

How to Create Absence Intervention Letters

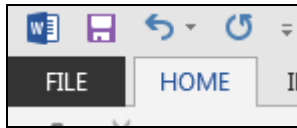
Change Log

Date	Section Number/Name	Change Description
8/5/21	Beginning	Update Note at the beginning on the location of the templates
6/17/21	Creating Absence Intervention Letter Templates in Word	Add tip regarding the RepeatForEach bookmark
4/7/20	Appendix D	Clarify steps
3/26/20	Appendix A	Add Medical Bookmarks
02/2/19	Appendix A	Added RepeatForEach Bookmarks
4/10/18	Appendix A	Update the Bookmarks
2/6/18	New Document	New Document

NOTE: Templates are available to use as your Intervention Letter or as a starting point to customize your own Intervention Letter. They are located with the documentation under the Quick References – Templates section.

Change Settings in Word before Creating Letter Templates

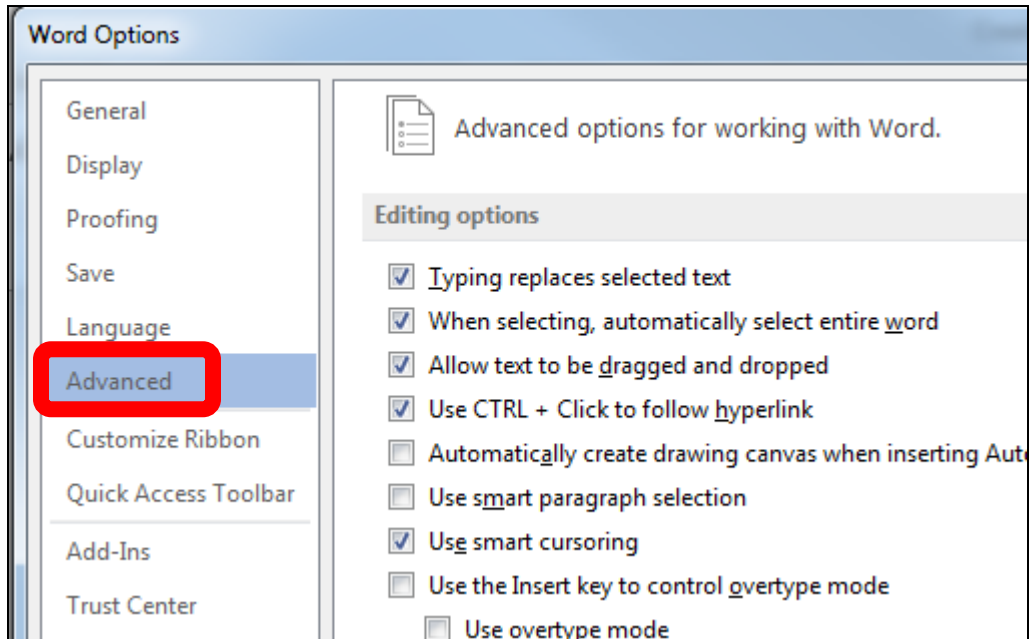
1. Open a blank Word document.
2. Click on **File** in the upper left hand corner.



