

# HOW TO CREATE AN AFFIDAVIT IN DESTINY

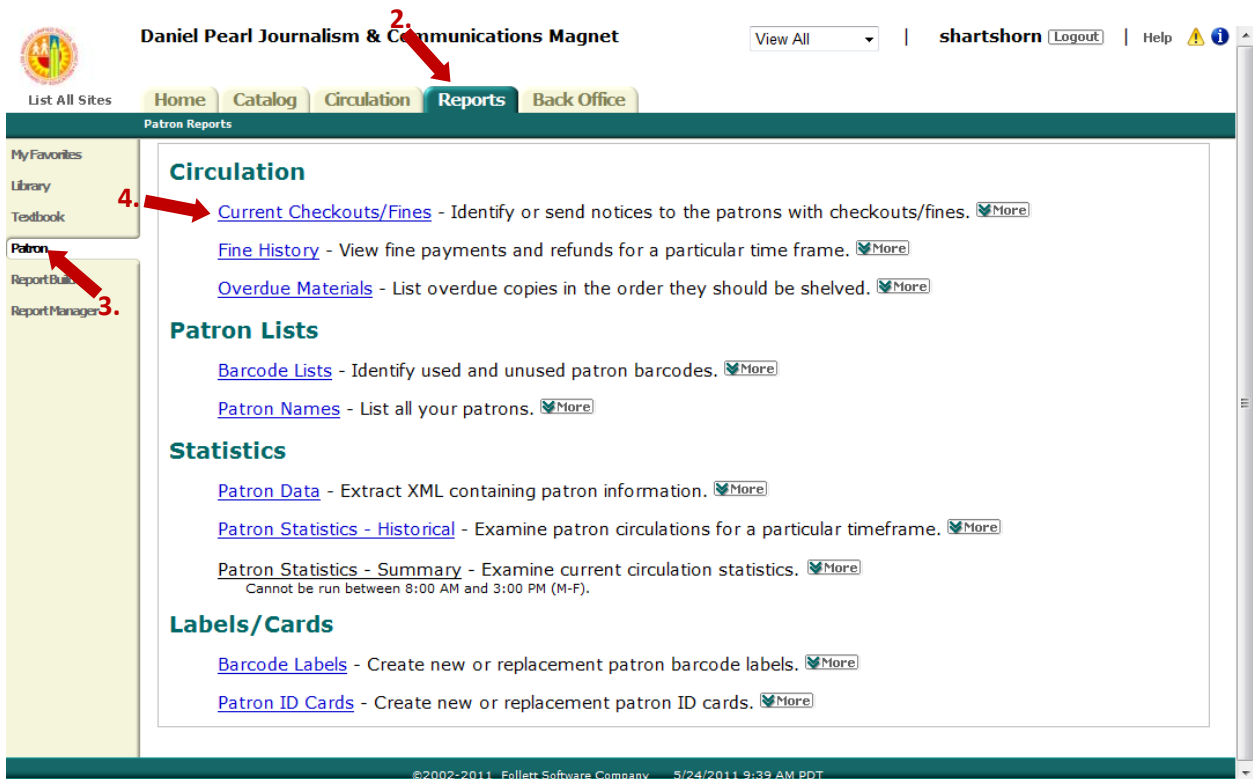
This tutorial will walk you through the steps on how to create an Affidavit in both English and Spanish using Destiny.

1. Login to Destiny.  
Once logged in, you will see the schools home page.



Now do the following.

2. Click on the **Reports** Tab on the top
3. Click on the **Patron** Tab on the left
4. Click on **Current Checkout/Fines** link under circulation



- Under **SHOW**, click on **All that are checked out**
- Under **FORMAT**, click on **Notices**.
- Click **continue**

Daniel Pearl Journalism & Communications Magnet

View All | shartshorn Logout | Help

List All Sites Home Catalog Circulation Reports Back Office

Patron Reports > Current Checkouts/Fines

My Favorites Library Textbook Patron Report Builder Report Manager

How do I... ?

1. Format 2. Limit 3. Details

Is the report or notice you'd like to generate listed below? If so, click its "Run" option. Otherwise you can [set up a new one](#).

