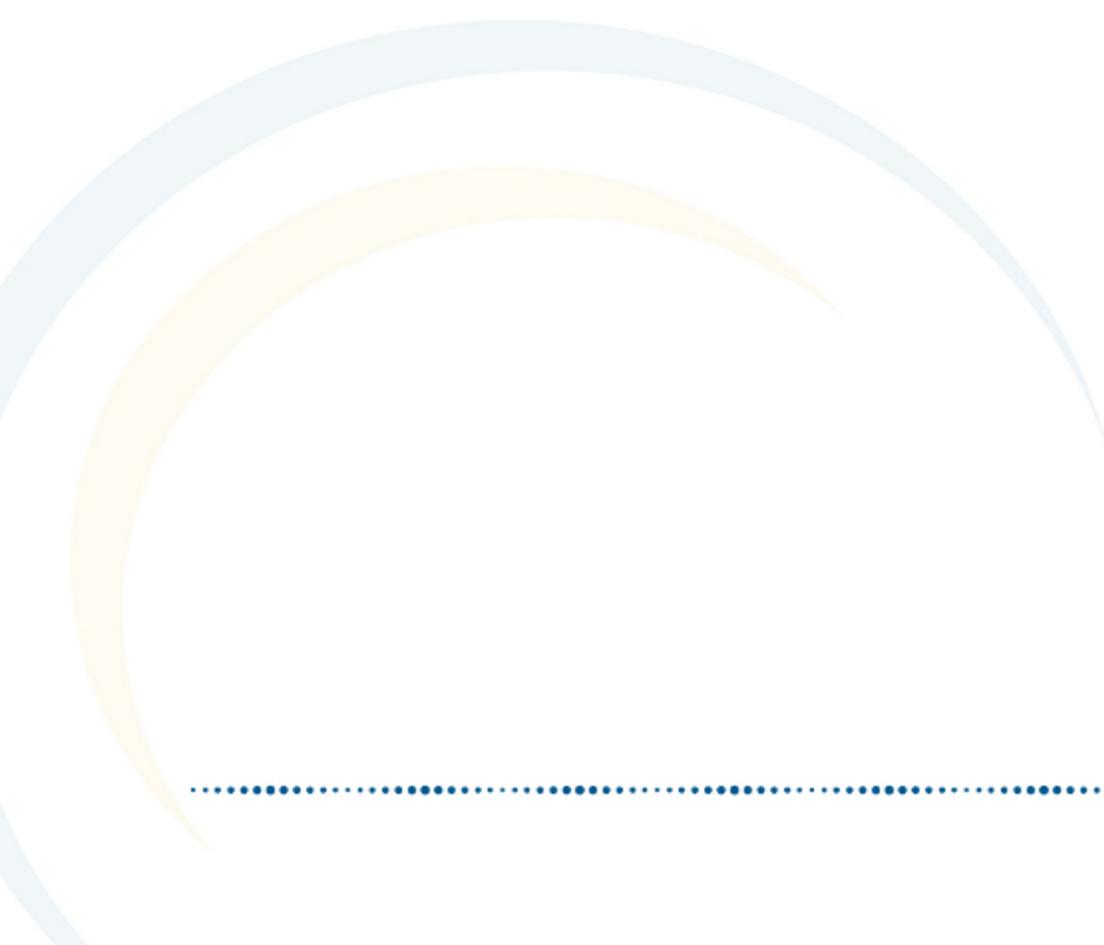


Behavior Letter Wizard

August 2012



This document is intended for restricted use only.

Infinite Campus asserts that this document contains proprietary information that would give our competitors undue advantage should they come into possession of any part or all of it. As such, this document cannot be publicly disclosed unless so ordered by a court of competent jurisdiction.

©2012 Infinite Campus, Inc. All rights reserved.

INFINITE CAMPUS and Transforming K12 Education are registered trademarks of Infinite Campus, Inc. The INFINITE CAMPUS logo is a trademark of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Avenue NE, Blaine, MN 55449, tel. (651) 631-0000, email info@infinitecampus.com.

Behavior Letter Wizard

[Overview](#) | [Creating a New Behavior Letter](#) | [Printing Behavior Letters](#) | [Editing Saved Letters](#) | [Deleting Saved Letters](#)

i This article includes updates made to this tool with the release of [E.1230](#). A previous version of this article exists:

- [Behavior Letter Wizard \(.1226 and previous\)](#)

See the [Finding the Infinite Campus Version](#) article for more information about determining your Campus version.

Overview



PATH: *Behavior > Behavior Letter Wizard*

The Behavior Letter Wizard allows schools and districts to create disciplinary letters which populate student data based on predefined event trigger criteria. Users are able to initially create a behavior letter and then generate that letter each time they want to pull student data for the defined criteria.

Different letter formats can be created for any combination of events and resolutions. Users can create letters for an effective date or a date range. Sort options are provided for desired printing options, either by student name or by mailing address zip code (for bulk mail rates). Created letters are saved and can be used as many times as desired.

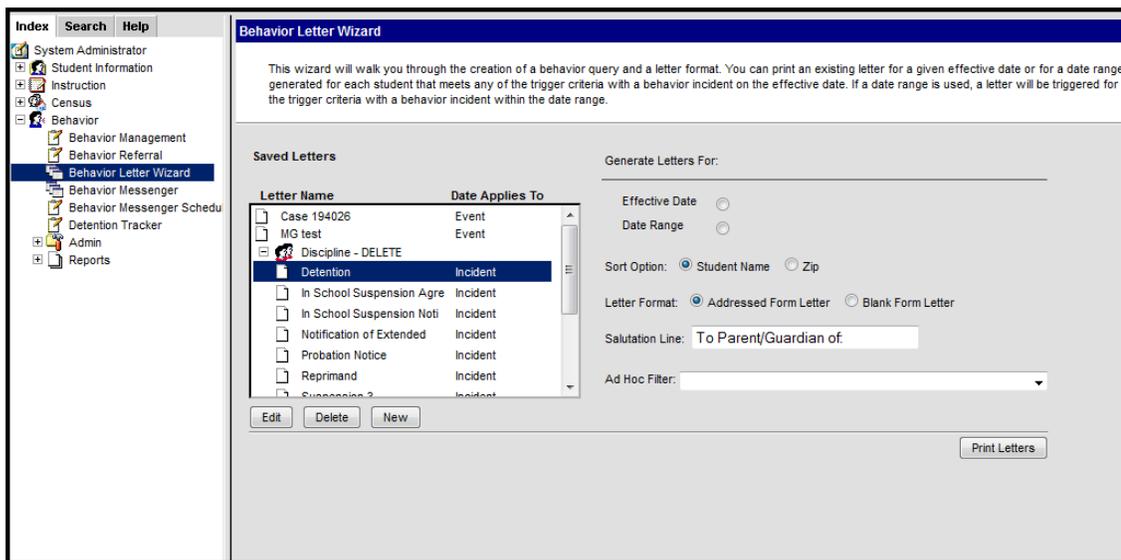


Image 1: Behavior Letter Wizard

Creating a New Behavior Letter

1. Click the **New** button located below the **Saved Letters** window. This action displays the **Trigger Criteria and Report Options** page.

Entering Trigger Criteria

1. Enter the **Letter Name**. This will be the name which appears within the **Saved Letters** window and describes the nature of the report being created.
2. Select either **Incident** or **Resolution** in the **Apply Date Selection To** area. This option allows users to search for behavior events when only the event or resolution date is known. This option also appears within the **Saved Letters** window, informing the user to which date the letter applies.
3. Select the **Event** trigger criteria from the dropdown list. This is the behavior event a student will need to be given to potentially populate the letter. Selecting Any Event will include all behavior events which meet the criteria and date range entered. Up to 99 behavior events/resolutions can be added to the letter wizard editor.

 The Behavior Letter Wizard will **only** accept Event Types containing the following special characters: ? < > . : ; ? | * % @ # ! \$ ^ () - _ + = " ". Attempting to generate a behavior letter containing an Event Type with an "&" character will produce an error.

4. Select the **Resolution** trigger criteria from the dropdown list. This will be the behavior resolution a student will need to be given to potentially populate the letter. Selecting **Any Resolution** will include all behavior resolutions, including unresolved events, which meet the criteria and date range entered.
5. Select the **Role** trigger criteria from the dropdown list. Only students with this role assigned will potentially populate the letter depending on the criteria and date range entered.
6. Enter the **Event Count**. This field only counts events matching the given trigger criteria. This is number of times a student must have the specified behavior event, resolution and role combination occur from the start of the calendar year to the effective date, or last day of the date range. This field defaults to any count if left blank. Entries in this field should be numeric only. A warning message will appear if the entered value is not numeric.
7. Add additional trigger criteria by selecting the **Add Criteria** button.

 Event, Resolution and Role criteria are **JOINED** using **AND** to increment the count. Multiple criteria rows are joined using **OR**.

Behavior Letter Wizard

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range. If an effective date is used, a letter will be generated for each student that meets any of the trigger criteria with a behavior incident on the effective date. If a date range is used, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior incident within the date range.

Enter the trigger criteria for the Letter

*Letter Name
Detention

Apply Date Selection To:
 Incident
 Resolution

Event	Resolution	Role	Event Count (Blank means any)
✕ Any Event	AND Detention (INACTIVE 02/22/2000 - undefined)	AND Any Role	

Add Criteria

Report Options
 The following options apply when including the Discipline Summary Sub-Report in the letter.

Show the following behavior events in the Discipline Summary:

All incidents matching the criteria from the beginning of the school year through the date selected when the letter is printed
 Show triggering event only
 All incidents of any type from the beginning of the school year through the date selected when the letter is printed

Image 2: Behavior Letter Wizard - Trigger Criteria

Entering Report Options

- Select what events will be pulled into the Discipline Summary Report. Below is a summary of each option:
 - All incidents matching the criteria from the beginning of the school year through the date selected when the letter is printed** - This will pull all events of the type selected with the resolution and role specified from the beginning of the calendar year to the last day in the date range entered.
 - Show triggering event only** - This will only display events which triggered the count date criteria to be met.
 - All incidents of any type from the beginning of the school through the date selected when the letter is printed** - This will display all behavior events that which occurred from the beginning of the calendar year to the effective date entered or last day within the date range entered
- Select which information to include within the Discipline Summary Report by marking the appropriate checkboxes. Only information marked within this area will display within the Discipline Summary Report. The following is a definition of each option:
 - Show Role** - The role (participation) of the student within the event.
 - Show Demerits** - Demerits entered on the behavior event.
 - Show Location** - Prints the selection location of the behavior incident as entered on the Event Editor.
 - Show Context** - Prints the time of day the incident took place in relation to the school day.
 - Show Referral Name** - Name of the person who witnessed the event and alerted administration.
 - Show Incident Comments** - Prints comments related to the behavior incident.
 - Show Role Comments** - Comments entered on the behavior event when selecting the proper designation for the participation of the student.
 - Show Resolution Comments** - Comments entered on the event resolution.
- When finished, select the **Letter Format** button. Users will be redirected to a new editor where writing of the letter can begin.

The screenshot shows a web interface for configuring a behavior letter. At the top, there are two columns: 'Event' and 'Resolution'. Under 'Event', there is a dropdown menu with 'Any Event' selected and a button 'Add Criteria'. Under 'Resolution', there is a dropdown menu with 'Detention (INACTIVE 02/22/20)' selected. Below these is a section titled 'Report Options' with a red border. It contains the text: 'The following options apply when including the Discipline Summary Sub-Report in the letter.' Below this text are two sections of options:

Show the following behavior events in the Discipline Summary:

- All incidents matching the criteria from the beginning of the school year through the date selected when the letter is printed
- Show triggering event only
- All incidents of any type from the beginning of the school year through the date selected when the letter is printed

Display the following information in the Discipline Summary:

- Show Role
- Show Demerits
- Show Location
- Show Context
- Show Referral Name
- Show Incident Comments
- Show Role Comments
- Show Resolution Comments

Image 3: Behavior Letter Wizard -Report Options

Inserting Campus Fields and Sub-Reports

To maximize efficiency and allow for the letter to adapt to reporting the same message uniquely for each student receiving a letter, **Campus Fields** can be inserted for each applicable piece of data. This feature functions much like an Ad hoc report.

