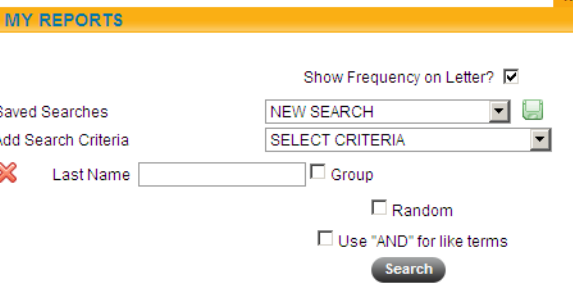


Choose All Reports – This will give you a listing of all the reports you can view. If you want to save to your favorites keep checked then click on the Save button.

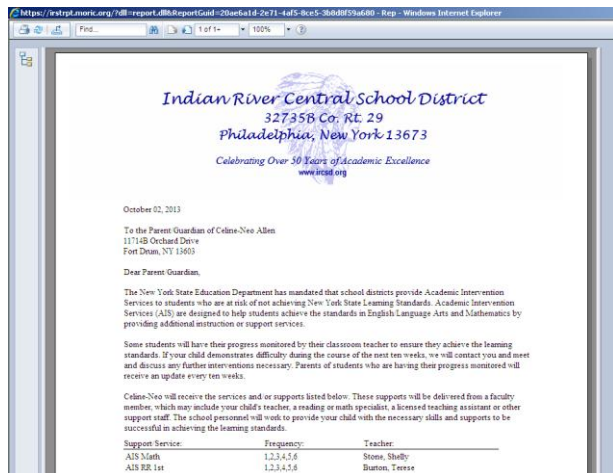
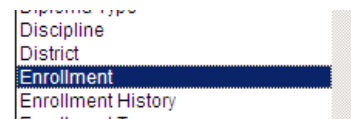
Choose Service Notification Letter



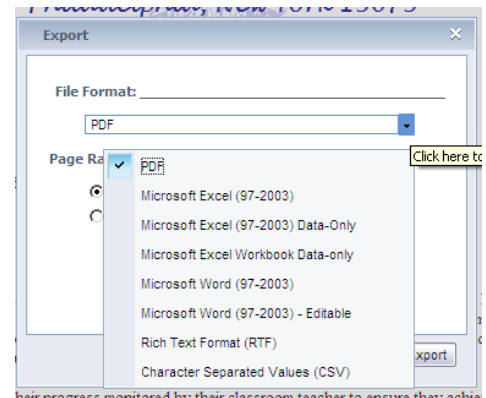
You can choose to Show Frequency (Check the box to show Frequency) Choose Enrollment or Last name from the Add Search Criteria



Then you can choose your building, last name or whatever you choose for a search criteria.



Once you have your search criteria click on continue and the letter will pop up in a screen.



You can then choose - print the letters – save or download to a word file.