

How to Create Attendance Intervention Letters



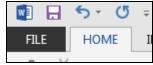
Change Log

Date	Section Number/Name	Change Description
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 Procedural Checklists – Students section with the other Attendance documentation.

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**.

[Nord Options	
	General	Advanced options for working with Word.
	Display	
	Proofing	Editing options
	Save	Typing replaces selected text
	Language	When selecting, automatically select entire word
	Advanced	Allow text to be <u>d</u> ragged and dropped
'	Customize Ribbon	Use CTRL + Click to follow <u>hyperlink</u>
	Customize Ribbon	Automatically create drawing canvas when inserting Automatically create drawing canvas when inserting Automatical Automatic
	Quick Access Toolbar	Use smart paragraph selection
	Add-Ins	Use smart cursoring
	Trust Center	Use the Insert key to control overtype mode
	Trust Center	Use overtype mode

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

Word Options				
General	Advanced options for working with Word.			
Display				
Proofing	Editing options			
Save	Typing replaces selected text			
Language	When selecting, automatically select entire word			
Advanced	Allow text to be <u>dragged</u> and dropped			
	Use CTRL + Click to follow <u>hyperlink</u>			
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Quick Access Toolbar	Use smart paragraph selection			
Add-Ins	✓ Us <u>e</u> smart cursoring			
Trust Cantar	Use the Insert key to control overtype mode			
Trust Center	Use overtype mode			

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

Advanced	Properties follow chart data point ⁽ⁱ⁾
Customize Ribbon	Show document content
Quick Access Toolbar	Show <u>b</u> ackground colors and images in Print Layout view
Add-Ins Trust Center	 Show text wrapped within the document window Show picture placeholders i Show drawings and text borses on screen Show bookmarks Show text boundaries Show text boundaries Show crop marks Show field codes instead of their values Field shading: Never Vse draft font in Draft and Outline views Namg: Courier New Size: 10 Use fonts that are stored on the printer Ent Substitution Expand all headings when opening a document i

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

Creating Absence Intervention Letter Templates in Word

 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.

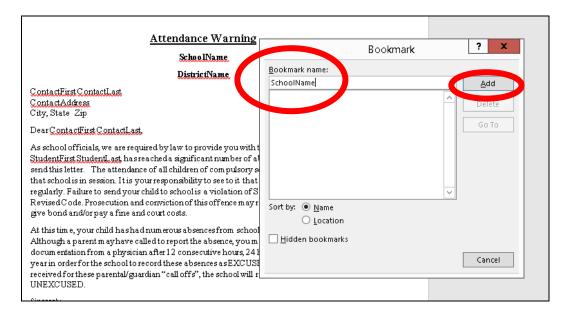
Note: The MS Word document <u>cannot</u> be Word 97-2003 .doc version. It must be .docx version.

	Attendance Warning
	SchoolName
	DistrictName
ContactFirst ContactAddr City, State	ress
Dear Contac	tFirst ContactLast,
StudentFirst send this lett that school i	fficials, we are required by law to provide you with the notice that your child, StudentLast, has reached a significant number of absences that makes it necessary to er. The attendance of all children of compulsory school age is expected every day s in session. It is your responsibility to see to it that your child attends school alure to send your child to school is a violation of Section 3321.38 of the Ohio

- 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.)

Ho	Intert	Den	Layou	t Referen	ces Mail	-	Restere	view (Tell me	what you w	antis da						
er Page * k Page e Break gol	Table 9	ictures Onl Pictu		SmartArt 11 Chart a. Screensh	- 320	re Add-im Add-		a Onin Video Mezia	-	ámark Links	Camma	Pag 🕤		Test Bax	Quick Pa WordArt Drop Cap	-	Tim
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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

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.

StudentInformation > Management > District Administration > Report Template Administration	*	[Find Students]	<u> </u>	[Go To]
Report Template Administration			Ne	w Template 📀
There are no records to display.				

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.

Manage Report Templates

5. Click Upload.

Upload Template		×
Absence Intervention Letter		
Available Bookmarks In Report: • Studentld • StudentNumber • StudentName • StudentLastName • StudentFirstName • StudentMailingAddress		^
GradeLevel ProgramName		~
Attendance Warning Letter Template Browse AttendanceWarningLetterTemplate.docx		
	Cancel	d

The uploaded template displays in the list.

StudentInformation > Management > District Administration > Report Template Administration 🛛 🔮 (Find Students) Q (Go To) Q									
Repor	New Template +								
	Template Name -	Description	Report Type	Report Name	System Defined				
Actions	AttendanceWarningLetterTe	Attendance Warning Letter T	Attendance	Absence Intervention Letter					
Showing 1 to 1 of 1 items. 10 items per page									

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**.

tudentInformation > Management > District Ad	ministration > Report Template Adn	ninistration	😤 ([Find Students] 🔵 🤇	Q [Go To]
Report Template Admini	stration			New Template 🕂
Download	Description	Report Type	Report Name	System Defined
Actions Attenda Delete Report HtterTe	Attendance Warning Letter T	Attendance	Absence Intervention Letter	
Showing 1 to 1 of 1 items.				10 items per page

2. On the confirmation window, click Yes.

Delete Report Template?	×
Are you sure you want to delete this report template: 'AttendanceWarningLetterTemplate.docx'?	
	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**.

Studentinformation > Management > District Adr Report Template Adminis		ninistration	👹 (Find Students) C	Q (Go To) Q New Template 🔶
Download Delete	Description	Report Type	Report Name	System Defined
Actions AttendanceWarningLetterTe	Attendance Warning Letter T	Attendance	Absence Intervention Letter	
Showing 1 to 1 of 1 items.				10 items per page

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]			
SchoolYearld	[SchoolYearId]			
Schoolld	[Schoolld]			
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]			

Daily Absences

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

Monthly Summary

AttendanceTrackingMonthlySummaryId	[AttendanceTrackingMonthlySummaryId
MonthlySummaryMonthName] [MonthlySummaryMonthName]
MonthlySummaryMonthNumber	[MonthlySummaryMonthNumber]
MonthlySummaryYear	[MonthlySummaryYear]
MonthlySummaryAbsenceHours	[MonthlySummaryAbsenceHours]
MonthlySummaryAbsenceDays	[MonthlySummaryAbsenceDays]
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Days	ays]
MonthlySummaryOutOfSchoolSuspAb	[MonthlySummaryOutOfSchoolSuspAb
senceHour	senceHour]
MonthlySummaryOutOfSchoolSuspAb	[MonthlySummaryOutOfSchoolSuspAb
senceDays	senceDays]

Consecutive Summary

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

Threshold Summary

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

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.

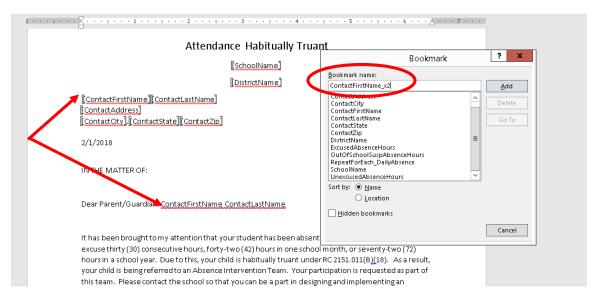
Sincerely, Principal

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.



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, click the Date & Time icon.
- 3. Select the Available Format and click the Update automatically box.
- 4. Click OK.

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		DistrictNa				
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	ours in a school year. Due to thi					
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	his team. Please contact the sch bsence Intervention Plan for you		is Default		OK	Cancel
is	sue may result in a referral to Cl	inton County Children	Services and the A	bsence Interventio	on Plan	