

# Attendance Letters Procedural Checklist

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## Change Log

Date	Section Number/Name	Change Description
7/15/20	Entire document	Review and update

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# Using Attendance Letters

Follow these steps to create and use student Attendance Letters. Please note that Attendance Letters are optional in StudentInformation and do not have to be configured and used. See *Attendance and Calendar End User Documentation for details*.

- Review Absence Types** – Review Absence Types and add/edit as needed. Make sure that each absence type has the **Is Excused** checkbox marked or unmarked as appropriate.

**Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Types**

**Absence Type Maintenance**

From this screen, you can display, add, change and delete data pertaining to absence types.

[Add Absence Type](#)

	Code	Name ▲	Description	Qualifier	Is Excused	Absence Group	Use for Daily Attendance	Use for Period Attendance	Report to EMIS	Active
	A	ABS/EX	ABS/EX	Absent	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Z	Excused Medical Full Day	Excused Medical Full Day	Absent	<input checked="" type="checkbox"/>	Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	ZZ	Excused Medical Partial	Excused Medical Partial	Partial	<input checked="" type="checkbox"/>	Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	ISD	In School Detention	In School Detention	Non-absence	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	NA	NON-ABSENCE		Non-absence	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	OSS	Out of School Suspension	Out of School Suspension	Absent	<input type="checkbox"/>	Out of School Suspension	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	P	PARTIAL	PARTIAL ABSENCE	Partial	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	T	TARDY	TARDY	Partial	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	U	UNEXCUSED	UNEXCUSED	Absent	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Show Active Only

- **Create Absence Letter Rules** – Create Absence Letter Rules as necessary for the different types of Absence Letters needed. If you create multiple Rules that could all apply to one student, that student will get multiple letters when the separate rules are run. We recommend using one Rule with multiple criteria for each type of date range you want to run letters for (most schools will only need one Rule). For instance, if you want to reset absence counts for letters each semester, create a Semester Rule. If you want to reset absence counts for letters each quarter, create a Quarter Rule. (If you create multiple Rules, such as a Quarter Rule and a Year Rule, and run both, a student who meets criteria in both Rules will get a letter for each Rule.)

**Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Letter Rules**

### Absence Letter Rule Maintenance

From this screen, you can display, add, change and delete data pertaining to absence letter rules.

			Code	Name ▲	Description	Type	Is Active
			15	5, 10, 15 day letter	5, 10, 15 day letter	Daily Cumulative	<span style="color: green; font-size: 1.2em;">●</span>

Show Active Only

- **Create Absence Letter Rule Criteria** – Click the **magnifying glass** icon (View Details) for your Absence Letter Rule to add Rule Criteria. You will need one Rule Criterion for each type of letter you wish to run (5-day letter, 10-day letter, and so on).

**Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Letter Rules – Click on Magnifying Glass**

### Absence Letter Rule Criterion: 5, 10, 15 day letter

From this screen, you can display, add, change and delete data pertaining to absence letter rule criteria.

		Absence Types	Threshold	Interval	Period Type	Supp. Multi Letters	Precedence ▲	Is Active
		U - A	15			<input checked="" type="checkbox"/>	1	<span style="color: green;">●</span>
		U - A	10			<input checked="" type="checkbox"/>	2	<span style="color: green;">●</span>
		U - A	5			<input checked="" type="checkbox"/>	3	<span style="color: green;">●</span>
		T	10			<input checked="" type="checkbox"/>	4	<span style="color: green;">●</span>

Show Active Only

When adding an Absence Letter Rule Criterion, make sure to enter the correct Precedence. Precedence is used to determine which criteria the student meets. For instance, if you had thresholds of 5, 10 and 15, you would set up the 5-day letter with a higher (less severe) Precedence number (3, for instance), and the 15-day letter with a lower (more severe) Precedence number (1, for instance), so that, if a student matched the criteria for both letters, the more severe letter (15-day, in this example) would print for that student. If you wish to use Precedence, make sure to check **Suppress Multiple Letters**.

## Absence Letter Rule Criterion: 5, 10, 15 day letter

From this screen, you can display, add, change and delete data pertaining to absence letter rule criteria.