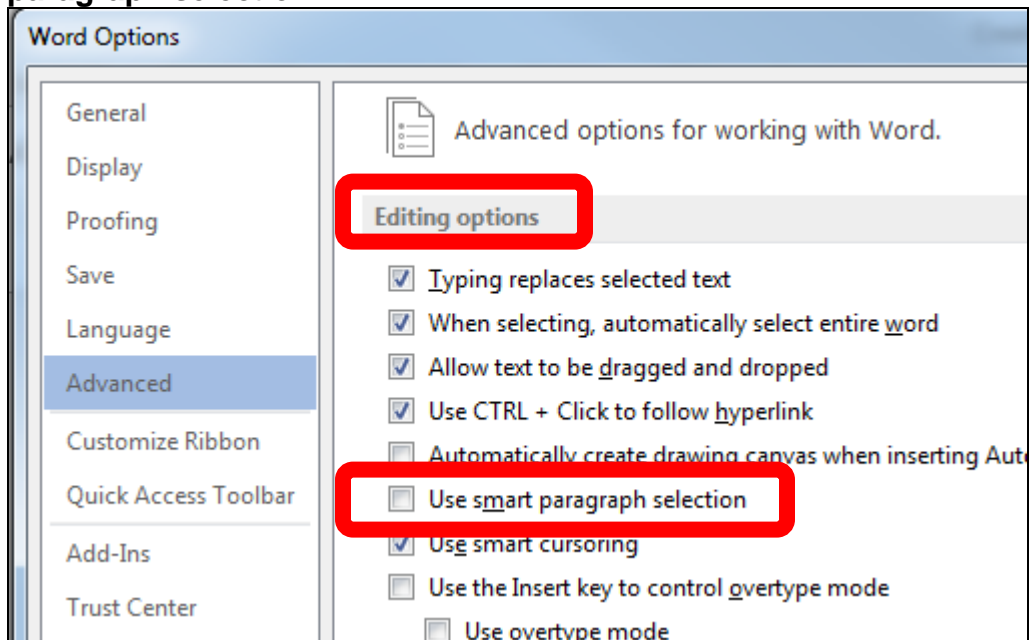
3. Click on **Options**.



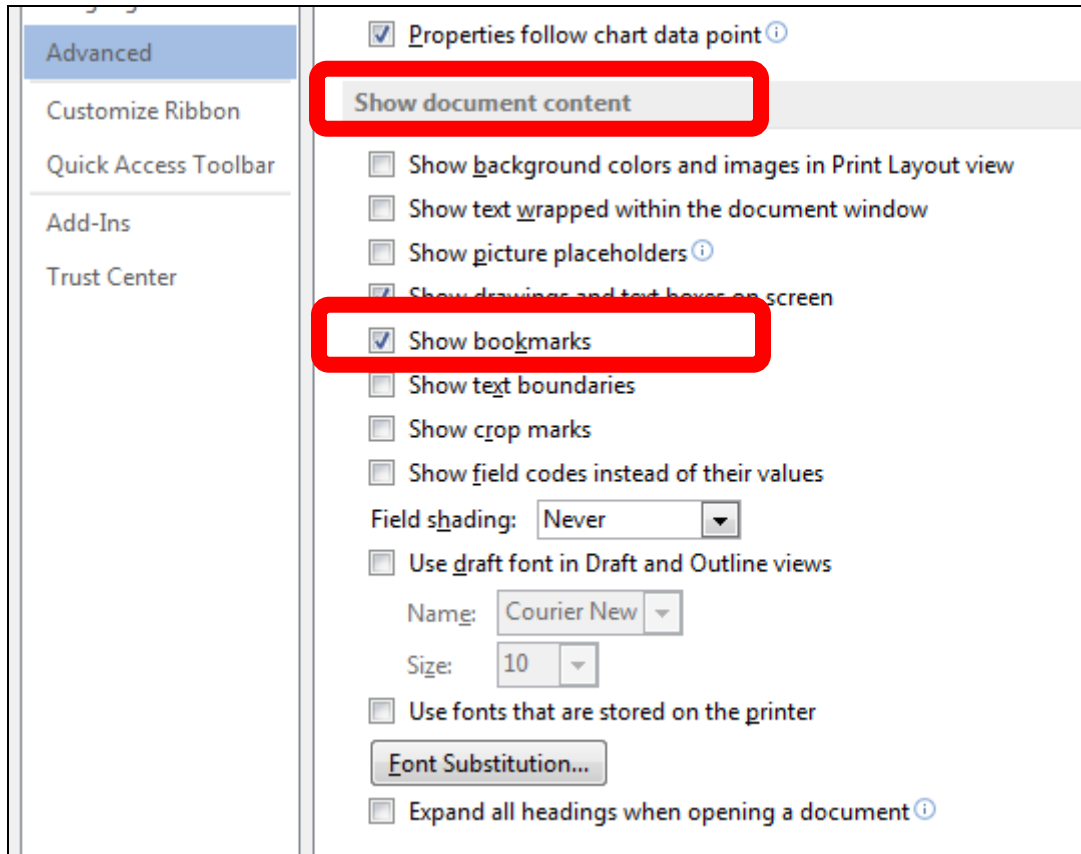
4. Click on **Advanced**.