Users who wanted to have each person’s first name appear within the letter would select the Campus Field icon and insert first name by selecting Demographics > firstName. By inserting firstName, each individual letter will have the person’s name populate where the campus field was placed. This concept can be applied to a variety of Campus data and can greatly improve efficiency when printing letters for a large group of users.

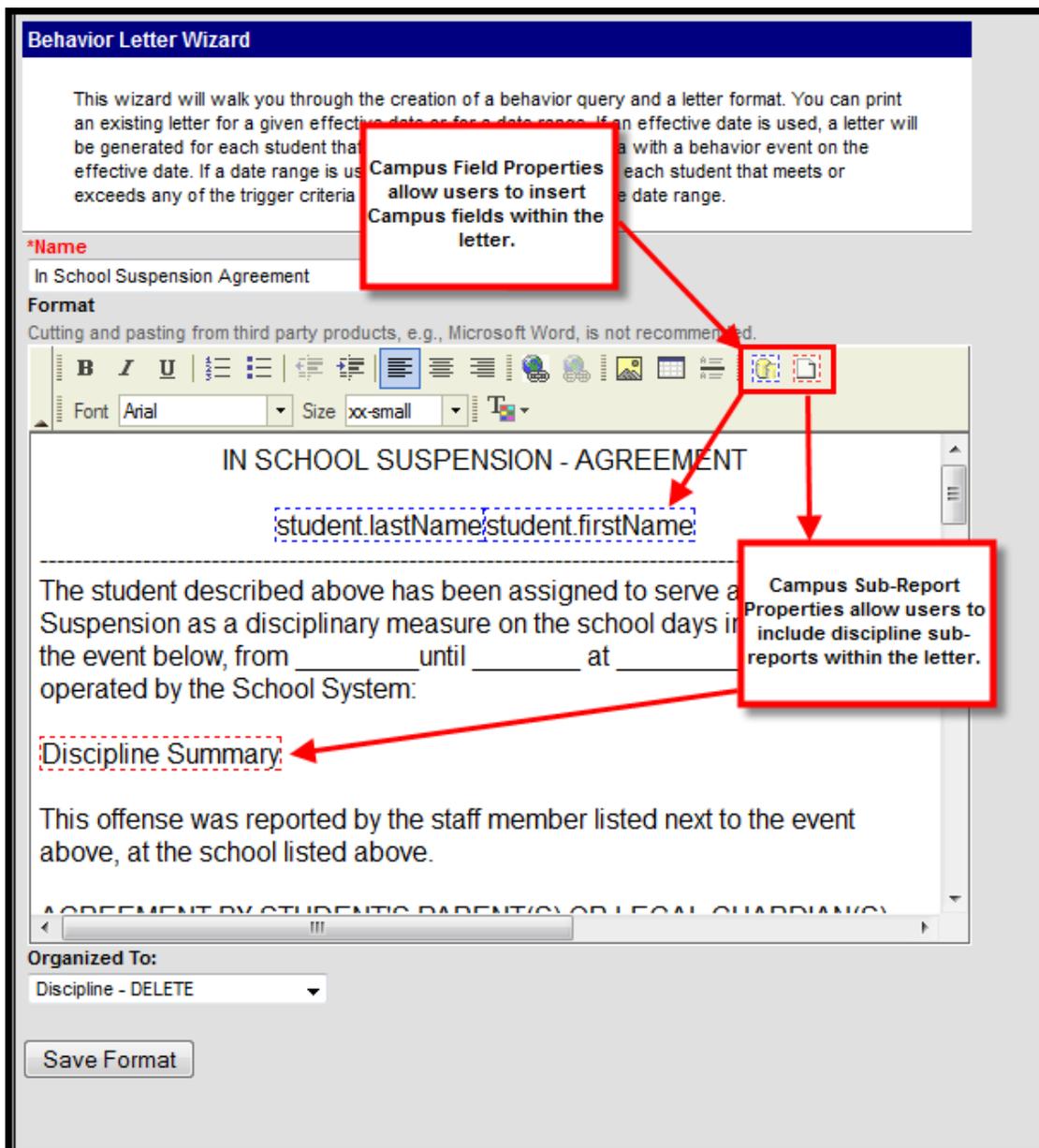


Image 4: Sub-Reports and Campus Fields

Campus Sub-reports can also be included within the letter. For the purpose of utilizing previously established Discipline Summary options as well as including the most relevant behavior information, users are encouraged to only include the Discipline Summary Sub-report within the letter. This can be done by clicking the Campus Sub-report icon and selecting Behavior > Discipline Summary.

