Set Up Correspondence

You can compose letters, email, or other document types with the Correspondence tool. Be aware that when you're emailing documents that are longer than one page, you should use the Attach File option. We recommend to not exceed a 5MB file size.

ⓘ **Useful Information**

 If you log in as a teacher, you'll be able to correspond with other teachers and staff, but under Student and Parent correspondence, you'll be able to select only students enrolled in your class and the parents associated with them.

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1. On the Home screen, click **Correspondence**.
2. To create a new letter or email, click **New**.
3. Enter a name and description for the correspondence. Click the **Document Type** list and select a type. Enter notes in the **Notes** field.
4. To open the editor, click **Create**. Type a letter in the editor, inserting data fields as needed.
5. To save your changes and return to the correspondence list, click **OK**. HeadMaster automatically saves the document for use within the program. To save the letter for use in another program, on the File menu, click **Save As**. In the File Name field, enter a name for the file. Click **Save**.
6. To generate the letter, click **Print** or **E-mail**, depending on what you want to do with the document. One letter will be created for each individual who is a member of the group selected in Document Type. For example, if you selected Student, then a letter will be generated for each student. If you would like to filter the recipient list, click the **Filter/Search** tab.
7. To close the Correspondence window, click **OK**. You may return to the Correspondence window to edit letters and emails at any time.

Additional Field Descriptions

Copy to Sender

Do Not Copy – The default selection. The sender receives no email copies

Carbon Copy (1 per E-Mail) – The sender receives a carbon copy of each email.

Blind Carbon Copy (1 per E-Mail) – The sender receives a blind carbon copy of each email.

Copy original message to sender – The sender receives a single copy of the email, even if there are multiple recipients. If the sender created the email message using text fields, the sender receives a copy of the email containing the default text fields. For example, if the sender inserted the Birth Date field in the email message, the email copy will contain <dbtext>Birth Date</dbtext> instead of each email recipient's actual birth date information.