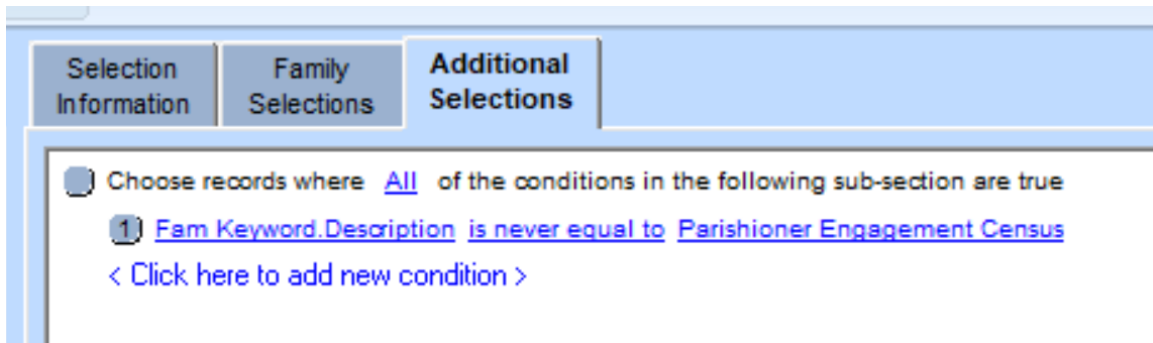


You've already created your response form and have sent out your re-census letters to all your families. You've added a Family Keyword to those families that have responded to the Census request. Now, you'll want to either reach out via email/letter or by phone call to those families that did not respond.

Option #1: Send a Follow Up Letter or Email

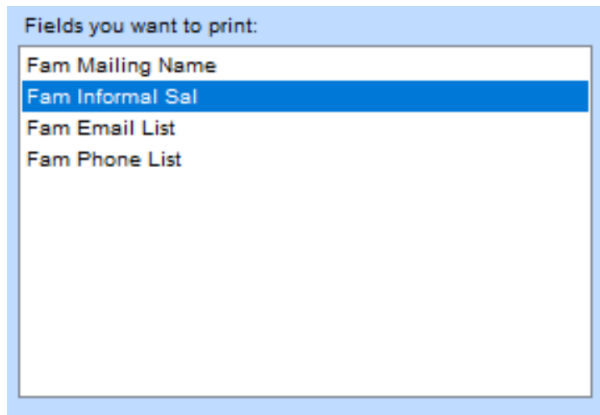
To send a letter/email from PDS to those families that have not yet responded to your request for updated contact information:

- Click on Families | Reports | Add | Letter
- Create a letter or modify the initial Re-Census letter, asking families to go to the survey response form and complete the information.
- Close the Body of the Letter and continue the report process, using the following Additional Selection to include the families that have not responded yet:

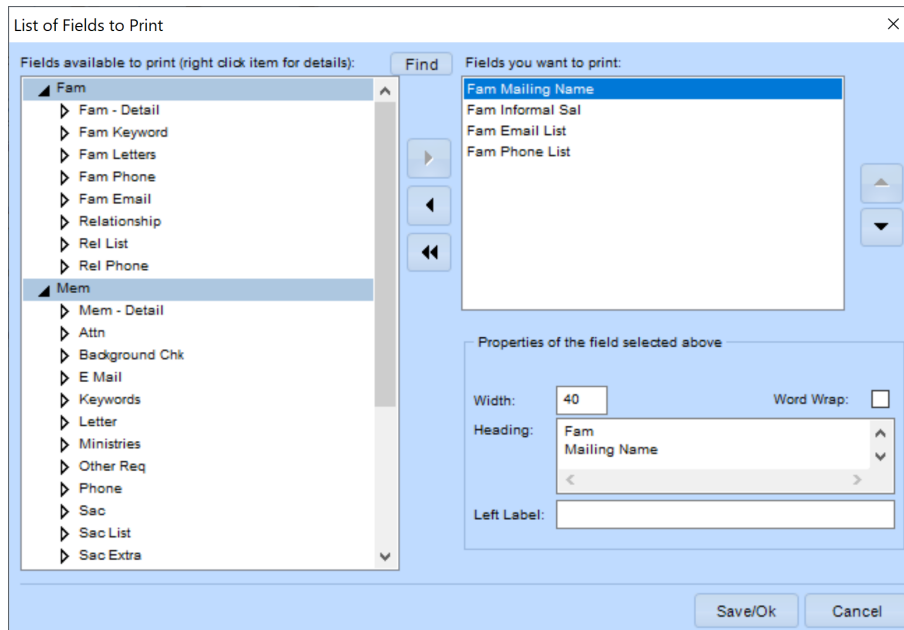


Option #2: Create an Excel Export To Reach Out for a Phone Call

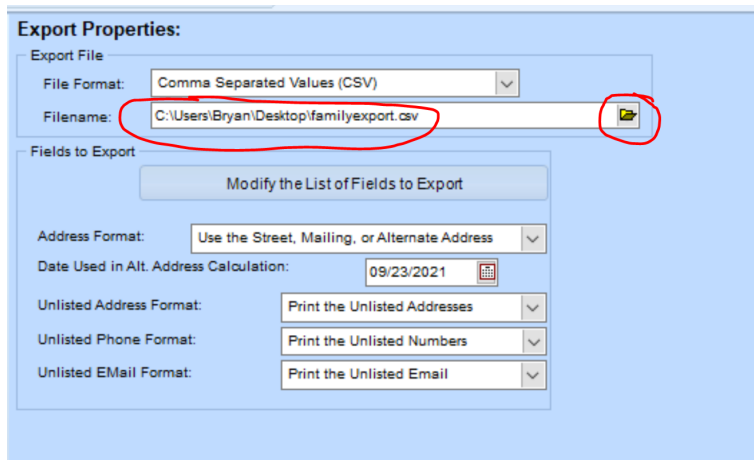
- Click on Families | Reports | Add | Export
- That will bring up the field chooser and you'll want to select the following fields, which should be under Family Detail:



- So, when you're done selecting fields from the left side, the window should look like this:



- Click SAVE/OK and then be sure to update the REPORT NAME on the screen it comes back to a name that makes sense.
- Then, click NEXT and be sure it is set for Comma Separated Values and then click the file folder icon to select a location for the exported file and assign a name. Be sure the filename ends with .csv:



- Continue with the report creation process, adding the following on the Additional Selections tab:

