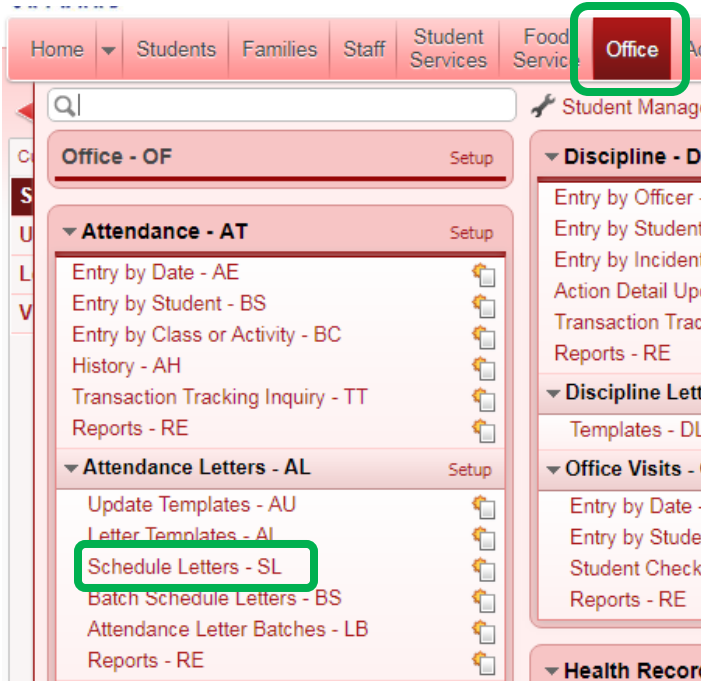


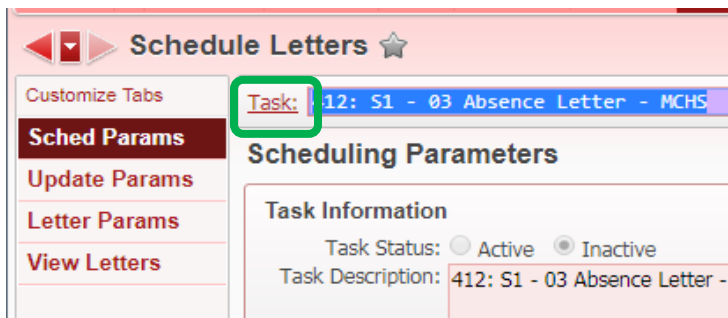
# Annual Review of Schedule Attendance Letters

**Must be completed prior to the beginning of school**

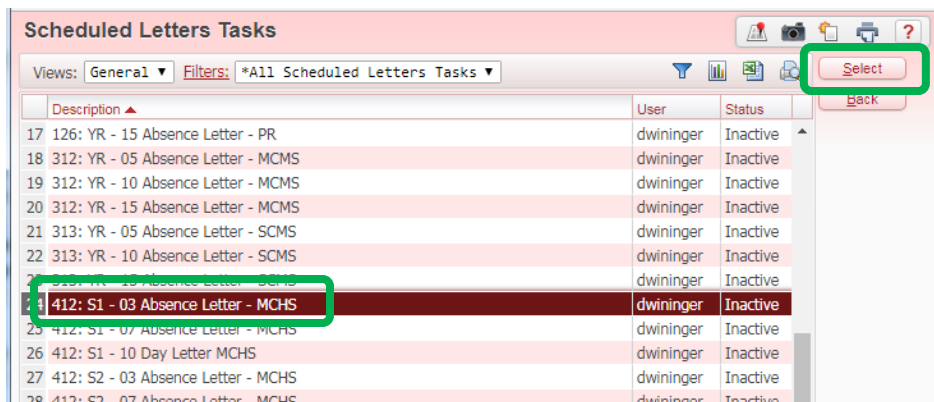
## 1. Office/Attendance/Attendance Letters/Schedule Letters (WS/OF/AT/AL/SL)