Saved Report / Notices	Last Run	
checked out books	5/10/2011 2:15 PM	Run Edit Delete
Checked out books by homeroom	4/8/2011 11:06 AM	Run Edit Delete

♥ / ♥ = Favorite / Add to Favorites    ✎ = Edit    🗑 = Delete

Set up a new report or notice

5. → Show  **Checked Out/Overdue Materials**

- All that are currently overdue
- That are overdue by  to  days ?
- That are due from  to  ?
- All that are checked out

**Unpaid Library Fines**

**Unpaid Textbook Fines**

**Unpaid Patron Fines** ?

Format  Report -- Output: PDF

6. →  **Notices** -- Language: English

7. → Continue

All the default setting are fine.

- Click on **continue**.

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How do I... ?

1. Format 2. Limit 3. Details

Overdue Materials & Unpaid Fines Notices

Limit the results to...

**My Patrons** All Patron Types

Graduating in 2011

**Status**  Active  
 Inactive  
 Restricted

**Also Include**  Patrons of other sites that have [my materials](#) and/or that owe fines to Daniel Pearl Journalism & Communications Magnet. ?

**My Materials** Library - All Circulation Types

Textbooks

**Also Include**  The materials [my patrons](#) have and/or the fines they owe that belong to other sites in the district. ?

8. → Continue

9. Next to **Message**, type in: Parent or Guardians of
10. **In Message**, copy and paste the following message:

Section 48904 of the Education Code provides that parents/guardians are responsible for property loaned to students; therefore, we are requesting that the materials listed below be returned to the school or payment made by [Insert due date here]. Our school is authorized to withhold the grades, diploma, and transcripts of the student, or to deny participation in school activities that are deemed privileges (e.g. culmination/graduation ceremonies, dances, senior prom, student body office, inter-scholastic athletics, or other local school activities) until the debt is cleared.

You have an opportunity to review, discuss, and respond to the imposition of any fees or charges. Please know, our school provides a program of voluntary work in lieu of payment of monetary damages. If you have any questions or concerns about this letter, please contact [Insert contact person's name here] at [Insert phone number here].

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*Parent signature* *Date*

---

*Student signature* *Date*

11. **ALSO DISPLAY...** Click on **Price of overdue/checked out materials**
12. Click to **Run Notices**

The screenshot shows the library system's 'Reports' page. The 'Message' field is highlighted with a red arrow and the number 9. The 'Also Display...' section has 'Price of checked out/overdue materials' checked, highlighted with a red arrow and the number 11. The 'Run Notices' button is highlighted with a red arrow and the number 12. The interface also shows options for 'Distributed' (Internally/Mailed), 'Page layout' (Print 1 notice per page), and 'Select & Sort by' (Patron Name).

Next to Message, type in: Estimado(s) padre(s) o tutore(s):

In Message, copy and paste the following message:

El artículo 48904 del Código de Educación dispone que los padres o tutores son responsables de los bienes que se hayan prestado a los estudiantes; por consiguiente, le(s) pedimos que regrese(n) a la escuela los materiales enumerados anteriormente o que los pague(n) para [Insert due date here]. Nuestra escuela está autorizada para retener las calificaciones escolares, los diplomas, y las constancias de estudios de los alumnos hasta que se pague la deuda.

Usted(es) tiene(n) la oportunidad de revisar, discutir, y apelar cualquier cargo o cuota que se le(s) imponga(n). Deseamos que sepa(n) que nuestra escuela proporciona un programa de trabajo voluntario en lugar del pago monetario por los daños y perjuicios. Si tiene(n) alguna pregunta respecto a esta carta, por favor, llame(n) a [Insert contact person's name here], al [Insert phone number here].

\_\_\_\_\_  
*Firma de padre(s)*                      *Fecha*

\_\_\_\_\_  
*Firma de estudiante*                      *Fecha*

13. **ALSO DISPLAY...** Click on **Price of overdue/checked out materials**

14. Click to **Run Notices**

The screenshot shows the 'Run Notices' configuration page in a library system. The page title is 'Checked Out / Overdue Materials & Unpaid Fines Notices'. The interface includes a navigation menu with 'Home', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Reports' section is active, and the current report is 'Current Checkouts/Fines'. The configuration area includes sections for 'Select & Sort by', 'Distributed', 'Page layout', and 'Message'. A red arrow labeled '13.' points to the 'Also Display...' section where the checkbox for 'Price of checked out/overdue materials' is checked. Another red arrow labeled '14.' points to the 'Run Notices' button at the bottom of the configuration area.

