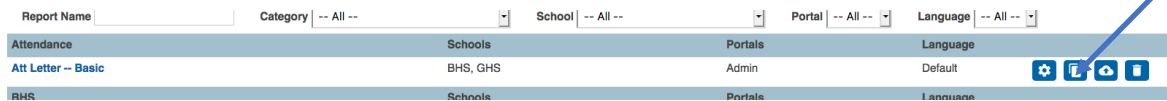



## How to Make an Attendance Letter in MBA Attendance

-Click on MBA Report Creator

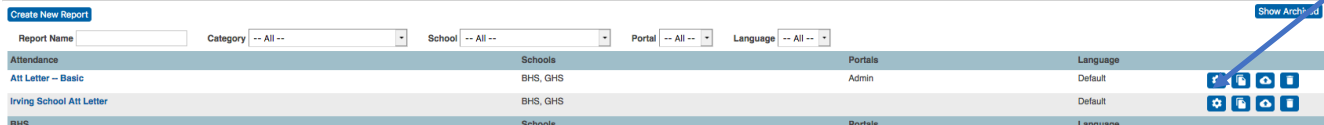
-Click on Develop Reports



- You will see Att Letter – Basic, Copy the Report by clicking on the copy report icon



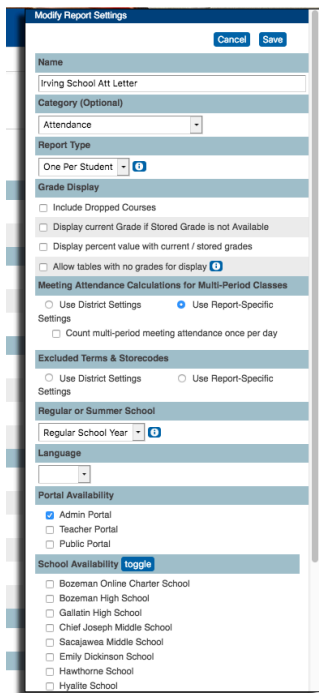
Report Name	Category	School	Portal	Language
Attendance	Schools	Portals	Language	
Att Letter – Basic	BHS, GHS	Admin	Default	
BHS	Schools	Portals	Language	

When you click on the icon, you will enter the name of your new report, then click Save



Report Name	Category	School	Portal	Language
Attendance	Schools	Portals	Language	
Att Letter – Basic	BHS, GHS	Admin	Default	
Irving School Att Letter	BHS, GHS	Admin	Default	
BHS	Schools	Portals	Language	

Now let's work on the settings: Category: Attendance, Meeting attendance calculations for Multi Period Classes: Use Report Specific Open for Admin now, Public when you are done. Choose your school, click Save. If you are a Middle or High Schools/ Choose Terms that you want excluded.



**Modify Report Settings**

Name: Irving School Att Letter

Category (Optional): Attendance

Report Type: One Per Student

Grade Display:  Include Dropped Courses,  Display current Grade if Stored Grade is not Available,  Display percent value with current / stored grades,  Allow tables with no grades for display

Meeting Attendance Calculations for Multi-Period Classes:  Use District Settings,  Use Report-Specific Settings

Excluded Terms & Storecodes:  Use District Settings,  Use Report-Specific Settings

Regular or Summer School: Regular School Year

Language: [Dropdown]

Portal Availability:  Admin Portal,  Teacher Portal,  Public Portal

School Availability:  Bozeman Online Charter School,  Bozeman High School,  Gallatin High School,  Chief Joseph Middle School,  Sacajawea Middle School,  Emily Dickinson School,  Hawthorne School,  Hyalite School

Now, Click on the name of the letter to open Report. Nothing is saved here until you save it. You can click Save and Preview or click the Save Icon.



**Irving School Att Letter**

Current Selection: 1 **Save & Preview**

The Headers are set, feel free to add your school Icon in the Icon Spot and make any changes that you would like.

Click on the body of the letter, copy and paste your version into the box on the left. It's very tempting to try and "fix" and changes on the main section of the letter. Remember to stay in the Box for all changes.

Once you are done, click Save & Preview. This will show you a sample letter of all students that are currently selected in PowerSchool. When you are happy with your results. Click Save Icon one final time. Done!