5. On the right side, under **Editing options**, **UNCHECK Use smart paragraph selection**.



6. Scroll down to find **Show document content** options and **CHECK Show bookmarks**.



7. Click **OK** (lower right corner of screen).

Creating Absence Intervention Letter Templates in Word

1. Enter placeholder text into the MS Word document, for example “SchoolName” is where the building name is going to be inserted as a bookmark. The placeholder text can be anything, for example BLDG for SchoolName or School. It is merely a placeholder. Be sure there are no spaces in the placeholder text.

Note: The MS Word document cannot be Word 97-2003 .doc version. It must be .docx version.

Attendance Warning

SchoolName

DistrictName

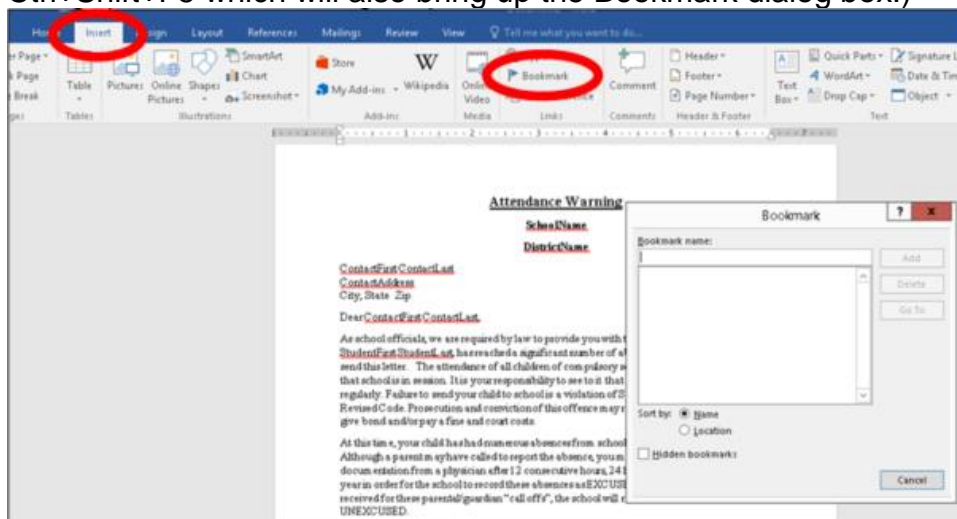
ContactFirst ContactLast
ContactAddress
City, State Zip

Dear ContactFirst ContactLast,

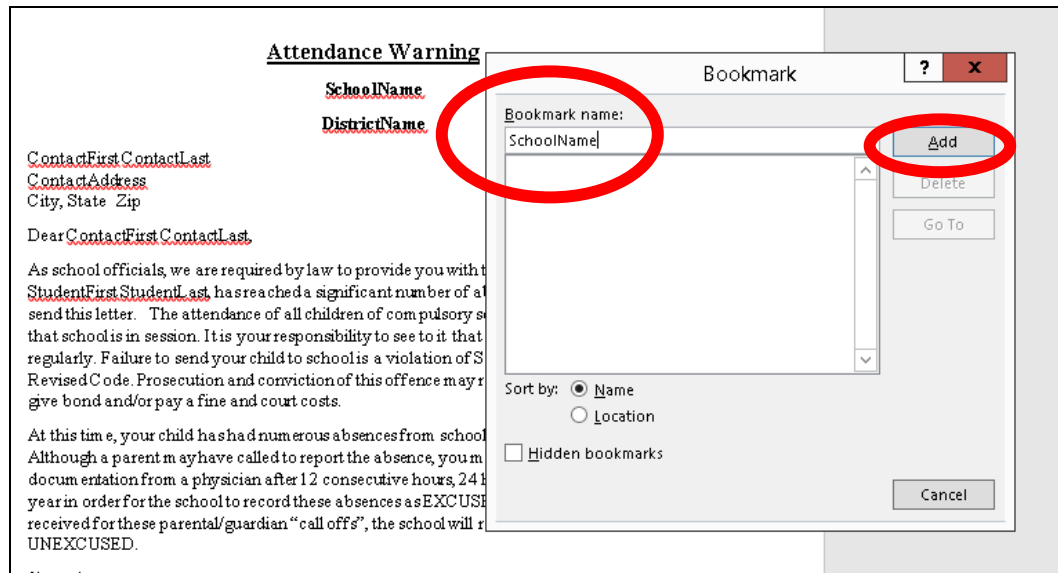
As school officials, we are required by law to provide you with the notice that your child, StudentFirst StudentLast, has reached a significant number of absences that makes it necessary to send this letter. The attendance of all children of compulsory school age is expected every day that school is in session. It is your responsibility to see to it that your child attends school regularly. Failure to send your child to school is a violation of Section 3321.38 of the Ohio Revised Code. Prosecution and conviction of this offense may give bond and/or pay a fine and court costs.

