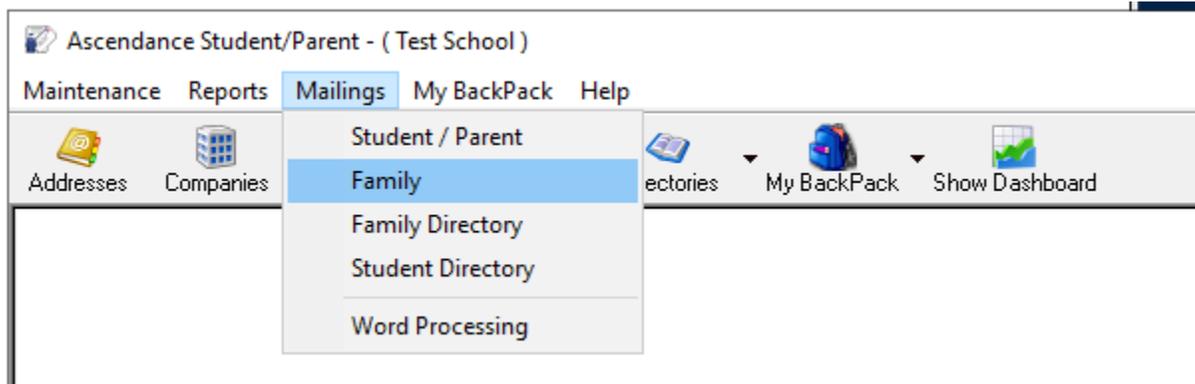
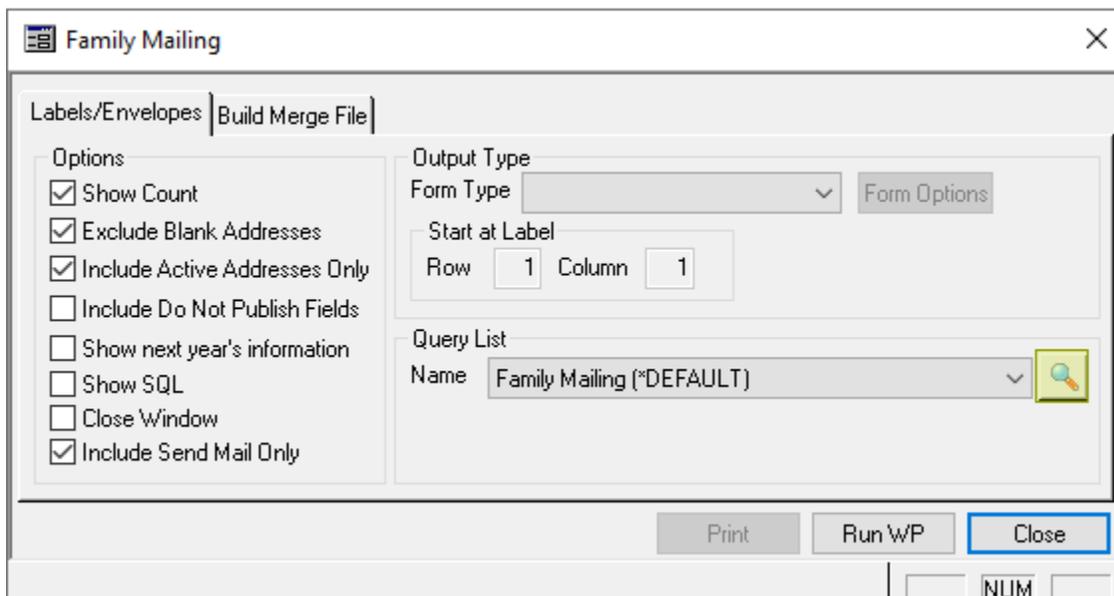


How Do I Create a Student-Parent Mailing Query to Identify Families with Siblings?

