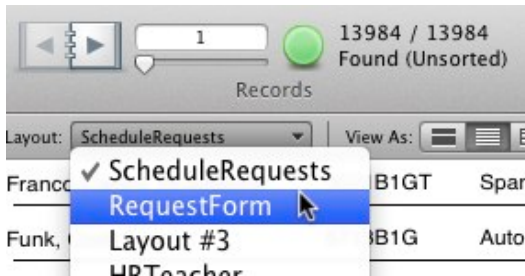


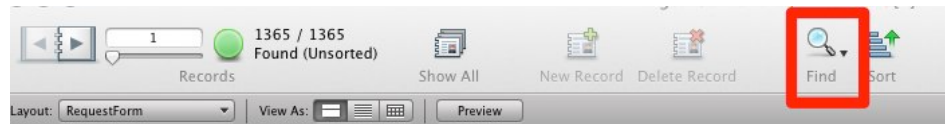
Sorting Schedule Request Letters in FileMaker Pro

Step 1 – Filtering the Records

1. In the Layout dropdown list at the top of the FileMaker Pro window, change the layout from **ScheduleRequests** to **RequestForm**. This will group the requests by the appropriate student and is formatted as a letter to the student.



2. Omit the letters for rising 9th graders to prevent printing blank pages by doing the following:
 - a. Click the **Find** icon on the Standard Toolbar.



- b. On the Find form, Click **Omit** and enter "8" in the **Grade** field. Press **Return** to exclude the records of the eighth graders. NOTE: This filters the data and does not delete the records.

Layout: RequestForm View As: Matching Records: Include Omit Insert: Operators

Verified by HR Teacher

Course Verification Form

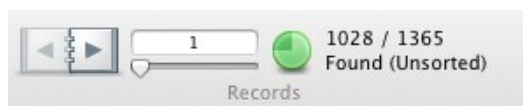
Name: Phone: Homeroom: Grade:

When you met with your guidance counselor, you selected the courses listed below to meet your graduation requirements. Students desiring to enroll in honors and/or advanced placement classes must complete an application for each course. Application forms are available in the guidance office and MUST be attached to this form when returned.

To correct an error in your requested courses, mark through the course and write the correction BESIDE the course listed.

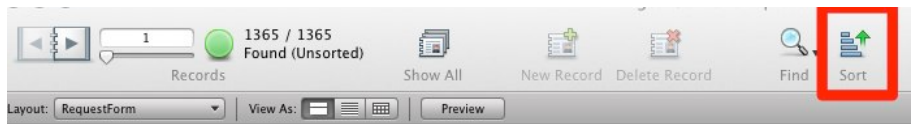
Course Number	Course Name	Credit Hrs

You will see the total included records and the overall total records reflected at the top of the window confirming that you have successfully omitted the desired records.