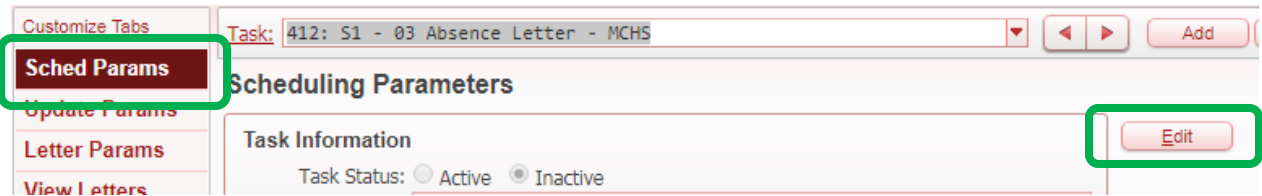
## 2. Click on the Task link to select the appropriate scheduled letter



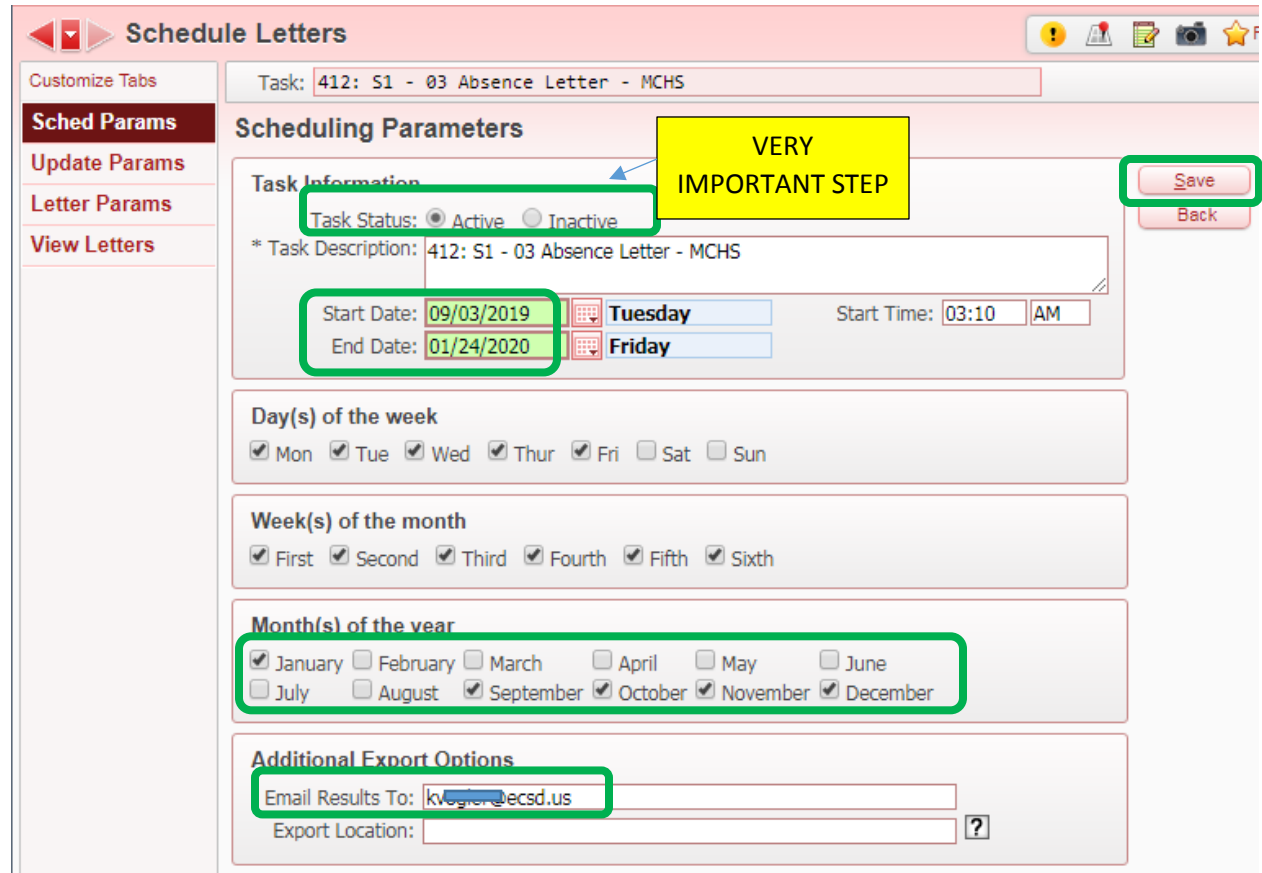
## 3. Highlight the letter you wish to edit and click on Select



