

Print Physical Non-Compliance Letters

1. Log in to **IC** and select **your school**
2. Locate the **Index**
3. In the **Index** locate the **Health tab**
4. Select **reports**
5. JCPS health compliance reports
6. Sort by **class**
7. Filter by **grade**
8. Select **your school**
9. Grades autopopulate (If only printing a certain grade remove the other grades)
10. **View report**
11. On the left it will say Vision, Dental, Physicals in gray
12. In the Physical section select the **number** next to - **WITHOUT Physical EXAM OR WITH MISSING Physical EXAM DATA.**
13. Select **The Printer** on the top right
14. **Print-** This is printing out the names of the students with the Homeroom Teacher. You will need this when sorting the letters.
15. Close the printing window and return to the report.
16. Select **Print Letters**
17. Choose the **date the letters will be sent home**
18. **View Report** (The first page will be blank)
19. **Print**
20. **Done**
21. Select the printer of your choice
22. **Print on ONE SIDE do not print front and back!!!!**
23. Sort the letters by Homeroom Teacher using the list you printed out.
24. Give to teachers and have them distribute the letters to their class.