




attendance_letters_specify_criteria

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This tab allows you to set criteria for printing attendance letters for parents/guardians.

When absence, truancy, or annual notification letters are generated, letter control records will be created for the students on [Maintenance](#) > [Student](#) > [Student Inquiry](#) > [Letter Control](#). Letter controls are *not* generated for mailout letter types.

| | |
|-----------------------|---|
| Select for Prt | <p>Select the letters to print.</p> <ul style="list-style-type: none"> • Multiple letters can be selected and processed at one time. • If selected, the field remains selected so you can run the same letter again throughout the year without having to re-select the field; however, only letters that were not previously printed are generated. For example, if a letter with Nbr Abs Req=3 is printed for a student, that same letter will not be generated again. • Truancy letters are generated according to the number of unexcused absences, so a student may receive multiple truancy letters. • If you are using prerequisite IDs, it is recommended that you select all letters in the set of letters with prerequisite IDs to ensure that each student gets the appropriate letters. • The field is disabled if a letter body does not exist for the letter type. <p>NOTE: This field does not control whether the letter is generated, only whether the letters, once generated, are printed. For this reason, it is recommended that you leave this field selected for all letters.</p> |
| Semester | <p>If a <i>Semester Absence</i> Letter Type is selected for printing, select a semester. Otherwise, the Semester field is not enabled.</p> <p>NOTE: The beginning date is the first day of school or the first day of the semester, depending on the semester selected.</p> <p>If you change semester, the As of Date field changes to a day within the semester, and a message is displayed indicating that the As of Date field was reset for the semester selected.</p> <p>If you select a previous semester, the As of Date field changes to the last day of the last track in the semester.</p> |
| As of Date | <p>If a <i>Four-Week Truancy</i>, <i>School Year Absence</i>, <i>Semester Absence</i>, or <i>Six-Month Truancy</i> Letter Type is selected for printing, you can adjust the end of the reporting period. Type a date in the MMDDYYYY format, or click  to select the date from a calendar. The field is only enabled if one of these Letter Type is selected for printing.</p> <p><i>Truancy</i> letters use the date in the As of Date field as the ending date of the reporting period. The letters calculate the beginning date as four weeks or six months before the date. The first day of school is the earliest date used for a beginning date.</p> <p><i>School Year Absence</i> and <i>Semester Absence</i> letters report from the beginning of the period to the date in the As of Date field.</p> |

The remaining fields display data as entered on [Maintenance > Letters > Update > Directory](#).

Click **Run** to generate the selected letters.

The [Letters](#) tab opens.



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