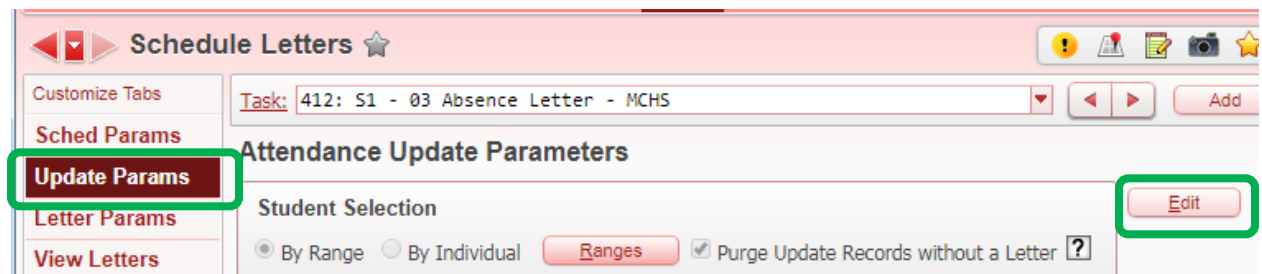
4. Ensure you are on the Sched Params tab on the left and click on the Edit button



5. Review/Change the information to reflect the current year. Click Save



6. Click on the Update Params tab on the left and click Edit



7. You will only need to review/change the Starting Attendance High Date. All other dates will populate from your current year calendar. Click Save

**Schedule Letters**

Task: 318: S1 - 06 Day Absence

**Attendance Update Parameters**

Student Selection

By Range  By Individual **Ranges**  Purge Update Records without a Letter ?

Letter Type:  Total

Attendance Type: ABS Absence

Term: SM1 - Semester 1

Low High

Term Date: 09/03/2019 01/17/2020

Starting Attendance Date: 09/03/2019 **01/17/2020** Grace Prd: 00 ?

Periods: 01 08

**Attendance Accumulation**

Method

Period  Date  Days/Calendar Method

Minimum # of periods for an attendance date to count as 1 day absent: 00

8. Click on the Letter Params tab on the left. Typically, there isn't anything to change on this tab. Review the information to ensure it is accurate. If it is not, you will click Edit, make necessary changes and Save

**Schedule Letters**

Task: 318: S1 - 06 Day Absence

**Attendance Letter Parameters**

Letter Type:  Total **Edit**

Attendance Type: ABS Absence

Term: SM1 - Semester 1

Letter Status:  Previously Sent  Not Sent

Low High

Periods: 01 08

Term Date: 09/03/2019 01/17/2020

Send out letters (create & mark as sent)  Page Break By Student/Family

Print Detailed Attendance  Print Window Envelopes

Print Tardies Accrued During Letter Term  Use Mailing Address

Use Report Heading

Report Heading:

Print for Families: First Family Only

Post Attendance Letters to Family Access

Print using Custom Attendance Letter **Custom Attendance Letters** Selected: MMS 6 Day Absence L

For Family Home Language of Spanish, use **Custom Atnd Letter** Selected: None

Merge individual letters into one file (individual letters will still be accessible)

Create Mail Merge File **Mail Merge Format**

Create Discipline Records for Students Receiving Letters **Discipline Offense**

Create Intervention Records for Students Receiving Letters **Intervention**

Selected Threshold: 006 - MVM 6 Absence Threshold

**Thresholds to be updated for this Term Type**

- 006 - MVM 6 Absence Threshold
- 009 - MVM 9 Absence Threshold
- 012 - MVM 12 Absence Threshold

***This process will need to be completed for each letter you are using in your Task area (Steps 2 - 8). Remember, if you are using letters specific to Semester 1 and Semester 2 you will need to update each letter for each day threshold.***