

attendance_letters_print_criteria_as_of_date

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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.

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.


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