15. Click on **Refresh List** until View comes up.
16. Click on **View** and then **print**



Jobs 1 - 7 out of 7

15. [Refresh List](#)

	Job	Status	
	Assigned/Fines	Pending	
<input type="checkbox"/>	Checked Out/Overdue/Fines	Completed (5/23/2011 12:54 PM)	16. <a href="#">View</a>
<input type="checkbox"/>	Checked Out/Overdue/Fines	Completed (5/23/2011 12:45 PM)	<a href="#">View</a>
<input type="checkbox"/>	Checked Out/Overdue/Fines	Completed (5/23/2011 12:44 PM)	<a href="#">View</a>
<input type="checkbox"/>	Overdue/Fines	Completed (5/23/2011 12:43 PM)	<a href="#">View</a>
<input type="checkbox"/>	Overdue/Fines	Completed (5/23/2011 12:42 PM)	<a href="#">View</a>
<input type="checkbox"/>	Patron Data	Completed (5/16/2011 9:35 AM)	<a href="#">View</a>

Jobs 1 - 7 out of 7

[Refresh List](#)

Delete Jobs...



All Selected (on this page)

Based on

Sample of Affidavit Notice *[English]*

**Checked Out/Overdue Materials & Unpaid Fines Notice**

Dear parents of guardians of Michael Corner:

Section 48904 of the Education Code provides that parents/guardians are responsible for property loaned to students; therefore, we are requesting that the materials listed below be returned to the school or payment made by [Insert due date here]. Our school is authorized to withhold the grades, diploma, and transcripts of the student, or to deny participation in school activities that are deemed privileges (e.g. culmination/graduation ceremonies, dances, senior prom, student body office, inter-scholastic athletics, or other local school activities) until the debt is cleared.

You have an opportunity to review, discuss, and respond to the imposition of any fees or charges. Please know, our school provides a program of voluntary work in lieu of payment of monetary damages. If you have any questions or concerns about this letter, please contact [Insert contact person's name here] at [Insert phone number here].

\_\_\_\_\_  
Parent signature      Date

\_\_\_\_\_  
Student signature      Date

Textbooks			
<i>Due</i>	<i>Barcode</i>	<i>Title</i>	<i>Est. Fine</i>
6/15/2011	40000000000069	Holt California Geometry (\$76.60)	

### Checked Out/Overdue Materials & Unpaid Fines Notice

Estimado(s) padre(s) o tutor(e)s Michael Corner:

El artículo 48904 del Código de Educación dispone que los padres o tutores legales son responsables de los bienes que se hayan prestado a los estudiantes; por consiguiente, le(s) pedimos que regrese(n) a la escuela los materiales enumerados a continuación, o que los pague(n) antes del [Insert due date here]. Nuestra escuela está autorizada para retener las calificaciones escolares, los diplomas, y las constancias de estudios de los alumnos, a negar la participación en actividades que se consideren privilegios (por ejemplo, ceremonias de culminación y graduación, bailes, deportes intercolegiales, puestos en concilios estudiantiles, o cualquier otra actividad escolar) hasta que todas las deudas sean saldadas.

Usted(es) tiene(n) la oportunidad de revisar, discutir, y apelar cualquier cargo o cuota que se le(s) imponga(n). Deseamos que sepa(n) que nuestra escuela proporciona un programa de trabajo voluntario en lugar del pago monetario por los daños y perjuicios. Si tiene(n) alguna pregunta respecto a esta carta, por favor, llame(n) a [Insert contact person's name here], al [Insert phone number here].

\_\_\_\_\_  
firma de padre(s) o tutor(e)s          fecha

\_\_\_\_\_  
firma de estudiante    fecha

#### Textbooks

<i>Due</i>	<i>Barcode</i>	<i>Title</i>	<i>Est. Fine</i>
6/15/2011	40000000000069	Holt California Geometry (\$76.60)	