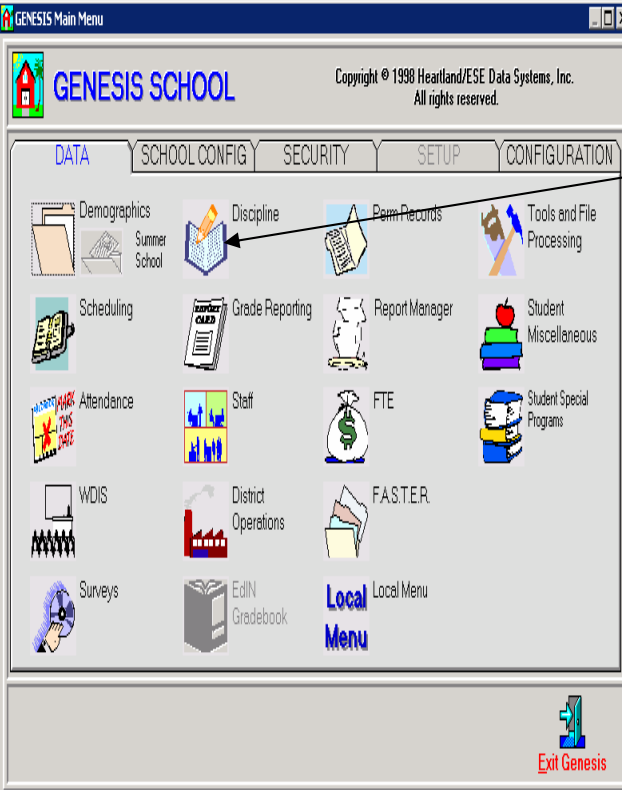
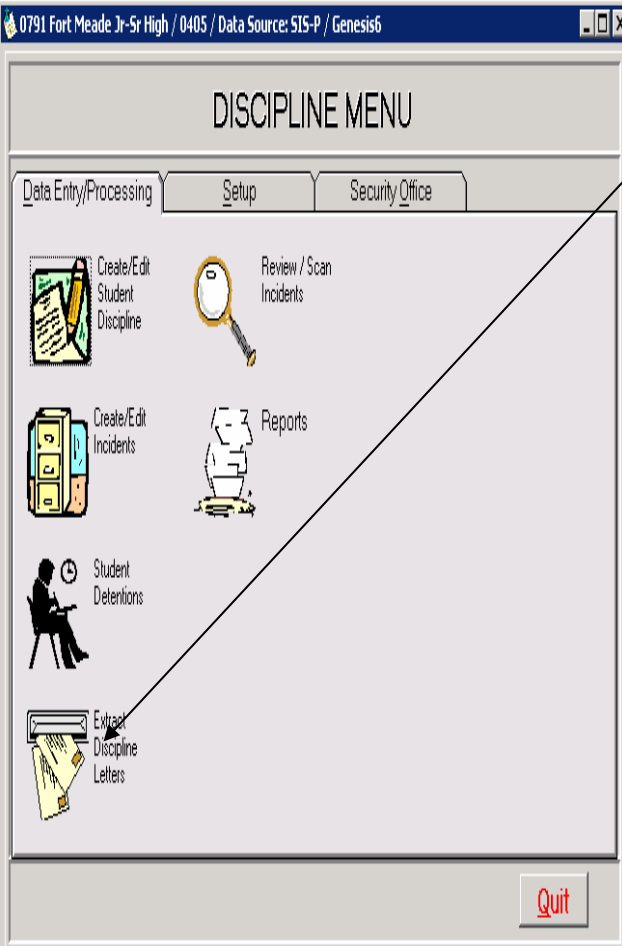
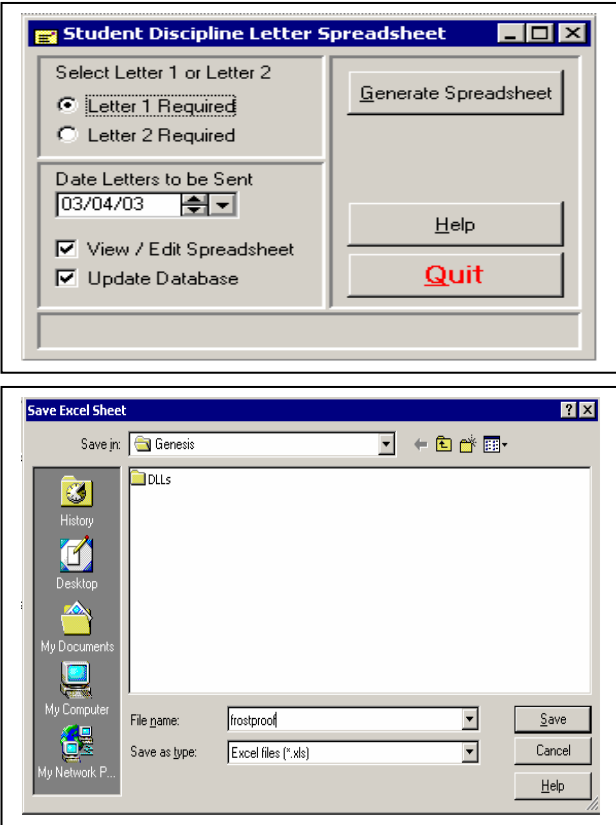



# Extract Discipline Letters

Steps	Screen Displayed	Procedures
1		After logging onto Genesis, the system will come up to the Genesis Main Menu screen.  Click on <b>Discipline</b> icon
2		The <b>Discipline Menu</b> screen is displayed.  Click <b>Extract Discipline Letters</b>

# Extract Discipline Letters

Steps	Screen Displayed	Procedures
3	 <p>The first screenshot shows the 'Student Discipline Letter Spreadsheet' dialog box. It has a title bar with a blue background and the text 'Student Discipline Letter Spreadsheet'. The main area contains: 'Select Letter 1 or Letter 2' with radio buttons for 'Letter 1 Required' (selected) and 'Letter 2 Required'; 'Date Letters to be Sent' with a date picker set to '03/04/03'; and two checked checkboxes: 'View / Edit Spreadsheet' and 'Update Database'. On the right side, there are three buttons: 'Generate Spreadsheet', 'Help', and 'Quit' (in red text).</p> <p>The second screenshot shows the 'Save Excel Sheet' dialog box. It has a title bar with a blue background and the text 'Save Excel Sheet'. The 'Save in:' field is set to 'Genesis'. The main area shows a folder named 'DLLs'. The 'File name:' field contains 'frostproof'. The 'Save as type:' dropdown is set to 'Excel files (*.xls)'. There are 'Save', 'Cancel', and 'Help' buttons at the bottom right.</p>	 <ul style="list-style-type: none"><li>• Click <b>Generate Spreadsheet?</b></li><li>• Type <b>Filename</b> for spreadsheet</li><li>• This will generate a <i>Excel Spreadsheet</i>, that tells you which students are on Incidents but do not have a letter printed.</li></ul>