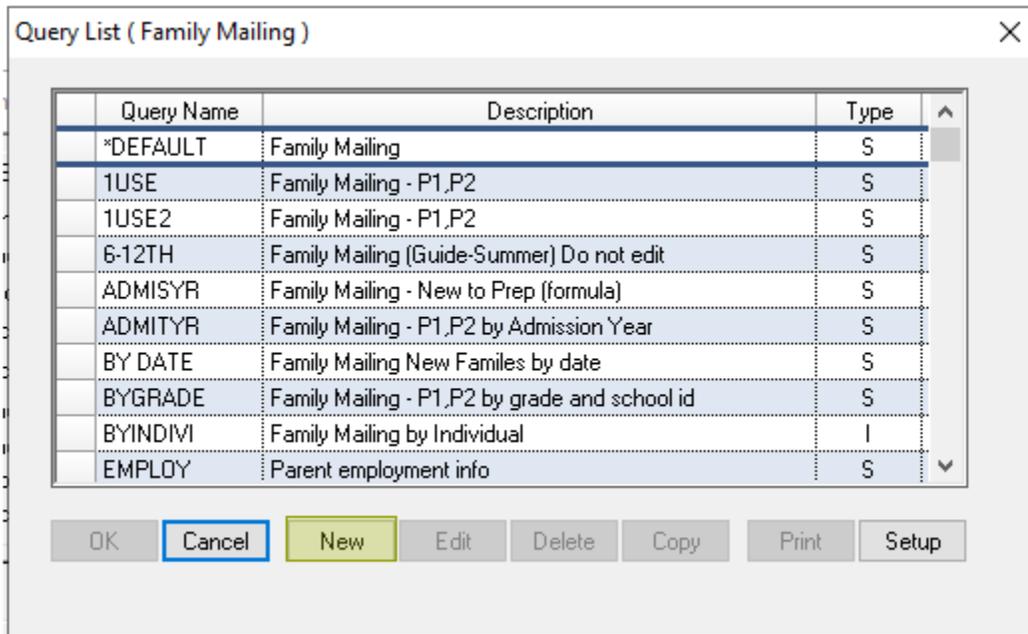
Go to Student/Parent>Mailings>Family



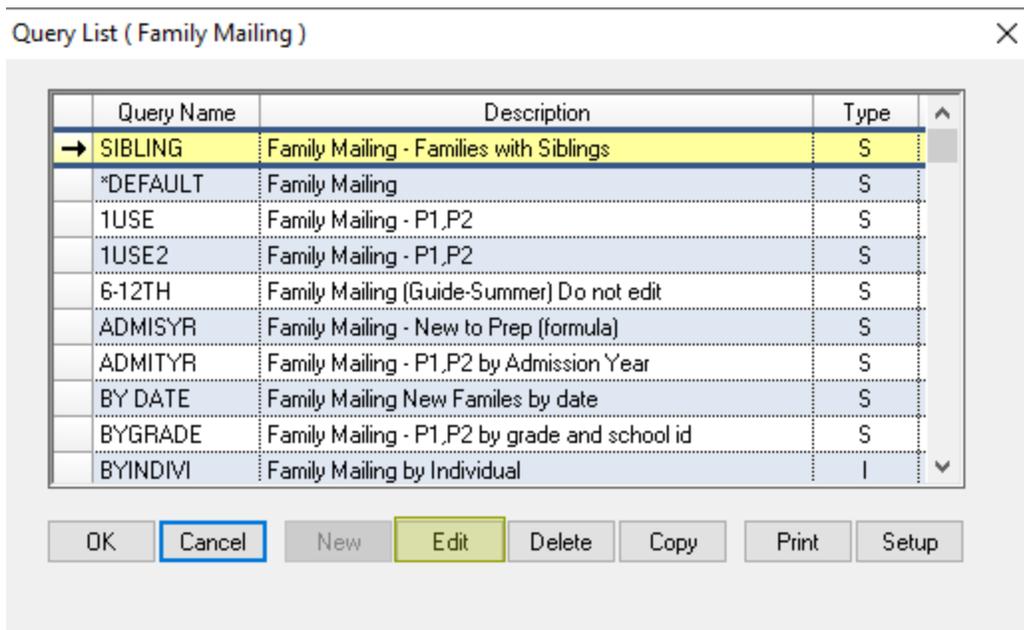
Click the magnifying glass next to the Query List to create a new query



Click on the New button, to create the Query.