At this time, your child has had numerous absences from school. Although a parent or guardian is required to report the absence, you must document excusal from a physician after 12 consecutive hours, 24 hours in order for the school to record these absences as EXCUSED. If you are unable to provide a physician's note, the school will record these absences as UNEXCUSED.

2. Next, you will need the actual Bookmark names. They must be typed exactly as listed in **Appendix A** of this document.
3. In your document, you will select the placeholder text by double clicking the word - it will display as highlighted grey text (**SchoolName**), then click the Insert tab in the menu/ribbon and choose Bookmark. (Or you may use Ctrl+Shift+F5 which will also bring up the Bookmark dialog box.)



4. In the Bookmark Dialog box, enter the Bookmark name you are linking to the placeholder word you have typed in your document. For example, if you select SchoolName, which is the placeholder word for the name of the building, you will use the Bookmark listing in Appendix A of this document, find and use the bookmark called **SchoolName** and then click **Add**.



5. Repeat these steps for each placeholder word in your attendance letter.

Note: You may use a bookmark multiple times in a letter. See Appendix C for detail.

6. Once you have completed linking the Bookmark to the placeholder word, Save your Word document.

NOTE: You must have the District in context for the upload to work. Letter Templates may only be uploaded at the district level.

NOTE: If you have different wording for your letters at each building, you may want to name the files with a building specific code since all files will be uploaded to one location at the district level. For example, when you are saving your letters in Word, save them using the 4 character SI building code for your building.

Example naming convention of letters:
XXEL Warning Letter.docx
XXMS Intervention Letter.docx
XXHS Warning Letter.docx

TIP: If you are getting multiple pages for the same student, make sure the RepeatForEach tag is before the items that would be grouped, like the list of absences at the end.

The screenshot shows a software interface with a table of student absences and a 'Bookmark' dialog box. The table has columns for 'Absence Date', 'Excused', 'Unexcused', and 'Out Of School'. The first row contains the following data: '[CalendarDate].....[ExcusedAbsenceHours][UnexcusedAbsenceHours].....[OutOfSchoolSuspAbsenceHours]'. The 'Bookmark' dialog box is open, showing a list of fields to bookmark. The 'RepeatForEach_DailyAbsence' field is selected. The dialog box also has buttons for 'Add', 'Delete', 'Go To', and 'Close', and a 'Sort by' section with radio buttons for 'Name' and 'Location'.

Absence Date	Excused	Unexcused	Out Of School
[CalendarDate].....	[ExcusedAbsenceHours]	[UnexcusedAbsenceHours][OutOfSchoolSuspAbsenceHours]

Manage Report Templates

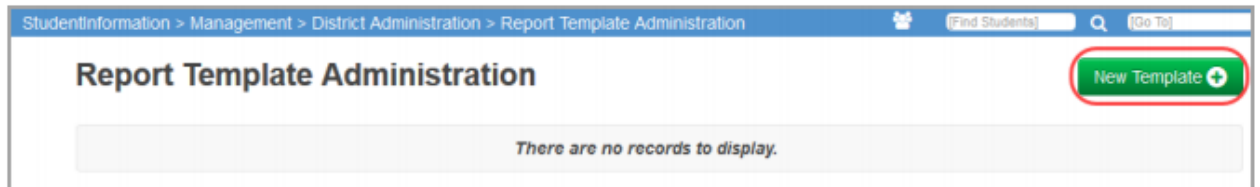
You can use report templates to generate intervention letters for students. Refer to the appropriate section as follows:

- [“Upload Report Templates”](#)
- [“Download Report Templates”](#)
- [“Delete Report Templates”](#)

Upload Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, click **New Template**.