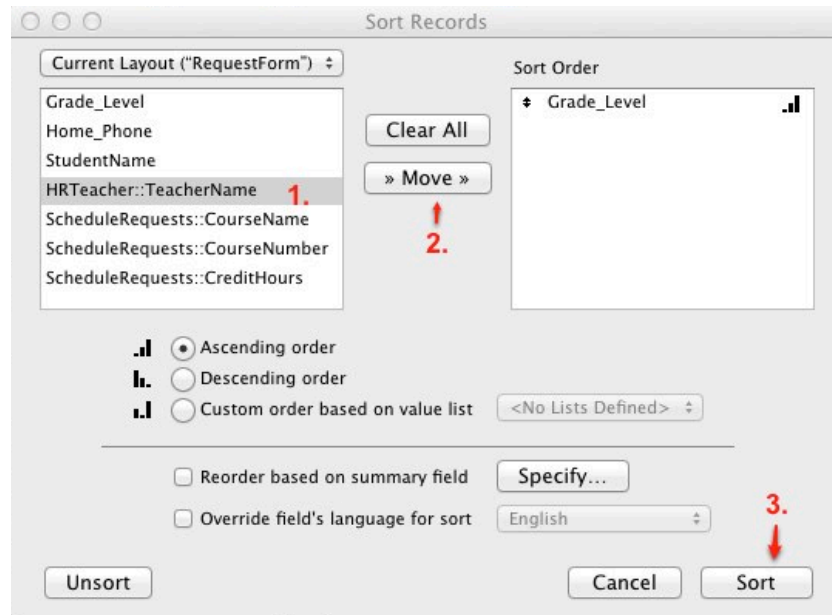


Step 2 – Sorting the Letters by Grade Level and Homeroom

On the Standard Toolbar, click the **Sort** Icon.

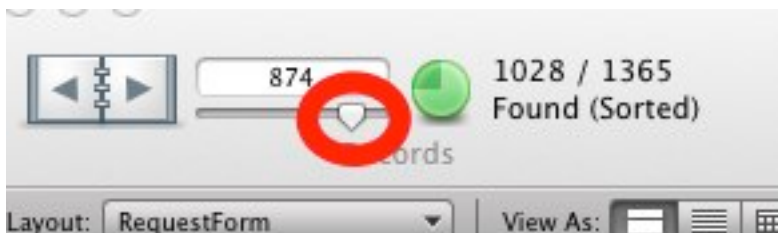


On the Sort dialog box complete the following steps:



1. Select the **Grade_Level** field in the list on the left by clicking it once.
2. Click the **Move** button to include it in the **Sort Order** list on the right. Repeat with **HRTeacher** and **StudentName**.
3. Click **Sort**.

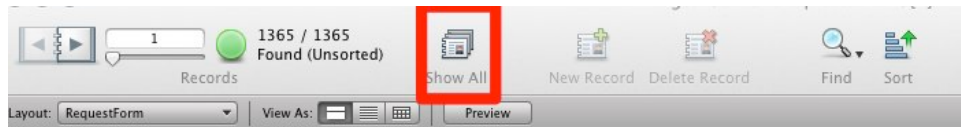
The letters are now sorted alphabetically by grade level and homeroom teacher and ready to be printed. Use the record slider to move to the first records quickly.



Separate Files for Each Grade Level

To create a separate file for each grade level, begin by selecting the records for a specific grade level.

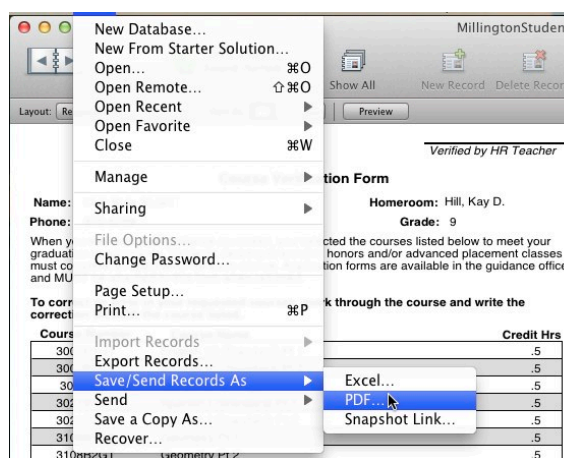
NOTE: Always select All Records before beginning this step by clicking **Show All** on the Standard Toolbar.



1. Use the Find feature to filter the desired grade level.

A screenshot of the 'Course Verification Form' interface. The 'Matching Records' section shows 'Include' circled in red. Below this, there are input fields for 'Name', 'Phone', 'Homeroom', and 'Grade'. A red arrow points to the 'Grade' field with the text 'Enter grade here'. The form includes instructions about course selection and a table for listing courses with columns for 'Course Number', 'Course Name', and 'Credit Hrs'.

- a. Click **Include** next to Matching Records.
 - b. Enter the **desired grade level** and press **Return**.
2. When the desired grade level is filtered, on the menu bar click **File > Save/Send Records As > PDF** to save the filtered letters. This will create a PDF file that can be shared with others in your school.



3. Repeat these steps to create a PDF file for each grade level.