Entering Letter Content

1. Ensure the letter **Name** is correct. This field will auto-populate with the name entered in the previous editor.
2. Begin writing the letter within the text box. Add any desired formatting options using the [WYSIWYG](#) editor.
3. Select the appropriate **Campus Fields** to include in the letter.
4. Select the appropriate **Campus Sub-reports** to include in the letter. Users are encouraged to select the **Discipline Summary** report to include the most relevant behavior information and utilize previously established options.
5. Select a user group from the **Organized To** dropdown list. Only users included within the user group selected will have rights to view and use the letter. If the User Account option is selected, only the user creating the letter will have rights to view and use the letter.
6. Once all writing is complete, all Campus fields have been inserted into the letter and the Discipline Summary has been included (if desired), select the **Save Format** button. The screen will flash telling the user the letter has been saved. The completed letter will remain open to make additional modifications if needed. To access and print the newly saved letter, select Behavior Letter Wizard from the Campus Outline.

Printing Behavior Letters

1. Select a letter from the **Saved Letters** window. The selected letter will highlight in blue.
2. Select whether to generate data for the report based on the **Effective Date** or **Date Range**. Description for each option is as follows:
 - **Effective Date** - A letter will generate for each student who met or exceeded the trigger count for the specified criteria on this day
 - **Date Range** - A letter will generate for each student who met or exceeded the trigger count during the date range entered. This includes the first and last day of the range.
3. Select whether to sort generated letters by **Student Name** or **Zip**.
4. Select a Letter Format. Selecting the **Addressed Form Letter** radio button will make the **Salutation Line** field available. Letters generated with this option selected will format in a mailing letter style, where address information is placed to fit a standard window envelope. Any salutation written within the **Salutation Line** field will be included at the beginning of the address viewable within the envelope window. Letters generated using the **Blank Form Letter** format appear as a more standard letter, with no formatting used for direct mailing purposes.
5. Select an **Ad hoc Filter** from the dropdown list (if desired). Ad hoc filters can be created by going to Ad hoc Reporting Filter Designer.
6. Select the **Print Letters** button. Generated letters will appear in a separate window in PDF format.

Behavior Letter Wizard

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range. If an existing letter is generated for each student that meets any of the trigger criteria with a behavior incident on the effective date. If a date range is used, a letter will be triggered for each student that meets the trigger criteria with a behavior incident within the date range.

Saved Letters

Letter Name	Date Applies To
Case 194026	Event
MG test	Event
Discipline - DELETE	
Detention	Incident
In School Suspension Agree	Incident
In School Suspension Noti	Incident
Notification of Extended	Incident
Probation Notice	Incident
Reprimand	Incident
Suspension 3	Incident

Generate Letters For:

Effective Date: 06/15/2012

Date Range:

Sort Option: Student Name Zip

Letter Format: Addressed Form Letter Blank Form Letter

Salutation Line:

Ad Hoc Filter:

Image 4: Behavior Letter Wizard - Print Letters

High School
4321 School Street
Any Town, MN 55555-5555
(612) 555-1212

Report generated:
06/15/2012

Student # 123456789
Grade: 12
Birthdate: 10/24/1993

To Parent/Guardian of:
Student, Amanda
1234 Main Street
Any Town, MN 55555

NOTIFICATION OF IN SCHOOL SUSPENSION

Your child, Amanda has been assigned to serve an In School Suspension as a disciplinary measure on the dates listed below.
In accordance with Sections 416 and 416.1 of Title 17 of Revised Statutes, as amended, this suspension was brought about because of the following offense(s):

Date	Event	Resolution	Resolution Assign Date	Resolution Start Date	Resolution End Date
10/26/2011	16 Fighting Students And/Or Faculty - Minor	In-School Suspension	09/25/2011	09/25/2011	11/09/2011

Referral:

Incident Comments:

Resolution Comments:
This offense was reported by the staff member listed next to the event above.

