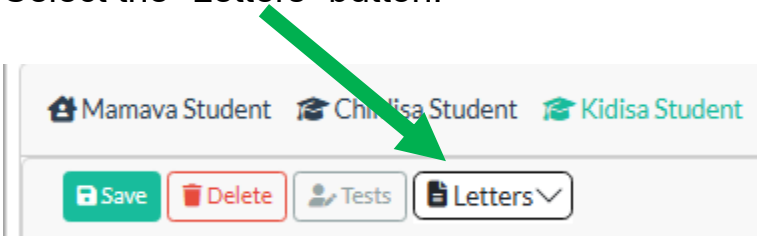
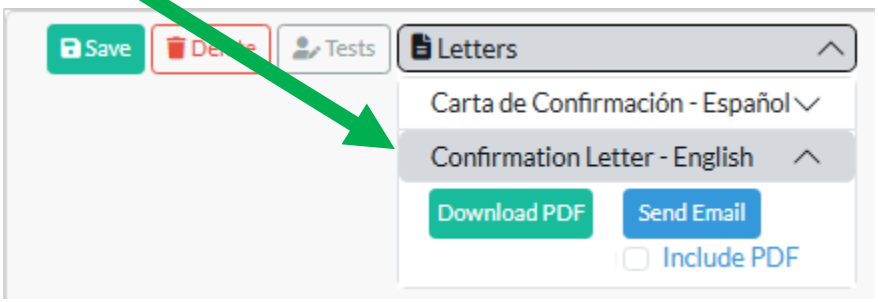
OBTAINING A HOMESCHOOL NOTIFICATION CONFIRMATION LETTER FROM HIGH DESERT ESD

Select the student. In this example a confirmation letter is being obtained for “Kidisa Student.” (NOTE: Letters for each student are obtained separately.)

Select the “Letters” button.

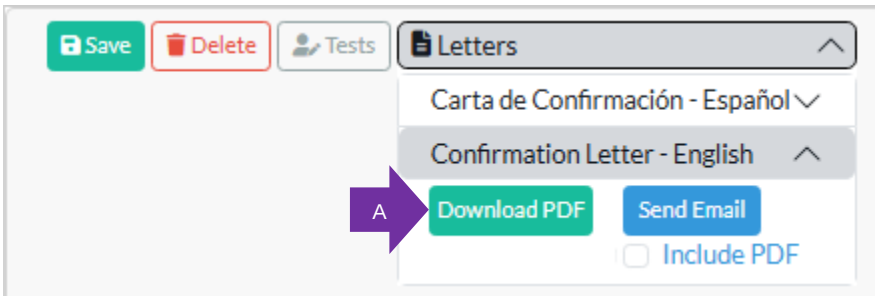


Select the “English” or “Español” (Spanish) letter option. In this example, “English” is selected.

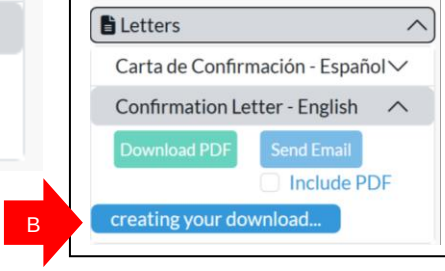


There are two options to obtain a letter:

1. Select “Download PDF” A to download a PDF of the letter directly to your computer. (ONLY select this option if you are on your personal computer.)



“Creating your download…” B will briefly appear.



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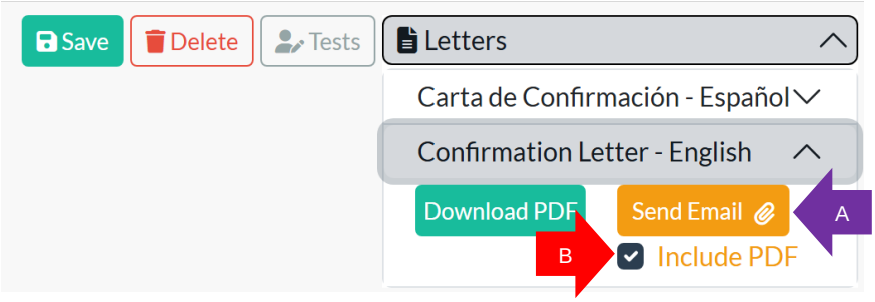
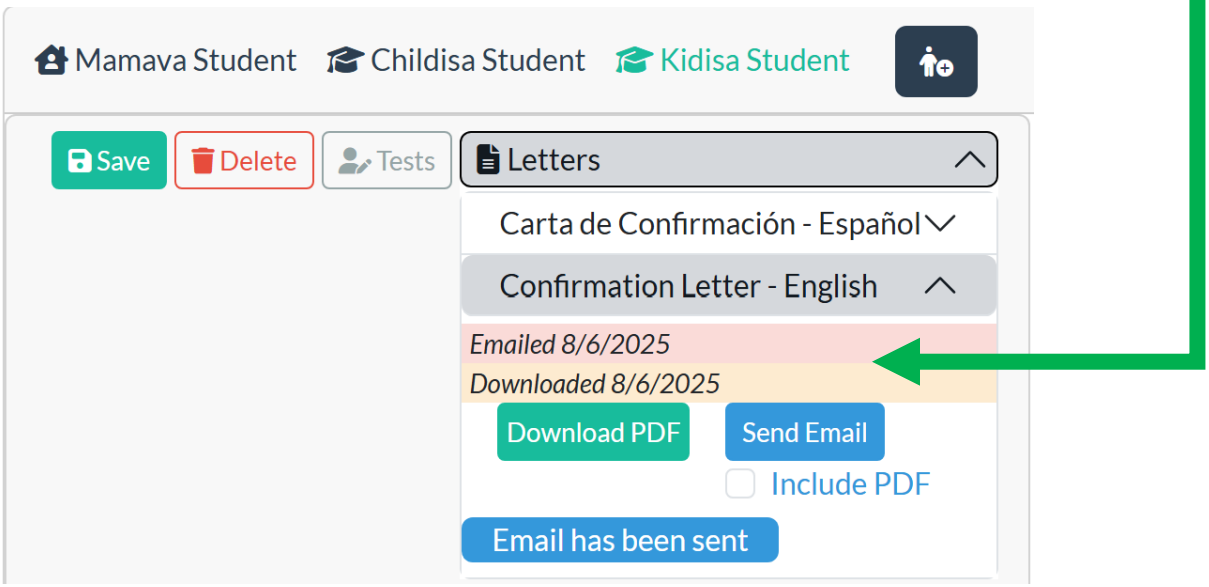
2. Select “Send Email” A and checkmark the box next to “Include PDF” B for a letter to be emailed to your email address that is on the homeschool record. The letter will be an attachment in the email that you receive. (NOTE: not selecting the “Include PDF” will send the letter in the body of the email and it may not be formatted correctly.)



The system will record each letter that is downloaded and emailed.