attendance_letters_create_body

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Select a letter type in one of the following ways:

- From the Directory tab, click **Retrieve** for the letter type.
- Click the Letter tab. In the drop down at the top of the tab, select the letter type.

The selected letter type is displayed in the text editor.

Type or edit the letter using as many variables as necessary.

> It is recommended that you do not enter line breaks by pressing ENTER in the paragraph body, as this will cause the text to wrap incorrectly in the actual letter. Instead, let the text wrap naturally in the editor. When you click **Preview** and print the letters, the line breaks will occur in the appropriate places.

Variables	❏ To add a variable, position the cursor in the letter where you want to insert a variable. Variables must be inserted one at a time.
	❏ Click **Variables** to select a variable.
	The Letter Variables lookup is used to select letter variables when printing attendance, discipline, or health letters. Some variables are not available, depending on the letter type.
	Search for a variable:
	Letter variables are listed in alphabetical order by replacement. Replacement describes the content that will appear in place of the variable when letters are generated for students.
	The list can be re-sorted.
	You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.
	A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending ☒ or descending ☒ order.
	❏ To search for a specific variable, begin typing the replacement text in the **Search** field.
	The list is automatically filtered to display the variables that contain the characters you have typed.
	❏ When you locate the variable you want to retrieve, click the replacement.
	The lookup closes, and the letter is populated with the selected variable.
	❏ Repeat for the remaining variables.
	❏ Click **Cancel** to close the lookup without selecting a variable.
	The variable is inserted into the letter, enclosed in curly brackets. Variables must be inserted one at a time.
	A variable cannot be used in the first line of the letter. If the first character in the letter must be a variable, precede it with a blank line to ensure that the letters process properly.
	❏ To delete a variable from the letter, select the variable in the letter body and press Delete.

- The *List of Absences* variable is used to report absence types and tardy periods if tardy equivalent days are specified; it is not available for *Annual Notification* and *Mail Out* letter types.

- The font attributes (bold, italic, underline, strikeout) for the *List of Absences* variable should not be changed. Otherwise, the letters will not generate.

- A variable cannot be used in the first line of the letter. If the first character in the letter must be a variable, precede it with a blank line to ensure that the letters process properly.

Click **Save**.

Preview	Click to preview the letter. The letter opens in PDF format in an embedded Adobe Reader window where you can print, save, and perform other functions.

	Margins	Adjust the left, right, top, and bottom margins as needed. The margins are specified in inches. Use three digits for the margin with two decimal places (e.g., 1.00).
	Refresh Margins	Click if you changed the margins. The letter is redisplayed with the new margins.

❑ Click **Save** to save changes to the margins.

Edit	Click to return to the letter editor.

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