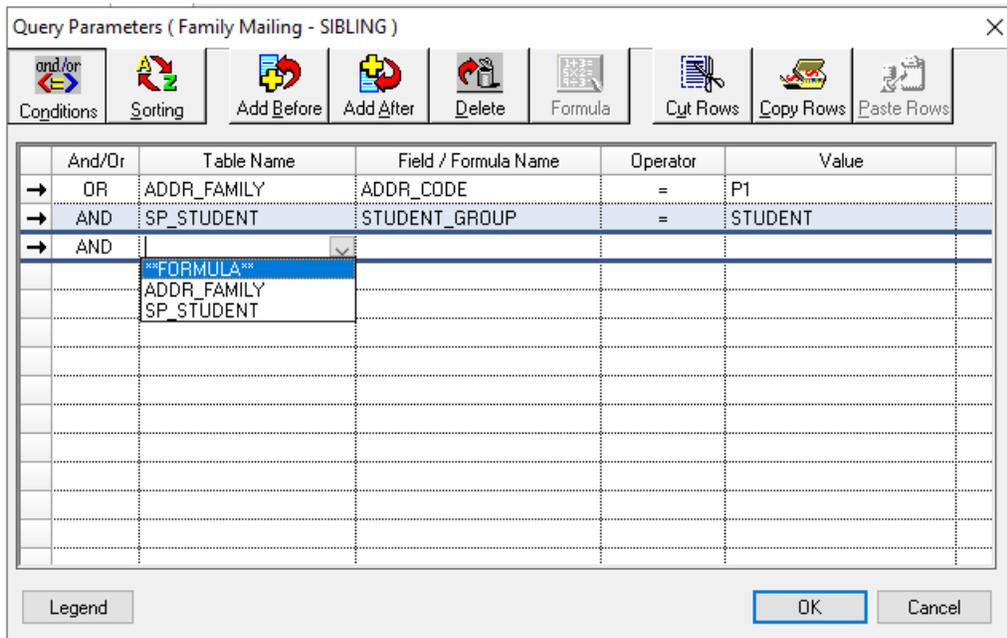


Give the query a name that will make sense to the user, then highlight the row and select Edit, to add the query conditions.

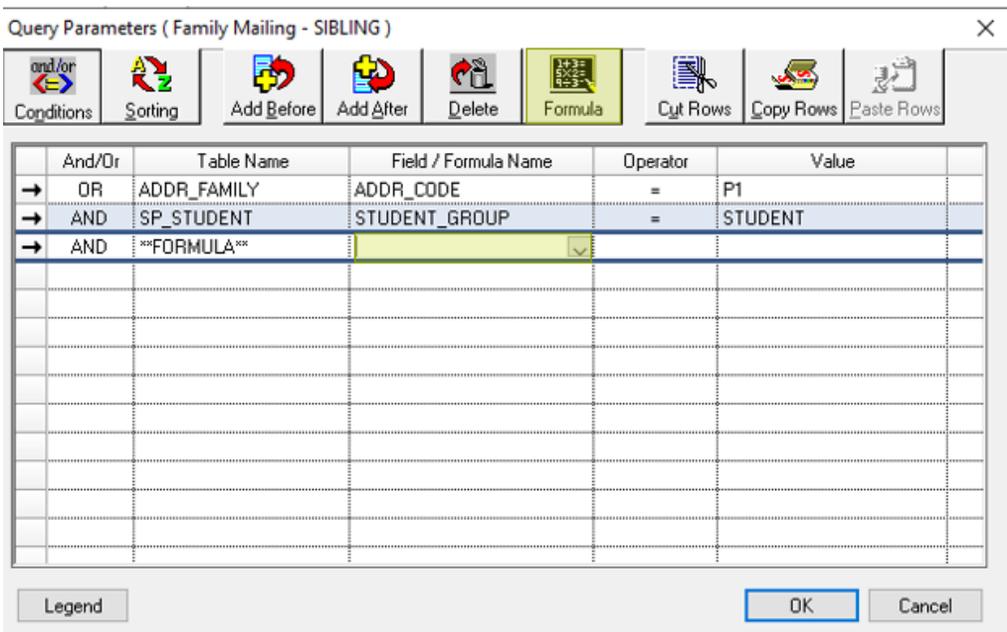


The third line of the query will be a FORMULA. Creating the FORMULA will indicate to the system that to run the report for these Family Addresses, there is a little more advanced processing that needs to be included (specifically, we want to know if there are any siblings).