Absence Types:*	Available	Selected
	ISD - In School Detention NA - NON-ABSENCE OSS - Out of School Suspens: P - PARTIAL T - TARDY	U - UNEXCUSED A - ABS/EX

Absence types in available list:  Excused  Unexcused

Threshold:\*

Interval:\*

Period Type:

Suppress Multiple Letters:

Precedence:\*

Is Active:

- Run Half/Full Day Absence Letter (R320) – Run Half/Full Day Absence Letter (R320) if using Daily Attendance.**

**Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Half/Full Day Absence Letter (R320)**

**Important Notes:**

- (1) Make sure that you do not use any non-standard characters in the Attendance Policy field (such as quote marks from Word or another word processor).
- (2) Your Date Range must have a start date equal to the first day of the date range type (for instance, if you are running Semester Rules, your start date should be the first day of the semester).
- (3) If a student's Violation Date (the date on which they broke the Rule Criterion Threshold triggering their letter) is within the Date Range for this report, and the student has already received a letter for that Criterion, the student will not receive further letters until another Criterion's Threshold is reached. For example, you have a rule with 5, 10 and 15 day thresholds. A student has already received a 5-day letter. If you run this Rule again, the student will not receive further 5-day letters. If the student then reaches 10 days, the next time you run this Rule, the student will receive a 10-day letter.
- (4) A student will receive multiple letters if you run different rules; if you have **Precedence** and **Suppress Multiple Letters** set correctly for a single Rule, the student will not receive multiple letters.

- Run Half/Full Day Absence Office Report (R320 Office)** – Run Half/Full Day Absence Office Report (R320 Office) if using Daily Attendance.

**Note:** The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

**Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Half/Full Day Absence Office (R320Off)**

- Run Period Absence Letter (R317)** – Run Period Absence Letter (R317) if using Period Attendance. See previous step (R320) for notes on running Absence Letters.

**Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Period Absence Letters (R317)**

- Run Period Absence Office Report (R317Office)** – Run Period Absence Office Report (R317 Office) if using Period Attendance.

**Note:** The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

**Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Period Absence Office (R317Off)**

- View School Attendance Letter History** – View Attendance Letter History for the school building for a specific date range. You can also select a single Rule Type and/or Letter Rule, and/or Grade Level with which to filter the list. If you want to disable some absence letters (so the next time you run absence letters, it will create new absence letters for those students), check the boxes next to those student letters to hide, and click **the Hide/Unhide Selected Records** button. Un-check **Show Active Only** and repeat this process if you wish to re-activate those letters.

**Navigation: StudentInformation – SIS – Attendance – Letter History**

### Attendance Letter History

From this screen, you can view the history of attendance letter generation for a set of search criteria.

Start Date: \*  End Date: \*

Rule Type:  Letter Rule:

Grade Level:  Search

<input type="checkbox"/>	Student ▲	Student Number	Grade	Date Generated	Rule Code	Threshold Broken	Violation Date	Active
<input type="checkbox"/>	ABBOTT, AMY	02262429	12	Jul 14, 2020	15	10	Dec 13, 2019	<span style="color: green;">●</span>
<input type="checkbox"/>	ALFORD, DEAN	02278287	10	Jul 14, 2020	15	5	Sep 20, 2019	<span style="color: green;">●</span>

Show Active Only

Hide/Unhide Selected Records



- View Student Attendance Letter History** – View Student’s Attendance Letter History for information about attendance letters sent for a selected student and for a specific date range. You can hide multiple attendance letter records on this screen as well. See the previous step for instructions.

**Navigation: StudentInformation – SIS – Student – Attendance – Attendance Letter History**

### Student's Attendance Letter History

From this screen, you can view attendance letter history records for the current student.

Start Date:\* 
End Date:\*

<input type="checkbox"/>	Date Generated	Rule Code	Rule Name	Rule Type	Threshold	Interval	Violation Date ▼	Active
<input type="checkbox"/>	Jul 14, 2020	15	5, 10, 15 day letter	Daily Cumulative	5		Sep 20, 2019	<span style="color: green; font-size: 1.2em;">●</span>

Show Active Only