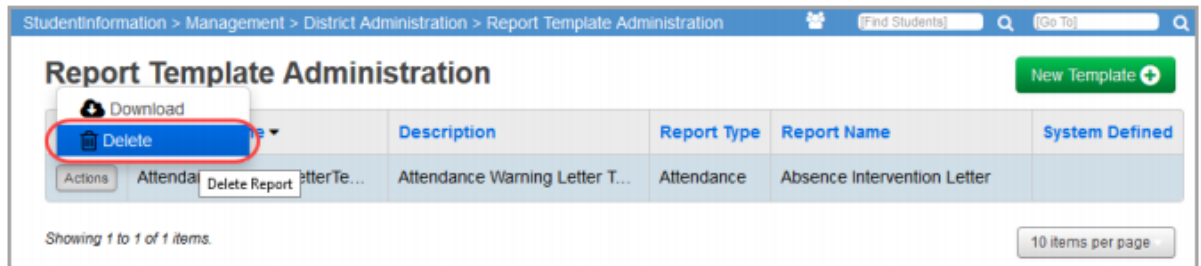


2. On the **Upload Template** window, in the **Select Report...** drop-down list, select **Absence Intervention Letter**.
The **Available Bookmarks in Report** section displays the bookmarks in the current report that you can select to customize your template.
3. In the **Template Description** field, enter the description that you want to display in StudentInformation to identify this template.
4. Click **Browse**, and navigate to and select the file you want to use as a template.

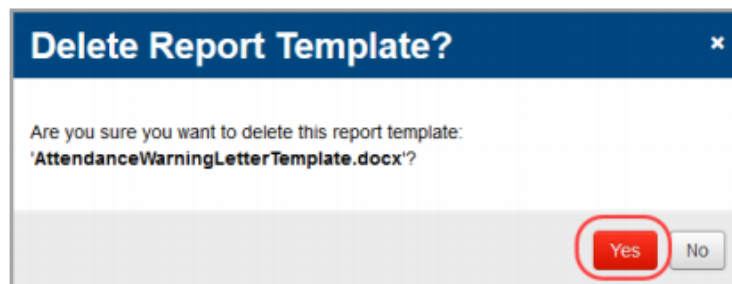
Delete Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to delete, click **Actions** and select **Delete**.



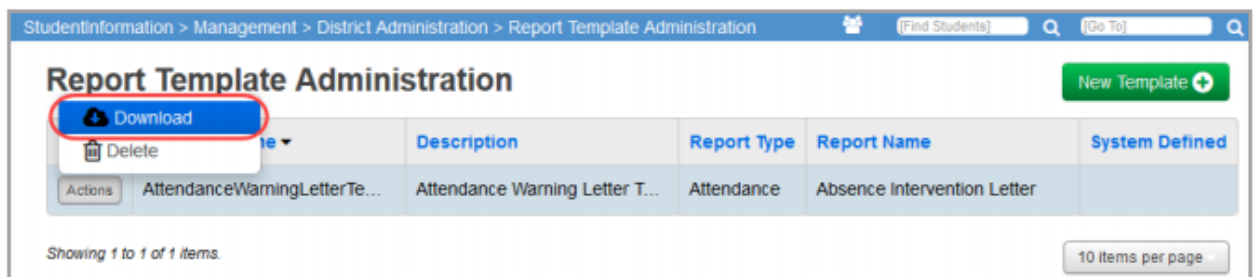
2. On the confirmation window, click **Yes**.



Download Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to download, click **Actions** and select **Download**.



