

attendance_letters_print_criteria_body

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Select for Prt	Select the letters to print. • 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. **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.

Semester	If a *Semester Absence* **Letter Type** is selected for printing, select a semester. Otherwise, the **Semester** field is not enabled. **NOTE:** The beginning date is the first day of school or the first day of the semester, depending on the semester selected. 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. 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. *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 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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