


# 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

1. Decide how you want to notify parents or guardians of a student's absences from one of the following **Letter Type** options:
    - *Semester Absence*: Generate letters based on the number of absences for a student per semester. Choose the maximum number of absences per letter. You can use prerequisite IDs for these letters so that the letters will print in the order you set up. Letter control is written to the students' records.
    - *School Year Absence*: Generate letters based on the number of absences for a student per school year. Choose the maximum number of absences per letter. You can use prerequisite IDs for these letters so that the letters will print in the order you set up. Letter control is written to the students' records.
    - *Four-Week/Six-Month Truancy*: Generate letters at three and ten absences. Letter control is written to the students' records (amount of time since the last letter was generated is considered and then the number of absences).
2. Create all of the letters you will need at the beginning of the school year.
3. Select **Select for Prt** for all the letters you have created (except *Mail out (no ltr control)*, which will print every time if selected).
4. Click **Create Letter Control** (which appears on Maintenance > Letters > Print > Letters once letters are generated) after printing annual notifications, truancy letters, or absence letters. Letter controls are used to prevent the same letters from generating for students who have already received them.

It is best to run the letters at least once a week. Running the letters at the end of the week, using the first school day of the week for the **As of Date** gives the students time to supply letters to

excuse any unexcused absences.

There are two other **Letter Types**:

- *Annual Notification*: Generate letters for all students at a campus one time. It will generate for new students even if it has already been generated for the rest of the campus. Set up multiple Annual Notifications each with a different **Ltr ID**. This letter should be used for non-attendance issues or single attendance notifications since it does not allow absence variables. Letter control is written to the students' records.

- *Mail out (no ltr control)*: Generate letters for all students at a campus one time. This letter should be used for non-attendance issues, such as announcements, since it does not allow absence variables. No letter control is written to the students' records.

**Understanding Attendance Letters:**

The program works by looking for **Nbr Abs Req** on Maintenance > Letters > Update > Directory 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**, the letter with the closest **Nbr Abs Req** (that is not over the current total absences) will print. If **Select for Prt** is *not* selected, a letter is not printed.

The **Select for Prt** 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 **Select for Prt** selected for all letters.

## Update data:

If no letter type is selected, you are prompted to select one or more letters to be printed. Click **OK**.

| Field | Description |
|---|---|
| **Semester** | If a *Semester Absence* **Letter Type** is selected for printing, select a semester. Otherwise, the **Semester** field is not enabled.<br>**NOTE:** The beginning date is the first day of school or the first day of the semester, depending on the semester selected.<br><br>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.<br><br>If you select a previous semester, the **As of Date** field changes to the last day of the last track in the semester. |
| **As of Date** | If a *Four-Week Truancy*, *School Year Absence*, *Semester Absence*, or *Six-Month Truancy* **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.<br><br>*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.<br><br>*School Year Absence* and *Semester Absence* letters report from the beginning of the period to the date in the **As of Date** field. |

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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