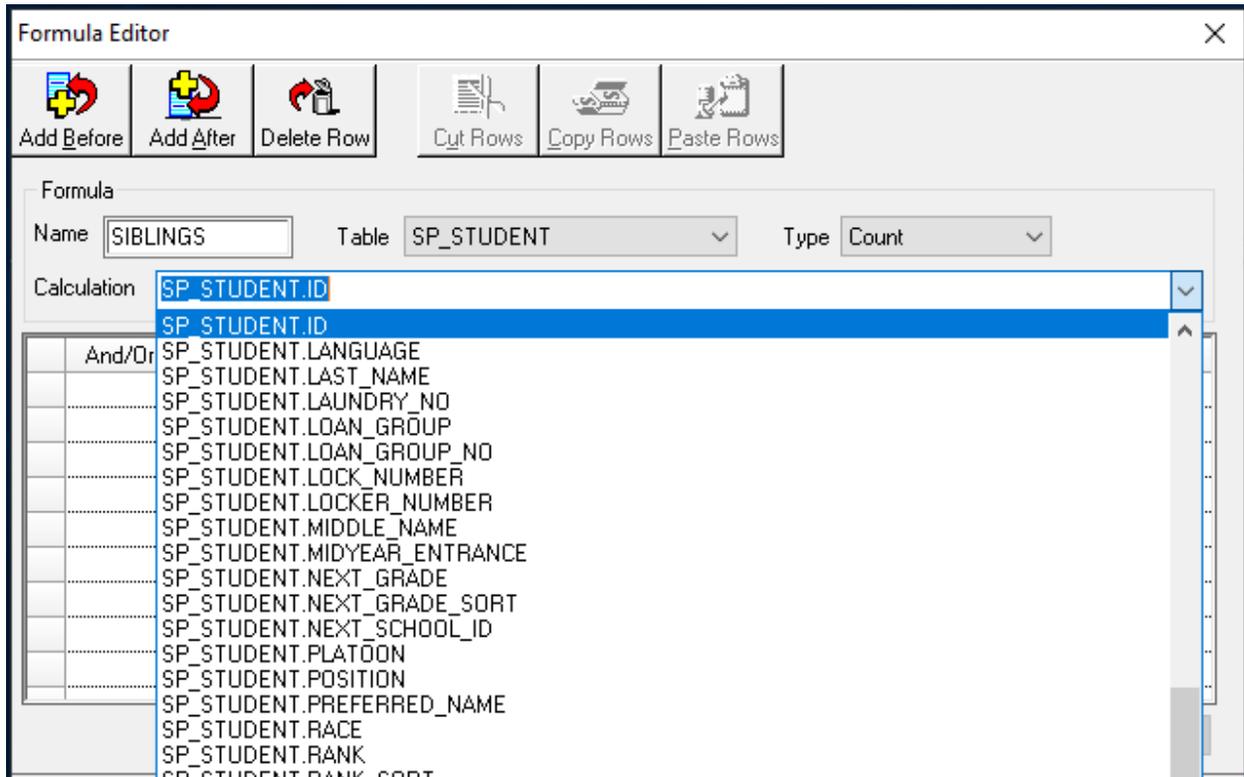
Click the Add After button, then select ****FORMULA**** as the Table Name.



Click into the Field/Formula Name section to activate the Formula button at the top of the screen



Give the Formula a Name, then use the Table and Type drop-lists to build the Formula (select the SP_STUDENT table and set the Type to Count. For the Calculation line, use the drop-list to select the SP_STUDENT.ID entry. This will indicate that the information you desire (families with siblings) is found on the SP_STUDENT table, and the records selected should be counted as part of the query criteria).



