Attendance Letters Procedural Checklist

Change Log

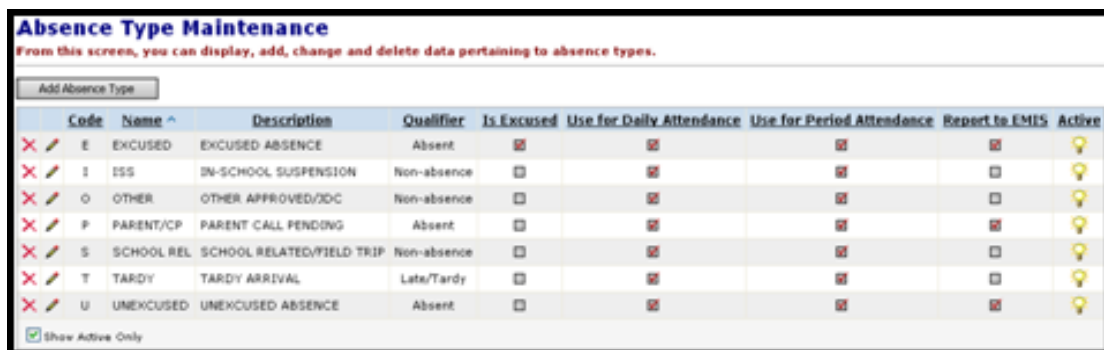| Date	Section Number/Name	Change Description
4/27/16	Run Half/Full Day Absence Office Report (R320 Office) Run Period Absence Office Report (R317 Office)	Add note regarding the date range
10/28/14	Entire document	Update screenshots and breadcrumb trail
2/26/09	Run Half/full Day Absence Letter (R320)	9.2.1 Updates – updated screen shot

Table of Contents

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 Calendars 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

☐ **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.

Add Absence Letter Rule					
	Code	**Name** ^	**Description**	**Type**	**Is Active**
✗ ✏ 🔍	5-15	5, 10 and 15 day letter		Daily Cumulative	💡
☑ Show Active Only					

☐ **Create Absence Letter Rule Criteria** – Click the magnifying glass icon (View Rule Criteria) 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 and 15 day letter

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

Add Criteria

	Absence Types	Threshold	Interval	Period Type	Supp. Multi Letters	Precedence ^	Is Active
✕ ✏	E - U	15			☑	1	💡
✕ ✏	E - U	10			☑	2	💡
✕ ✏	E - U	5			☑	3	💡
✕ ✏	T	10			☑	4	💡

☐ Show Active Only

Return to Letter Rules

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 20, you would set up the 5-day letter with a higher (less severe) Precedence number (3, for instance), and the 20-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 (20-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: All-Year Absence Rules

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

Absence Types:

Available

E - EXCUSED
I - ISS
O - OTHER
P - PARENT/CP
S - SCHOOL REL

Selected

U - UNEXCUSED

Absence types in available list: ☑ Excused ☑ Unexcused

Threshold:	5
Interval:	
Period Type:	
Suppress Multiple Letters:	☑
Precedence:	3
Is Active:	☑

Save   Cancel

☐ **Run Half/full Day Absence Letter (R320) –** Run Half/Full Day Absence Letter (R320) if using Daily Attendance. **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 20 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.

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

Half/full Day Absence Letter (R320)
From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ▼
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: 8/18/2014 📅 ⚡ to 10/27/2014 📅 ⚡
Homeroom Date: 10/27/2014 📅 ⚡

Grade
```
PS - PS
04 - 04
05 - 05
06 - 06
```

Absence Letter Rule
```
10 Day Attendance Letter
3 Day Attendance Letter
5 Day Attendance Letter
7 Day Attendance Letter
```

Rotation Days
```
M - Monday
T - Tuesday
W - Wednesday
R - Thursday
```

Membership
```
15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing
```

Membership Group
```
10 - DRIVER EDUCATION
12 - Post-secondary Enrollment Options Program
13 - OTHER REG. PROGRAMS
14 - Extended Learning Ti
```

Program
```
** - Not applicable
01 - Multihandicapped
02 - Deaf-blind handicapped
03 - Hearing handicapped
```

Homeroom Code
```
ALLS -        (Full Year Term)
BART -      . (Full Year Term)
BARW -        (2nd Semester)
BARW -        (1st Semester)
```

Home School
```
000   - .      High School (Sch)
000   - .      Local High School (Sch)
004   -        High School (Sch)
007   -        High School (Sch)
```

Print School Address on Letter: ◉ Yes ○ No
Print Absence Detail: ◉ Yes ○ No
Print Student Schedule: ◉ Yes ○ No
Print Reason and Note Codes: ◉ Yes ○ No
Print Address On Letter: ◉ Yes ○ No
Print School Policy: ◉ Yes ○ No
Attendance Policy:

Print Program: ◉ Yes ○ No

Sorting Options
```
Student Number (ASC)          Grade (DESC)
Student Number (DESC)         Student Name (ASC)
Student Name (DESC)
Grade (ASC)
```

Output: ◉ Report ○ Labels ○ Both Report and Labels
Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns ▼
Address: ◉ Use Student Address ○ Use Parent Address
☐ Use custom address text
Include Copied On Correspondence: ○ Yes ◉ No

Delivery Method: Pickup ▼ [Set As Default]
Email Address: amy@noacsc.org

Description:

[Submit]

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

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

☐ **Run Half/full Day Absence Letter Office Report (R320 Office) –** Run

Half/Full Day Absence Office (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 Office Report (R317Office) –** Run Period Absence Office (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:	8/18/2014		End Date:	09/05/2014	
Rule Type:			Letter Rule:		
Grade Level:					Search

	Student ˄	Student Number	Grade	Date Generated	Rule Code	Threshold Broken	Violation Date	Active
☐	David	001500	12	Sep 04, 2014	3DAY	3	Sep 02, 2014	💡
☐	Sha	001600	11	Sep 04, 2014	10dy	10	Sep 02, 2014	💡
☐	Sha	001600	11	Sep 04, 2014	5Day	5	Aug 22, 2014	💡
☐	Sha	001600	11	Sep 04, 2014	7Day	7	Aug 26, 2014	💡
☐	Sha.	001600	11	Sep 04, 2014	AW	12	Sep 04, 2014	💡
☐	Sha	001600	11	Sep 04, 2014	3DAY	3	Aug 21, 2014	💡

☐ **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: | 8/18/2014 | | | | End Date: | 5/28/2015 | | | Search |

☐	Date Generated	Rule Code	Rule Name	Rule Type	Threshold	Interval	Violation Date ⌄	Active
☐	Sep 04, 2014	AW	Attendance Watch Letter	Daily Cumulative	12		Sep 04, 2014	💡
☐	Sep 04, 2014	10dy	10 Day Attendance Letter	Daily Cumulative	10		Sep 02, 2014	💡
☐	Sep 04, 2014	7Day	7 Day Attendance Letter	Daily Cumulative	7		Aug 26, 2014	💡
☐	Sep 04, 2014	5Day	5 Day Attendance Letter	Daily Cumulative	5		Aug 22, 2014	💡
☐	Sep 04, 2014	3DAY	3 Day Attendance Letter	Daily Cumulative	3		Aug 21, 2014	💡

☑ Show Active Only

Hide/Unhide Selected Records