

Discipline Template Letter Creation

New Discipline Letters use bookmarks within Word. These bookmarks are predefined. For a complete list of the predefined bookmarks access the bookmark.pdf document found on the DASL webpage at <http://www.tccsa.net/content/dasl>.

Once you create your letter template in Word you will need to upload it to StudentInformation.

[StudentInformation](#) > [Management](#) > [School Administration](#) > [Discipline Administration](#) > [Report Template Administration](#)

- Your BUILDING must be in context
- The physical file name must be unique and cannot be the same as any file you have uploaded before. The library that the letter templates are stored in does not distinguish between different buildings.
- If you attempt to run a letter for a student and get an error, please submit a helpdesk ticket.

Within MS Word:

1). In order to display the bookmarks in your document you need to first TURN ON bookmarks.

- Click File > Options > Advanced
- Under the Show Document Content area select Show bookmarks by placing a checkmark
- Click on OK

2). Add the bookmark placeholder text in the letter document, for example “[ContactFullName]”. The placeholder text can be any written words. Make this meaningful to you OR name it the same as the defined bookmark. BRACKETS are not typed.

Notice of Disciplinary Action

Local School District

[SchoolPhoneFormatted]

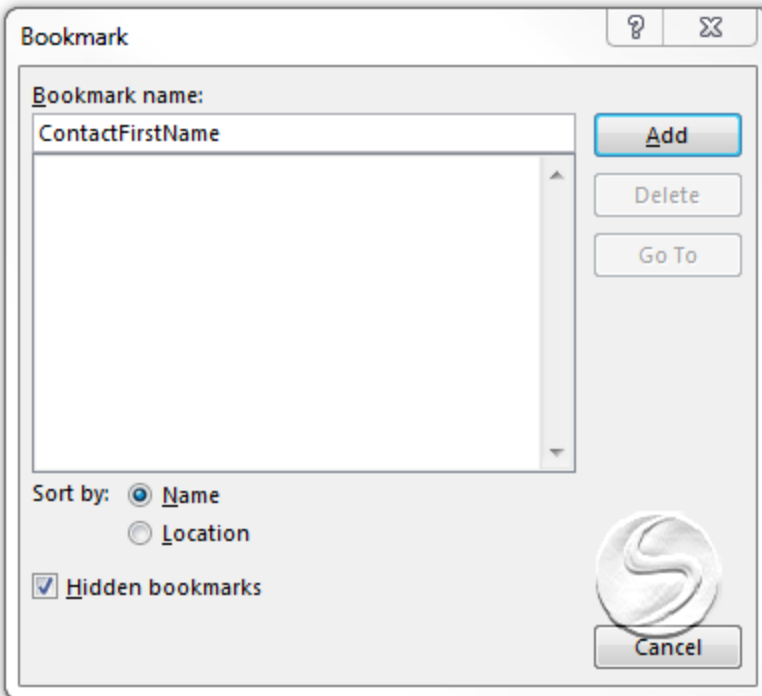
[ContactFirstName] [ContactLastName]
[ContactAddress] [ContactAddress2]
[ContactCity], [ContactState] [ContactZip]

3). Select the typed **ContactFirstName** so it is HIGHLIGHTED. Highlight from the first character to the last of your phrase. DO NOT include empty space at the beginning or end of the word. With the phrase highlighted choose INSERT then BOOKMARK. Your bookmark dialogue box will appear as below

ContactFirstName



Quick insert is to
combine:
CTRL+SHIFT+F5



- 4). In the dialog box enter the required defined bookmark name for the example then click ADD. For any bookmark that you intend to use; StudentName, IncidentName etc. you need to ADD that defined bookmark to the document.
- 5). Continue to add bookmarks as needed and then save the letter template file in a folder on your workstation as a .docx. ex: tccsa.docx NOT tccsa.doc
- 6). Once you have the letter complete you will upload this to StudentInformation. Breadcrumb trail defined above