2. Open or save the file.

Appendix A

Bookmarks for Absence Intervention Letters

StudentId	[StudentId]
StudentNumber	[StudentNumber]
StudentName	[StudentName]
StudentLastName	[StudentLastName]
StudentFirstName	[StudentFirstName]
StudentMailingAddress	[StudentMailingAddress]
GradeLevel	[GradeLevel]
ProgramName	[ProgramName]
Counselor	[Counselor]
HomeroomTeacher	[HomeroomTeacher]
ContactFirstName	[ContactFirstName]
ContactLastName	[ContactLastName]
ContactFullName	[ContactFullName]
ContactFullAddressFormatted	[ContactFullAddressFormatted]
ContactAddress	[ContactAddress]
ContactAddress2	[ContactAddress2]
ContactCity	[ContactCity]
ContactState	[ContactState]
ContactZip	[ContactZip]
DistrictName	[DistrictName]
SchoolName	[SchoolName]
SchoolYear	[SchoolYear]
SchoolYearId	[SchoolYearId]
SchoolId	[SchoolId]
DistrictId	[DistrictId]
SchoolAddress	[SchoolAddress]
Principal	[Principal]
SchoolPhoneFormatted	[SchoolPhoneFormatted]
SchoolPhone	[SchoolPhone]
YearlyAbsenceHours	[YearlyAbsenceHours]
YearlyAbsenceDays	[YearlyAbsenceDays]
YearlyExcusedAbsenceHours	[YearlyExcusedAbsenceHours]
YearlyExcusedAbsenceDays	[YearlyExcusedAbsenceDays]
YearlyUnexcusedAbsenceHours	[YearlyUnexcusedAbsenceHours]
YearlyUnexcusedAbsenceDays	[YearlyUnexcusedAbsenceDays]
YearlyOutOfSchoolSuspAbsenceHours	[YearlyOutOfSchoolSuspAbsenceHours]
YearlyOutOfSchoolSuspAbsenceDays	[YearlyOutOfSchoolSuspAbsenceDays]
YearlyAbsenceMedicalHours	YearlyAbsenceMedicalHours
YearlyAbsenceMedicalDays	YearlyAbsenceMedicalDays

Daily Absences

AttendanceTrackingDailySummaryId	[AttendanceTrackingDailySummaryId]
CalendarDate	[CalendarDate]
AbsenceDays	[AbsenceDays]
AbsenceHours	[AbsenceHours]
ExcusedAbsenceDays	[ExcusedAbsenceDays]
ExcusedAbsenceHours	[ExcusedAbsenceHours]
UnexcusedAbsenceDays	[UnexcusedAbsenceDays]
UnexcusedAbsenceHours	[UnexcusedAbsenceHours]
OutOfSchoolSuspAbsenceHours	[OutOfSchoolSuspAbsenceHours]
OutOfSchoolSuspAbsenceDays	[OutOfSchoolSuspAbsenceDays]
RepeatForEach_DailyAbsence	RepeatForEach_DailyAbsence
MedicalExcusedAbsenceHours	MedicalExcusedAbsenceHours
MedicalExcusedAbsenceDays	MedicalExcusedAbsenceDays

Monthly Summary

AttendanceTrackingMonthlySummaryId	[AttendanceTrackingMonthlySummaryId]
MonthlySummaryMonthName	[MonthlySummaryMonthName]
MonthlySummaryMonthNumber	[MonthlySummaryMonthNumber]
MonthlySummaryYear	[MonthlySummaryYear]
MonthlySummaryAbsenceHours	[MonthlySummaryAbsenceHours]
MonthlySummaryAbsenceDays	[MonthlySummaryAbsenceDays]
MonthlySummaryExcusedAbsenceHours	[MonthlySummaryExcusedAbsenceHours]
MonthlySummaryExcusedAbsenceDays	[MonthlySummaryExcusedAbsenceDays]
MonthlySummaryUnexcusedAbsenceHours	[MonthlySummaryUnexcusedAbsenceHours]
MonthlySummaryUnexcusedAbsenceDays	[MonthlySummaryUnexcusedAbsenceDays]
MonthlySummaryOutOfSchoolSuspAbsenceHour	[MonthlySummaryOutOfSchoolSuspAbsenceHour]
MonthlySummaryOutOfSchoolSuspAbsenceDays	[MonthlySummaryOutOfSchoolSuspAbsenceDays]
RepeatForEach_MonthlySummary	RepeatForEach_MonthlySummary
MonthlyAbsenceMedicalHours	MonthlyAbsenceMedicalHours
MonthlyAbsenceMedicalDays	MonthlyAbsenceMedicalDays