This is your child's _____ suspension during the current school year. Should it become necessary to suspend your child on four occasions during this school year, the fourth suspension shall be for the remainder of the school session in accordance with Louisiana Revised Statutes 17:416.

NOTICE OF YOUR APPEAL RIGHTS: You may request a copy of Sections 416 and 416.1 of the Title 17 of the Louisiana Revised Statutes that will inform you of your legal rights. After having had a conference with the Referring School, if you do not feel that this suspension was justified, you may appeal by calling (504) 341-1932 within five days and asking to speak to the Student Hearing Officer. If you do not request an appeal within the five school day period, you may not appeal this suspension at any further hearing.

NOTICE OF YOUR RESPONSIBILITIES: A parent or guardian must return with his/her child on _____ at _____ AM/PM to sign an In School Suspension Program Agreement. **If a parent or guardian does not return with his/her child and sign the agreement, and/or if your child fails to attend the In School Suspension as a disciplinary measure for violation of school rules, your child will be referred to Juvenile Court through a Family In Need Of Services complaint.

Sincerely,

ADMINISTRATOR

Image 5: Behavior Letter - Addressed Form Letter Format

Editing Saved Letters

Users have the option of editing saved behavior letters. This is a useful option when making slight modifications, updates or additions to existing letters.

1. Select the letter from the **Saved Letters** window. The selected letter will be highlighted.
2. Select the **Edit** button. Users will be redirected to the trigger criteria and report options editors for modification.
3. Once finished making modifications, select the **Letter Format** button. Users will be redirected to the letter editor.
4. Make all appropriate modifications to the body of the letter and select the **Save Format** button when finished. The behavior letter is now saved with all edits made.