Again, use the Add Before button to identify records where the child(ren) is in the Student Group of Student

Formula Editor

Add Before Add After Delete Row Cut Rows Copy Rows Paste Rows

Formula

Name: SIBLINGS Table: SP_STUDENT Type: Count

Calculation: SP_STUDENT.ID

And/Or	Table Name	Field / Formula Name	Operator	Value
→ OR	SP_STUDENT	STUDENT_GROUP	=	STUDENT

OK Cancel Delete

Click OK to save the FORMULA and return to the original query.

In the query, add the Operator > (greater than) and a Value to complete the FORMULA line for the query (1, indicating use the FORMULA to count all children the Student Group of Student with the same family ID, and return only those where the number of children is greater than 1).

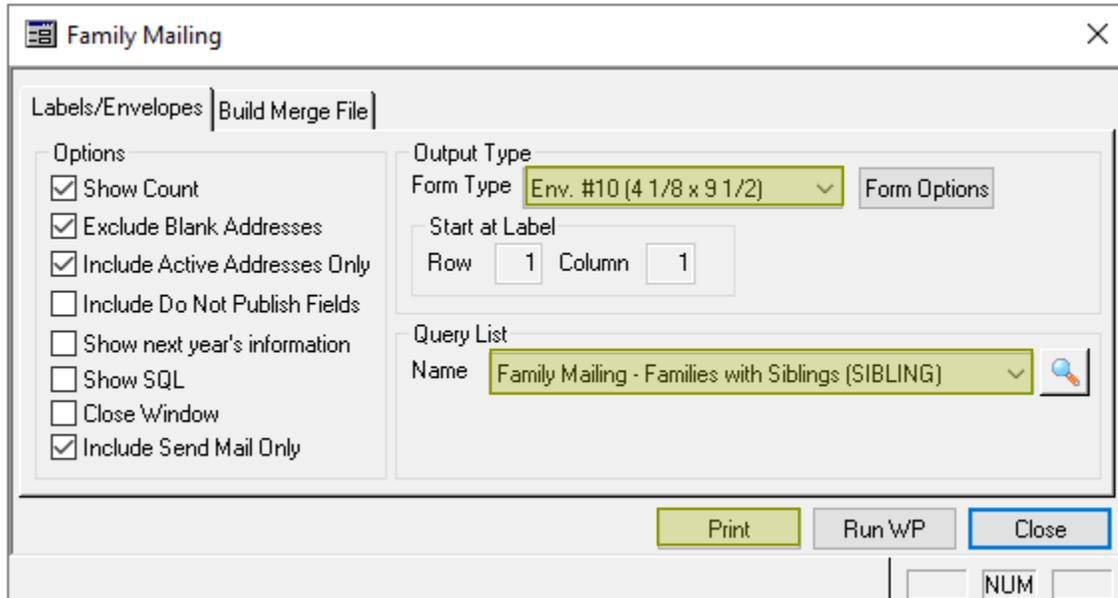
And/Or	Table Name	Field / Formula Name	Operator	Value
→ OR	ADDR_FAMILY	ADDR_CODE	=	P1
→ AND	SP_STUDENT	STUDENT_GROUP	=	STUDENT
→ AND	**FORMULA**	*SIBLINGS	>	1

Click OK to save the query.

In the Query List, select the new query and click OK

Query Name	Description	Type
BY DATE	Family Mailing New Familes by date	S
BYGRADE	Family Mailing - P1,P2 by grade and school id	S
BYINDIVI	Family Mailing by Individual	I
EMPLOY	Parent employment info	S
FAMCOUNT	Families Count	S
FAM_NEW	Family Mailing - P1,P2	S
GRADE-LF	Family Mailing - P1,P2 by grade and school id	S
GRANDP	Family Mailing - P1,P2	S
SIBLING	Family Mailing - Families with Siblings	S
SUMMER	Summer Programs	S

At the Family Mailing screen, choose an Output Type and make sure the new query is selected, and choose to "Print" the file.



A confirmation message will appear showing the count of families that have siblings.

