

## SSMS Star Student

### Out-of-Zone Letters

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*\*\*NOTE: Out-of-Zone Letters Advanced Queries have already been created.*

#### Creating List from Advanced Query (Out-of-Zone Letters):

1. Must have Zoned School listed on Student Main Page (Resident School)
  - a. \*\*\*The Resident School Field Rolls with the Student - Corrections will need to be made when students are transferred or rolled from Elementary to Middle or Middle to High School
2. **STUDENT INFORMATION** MODULE – Maintenance - Student Lookup - Run
3. Click Get Query
4. In pop-up box type the letter “o”
5. Select Out-of-Zone Letter group you wish to run → OK
6. Run Query
7. Select Action (Top Left Corner) Save Student List
8. Leave name as defaulted or rename if you want to save for later (default is your username)
9. May include a description if you want
10. Save, OK to replace old query by same name

#### Creating New Letters: (Corrections may be made here also)

1. **SCHOOL INFORMATION** MODULE
2. Maintenance
3. Letter
4. Select Letter Type (Usually Generic)
5. Click in Box Labeled Letter #
6. Arrow Down (keyboard) Until Letter # Box is Blank
7. Type a Number for the New Letter
8. Type a Description for the New Letter
9. Click in the Dialog Box (Part 1 or Part 2)
10. Type your Letter - Save

#### Running Generic Out-of-Zone Letters (or others created)

1. **STUDENT INFORMATION** MODULE
2. Reports
3. Generic Letter → Run
4. Letter to Print: Select from Dropdown
5. Scroll Down about ½ down page
6. User Defined List (Select list you created from Dropdown - if no description, will be at bottom of list, if you gave a description, it will be alphabetical by description)
7. Run