Consecutive Summary

AttendanceTrackingConsecutiveSummaryId	[AttendanceTrackingConsecutiveSummaryId]
ConsecutiveStartDate	[ConsecutiveStartDate]
ConsecutiveEndDate	[ConsecutiveEndDate]
ConsecutiveAbsenceHours	[ConsecutiveAbsenceHours]
ConsecutiveAbsenceDays	[ConsecutiveAbsenceDays]
ConsecutiveSummaryTypeId	[ConsecutiveSummaryTypeId]
RepeatForEach_ConsecutiveSummary	RepeatForEach_ConsecutiveSummary

Threshold Summary

AttendanceTrackingThresholdTrigger DateId	[AttendanceTrackingThresholdTrigger DateId]
ThresholdTriggerDate	[ThresholdTriggerDate]
ThresholdTypeName	[ThresholdTypeName]
RepeatForEach_Threshold	RepeatForEach_Threshold

Appendix B

Sample

Attendance Warning

SchoolName

DistrictName

ContactFirst ContactLast

ContactAddress

City, State Zip

Dear ContactFirst ContactLast,

As school officials, we are required by law to provide you with the notice that your child, StudentFirst StudentLast, has reached a significant number of absences that makes it necessary to send this letter. The attendance of all children of compulsory school age is expected every day that school is in session. It is your responsibility to see to it that your child attends school regularly. Failure to send your child to school is a violation of Section 3321.38 of the Ohio Revised Code. Prosecution and conviction of this offence may result in the court ordering you to give bond and/or pay a fine and court costs.

At this time, your child has had numerous absences from school. (See attached list of dates.) Although a parent may have called to report the absence, you may be required to provide written documentation from a physician after 12 consecutive hours, 24 hours in a month or 48 hours in a year in order for the school to record these absences as EXCUSED. If this documentation is not received for these parental/guardian “call offs”, the school will record the absence as UNEXCUSED.

Sincerely,
Principal

Appendix C

Using a bookmark multiple times

To use a bookmark multiple times, use `_x2`, `_x3`, etc. at the end of the bookmark.

Example:

`ContactFirstName` will print the first name of the contact.

`ContactFirstName_x2` will print the contact's first name a 2nd time in the letter.

`ContactFirstName_x3` will print the contact's first name a 3rd time in the letter.

The screenshot shows a letter template titled "Attendance Habitually Truant". The letter contains several fields for personalization, including `[[SchoolName]]`, `[[DistrictName]]`, `[[ContactFirstName]]`, `[[ContactLastName]]`, `[[ContactAddress]]`, `[[ContactCity]]`, `[[ContactState]]`, and `[[ContactZip]]`. The date is set to 2/1/2018. The salutation is "Dear Parent/Guardian, `ContactFirstName` `ContactLastName`".

A "Bookmark" dialog box is open over the letter. The "Bookmark name" field contains `ContactFirstName_x2`, which is circled in red. A red arrow points from this field to the `[[ContactFirstName]]` field in the letter template. Another red arrow points from the `ContactFirstName` field in the letter template to the `ContactFirstName` field in the bookmark list.

The bookmark list includes the following fields: `ContactAddress`, `ContactCity`, `ContactFirstName`, `ContactLastName`, `ContactState`, `ContactZip`, `DistrictName`, `ExcusedAbsenceHours`, `OutOfSchoolSuspAbsenceHours`, `RepeatForEach_DailyAbsence`, `SchoolName`, and `UnexcusedAbsenceHours`. The "Sort by" options are "Name" (selected) and "Location". There is also a checkbox for "Hidden bookmarks".

Appendix D

Insert a Letter Date that will display the date a letter is run

To insert a date field into the template so that the current date will print when a letter is run:

1. Place your cursor on the line that you wish the date to display in your letter
2. On the **Insert** tab, **Text** section, click the **Insert Date & Time** icon.
3. Select an **Available Formats** and click the **Update automatically** box.
4. Click **OK**.

