Honor Roll: Using the Communicate Button to Call Parents

1. The school would populate a **Honor Roll** list as per usual steps (**Grades / Lists / Honor Roll**)
   a. On Honor Roll screen, <u>don't forget to first update the GPA</u> by clicking the **Update GPA** button, then do the Honor Roll steps.
2. When the Honor Roll students are listed on screen, the user would click the **Communicate** button on the lower right.

3. At the little selection box, click **Call**.

4. The familiar call setup screen will appear with the **Honor Roll** students already selected.

Setup 09.25.2015 ❌

The following items can be used to filter the selection of students you wish to send a message to.

Year :	1516 ▼		
District :	▼		
School :		Parent Home Language :	
Grade :		Gender :	
Ethnic :		Homeroom :	
Counselor :		Club :	
Sport :		A.M. Bus :	
P.M. Bus :		Program :	
Special Codes :		As of Date :	Oct ▼ 15 ▼ 2015 ▼ 📅

Sped : ⦿ All   ◯ Sped Only   ◯ Non Sped

504 : ⦿ All   ◯ 504 Only   ◯ Non 504

LEP : ⦿ All   ◯ LEP Only   ◯ Non LEP

☑ 1 Call Per Household

Based on the criteria selected above, you may now filter those results even further by selecting individual students

☐ Show Remote Only

Select Individual Students : 412 ,412 ,112 ,0

You may now select staff members or call groups that you want to receive this call.

☑ Home Site Only

Select Call Groups :

Select Individual Staff :

5. The user would then proceed to make either a recorded call or SMS Text message as normal.

6. **TIP 1**: If a school wants to send out a different message for each kind of Honor Roll (i.e. On message for All A's, a different message for regular Honor Roll), then select only the desired Honor Roll to display at the Honor Roll setup screen.
   a. In the example below, only the "**All A's Honor Roll**" is picked because the school wants to send out a distinct message for just those students.
   b. Select the other Honor Roll type to make a different message for a different type of Honor Roll student.

7. **Tip #2**: A while back, the same kind of **Communicate** button was added to the **Perfect Attendance Audit (Attendance / Lists / Perfect Attendance Audit)**. Schools may find it great to do electronic communications of a positive nature for students with excellent school attendance.