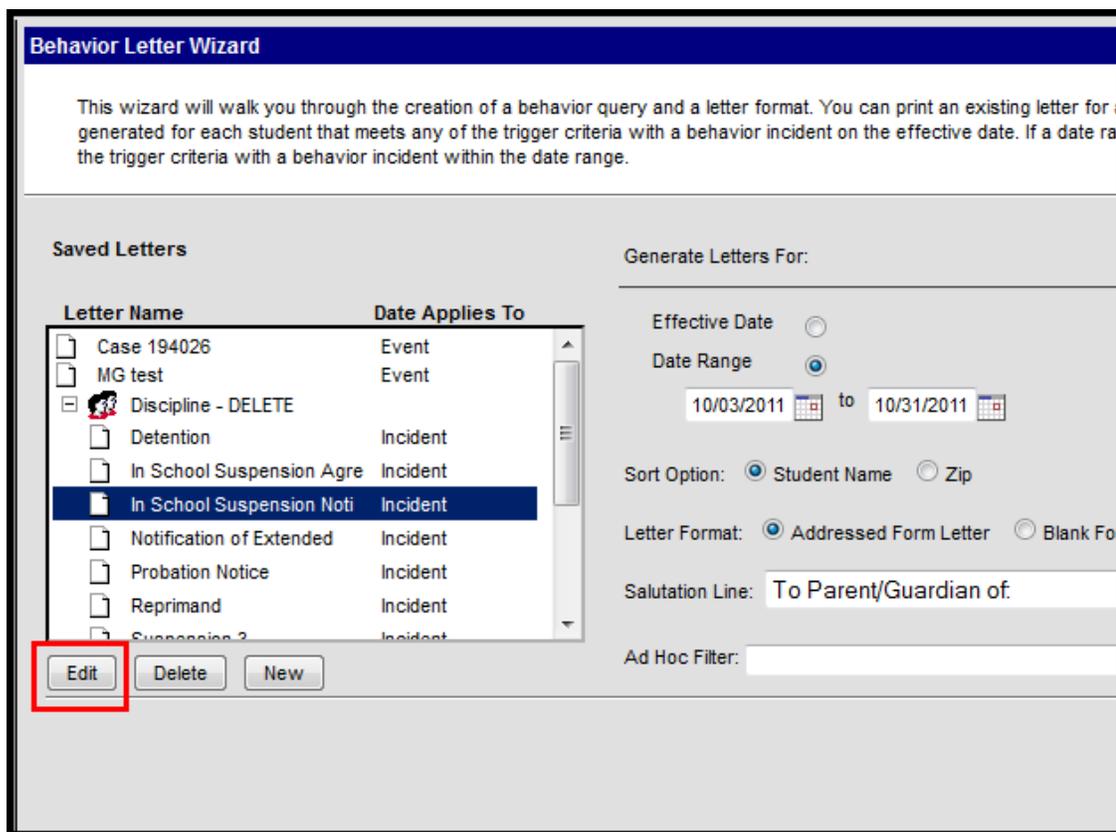


Image 6: Editing Behavior Letters

Deleting Saved Letters

Users have the ability to delete saved behavior letters. This is useful for deleting unused letters and general maintenance of the saved behavior letter list.

1. Select a behavior letter from the **Saved Letters** window. The selected letter will be highlighted.
2. Select the **Delete** button. Users will receive a warning message asking whether they wish to delete the report design. Select **OK** to delete the letter.
3. The **Save Letters** window will update and the deleted behavior letter will have been removed from the system.

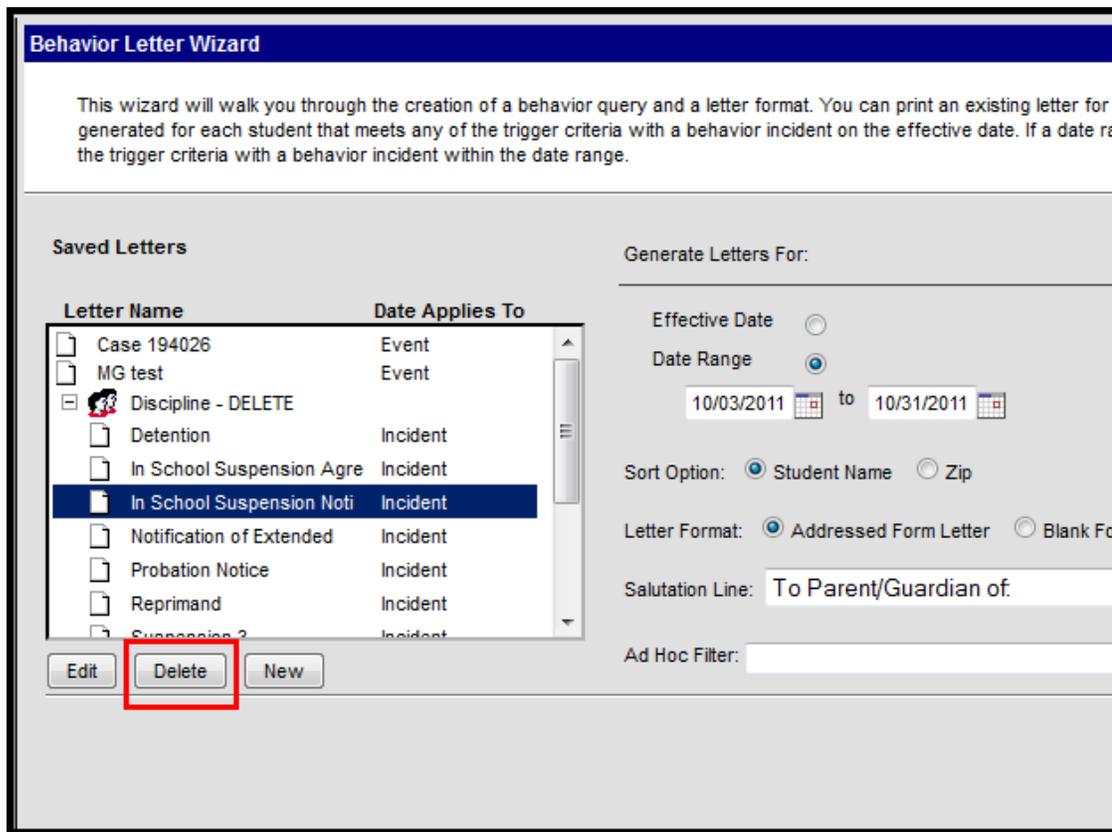


Image 7: Deleting Saved Letters