

Letter Criteria (Attendance)

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Attendance > Maintenance > Letters > Print > Letter Criteria

The Letter Criteria tab allows you to set criteria for printing attendance letters for parents/guardians. When absence, truancy, or annual notification letters are printed, records are created on the Maintenance > Student > Student Inquiry > Letter Control tab.

Note: Letter control records are not created for the Mail Out letter type.

Best practices for attendance letters (Note: Expand this section before printing in order to include this information when printing this help topic.)

View data:

Field	Description
Date	The current date by default. To see data for another date, type the date in the MMDDYYYY format, or click to select the date from a calendar.

Set criteria for letters:

If no letter type is selected, a message prompts you to select one or more letters to be printed. Click OK.

The Semester field is only enabled if a Semester Absence letter type is selected for printing. The field is set to the current semester by default. Click to select another semester, if necessary.

The beginning date is the first day of school or the first day of the semester, depending on the semester selected.

If you select a different 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.

If you select a previous semester, the As of Date field changes to the last day of the last track in the semester.

The As of Date field is only enabled if a Four-Week Truancy, School Year Absence, Semester Absence, or Six-Month Truancy letter type is selected. The field displays the current (i.e., system) date. Type another date in the MMDDYYYY format, or click

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to select the date from a calendar.
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Truancy 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.

School Year Absence and Semester Absence letters report from the beginning of the period to the date in the As of Date field.

The As of Date field can be updated, which allows you to adjust the end of the reporting period as absences are entered or corrected.

The Ltr ID, Preq ID, Description, Letter Type, Absence Type, Period Type, Nbr Abs Req, and Nbr Tdy Equiv Req fields display data entered on the Maintenance > Letters

> Update > Directory tab. The data in the fields cannot be updated on this page.

Select Select for Prt to print the letter type.

The program works by looking for the Nbr Abs Req and comparing it to the current total absences for the student. If the current total absences is greater than the Nbr Abs Req for several letters with the same Letter Type, Absence Type, and Period Type, then the letter with the closest Nbr Abs Req (that is not over the current total absences) will print. If it does not have Select for Prt selected, a letter is not printed. Select for Prt 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 Select for Prt selected for all letters (except Mail out (no ltr control), which will print every time if it is left selected).

The setting for the field is saved so you can run the same letter again throughout the year without having to reselect the field. Only letters that were not previously printed are generated. For example, if a letter with the Nbr Abs Req field set to 3 is printed for a student, the same letter is not generated again.

The Four-Week Truancy and Six-Month Truancy letters are generated according to the number of unexcused absences, so a student may receive multiple truancy letters.

This field is disabled if a letter body does not exist for the letter type.

Multiple letters can be selected and processed at one time.

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.

Click Run to process the selected letters. The Letters tab is displayed.


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