

MBA Attendance Letters: Attendance Monitor & Attendance Letter

This document covers using MBA Attendance Monitor software and MBA report creator for attendance letter. This process is manual there are no abilities to make this process a daily scheduled task.

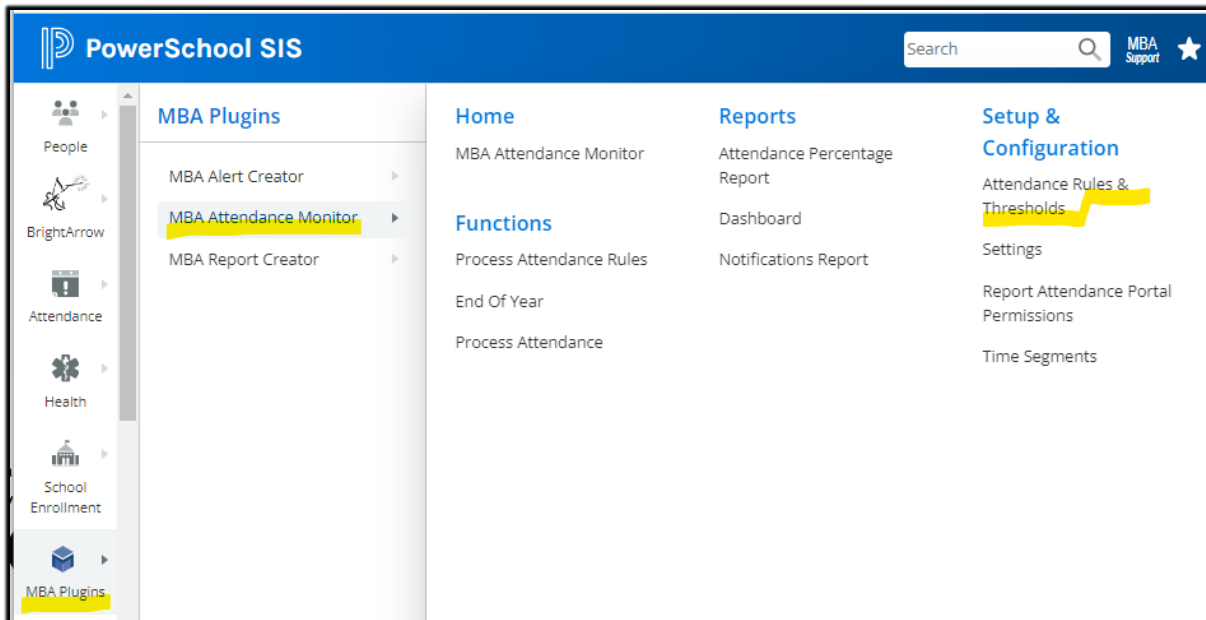
Overview

This document will cover the following process:

1. In Attendance Monitor creating Rules/Thresholds.
 2. Running the Attendance Monitor Attendance Rule.
 3. Using the MBA Custom Attendance letter to create and send out letters.
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Attendance Monitor Setup

1. In PowerSchool select desired school. Go to Start Page > MBA Plugins > MBA Attendance Monitor > Attendance Rules & Thresholds.



2. Click on New button to create a new Attendance Rule or click on the pencil to edit an existing Attendance Rule.

Rules

Attendance Rules

New

Name	Term Length	Attendance Mode	When Created	Who Created	School	Process Rule
JR/SR High Attendance Letter Year Long (Multiple Thresholds)	Year	ADA/ADM	05/07/2024 04:15 PM	Ramsey, Virginia	Capac Jr.-Sr. High School	Process
JR/SR Semester Attendance Letter Semester (Multiple Thresholds)	1/2	ADA/ADM	05/07/2024 04:17 PM	Ramsey, Virginia	Capac Jr.-Sr. High School	Process

3. Click on New to create Rule, give the report a name that identifies your building and states the report function. Next click on New to add the thresholds to the rule.

Edit Rule

Rule Configuration

Name

Entity XYZ - Attendance letter count for entire year

Term Length *i*

Year

Attendance Mode

ADA/ADM

Description

Entity XYZ - This attendance letter has 3 different thresholds (6 day, 9 day and 12 day) counts are year long

Allow custom date range

Based on percentage of attendance

Include Previous Enrollments for Current Year

Thresholds

New

Name	Description	Report
No thresholds defined.		

Submit

- Name the Threshold amounts, the processing term and detail description. Click on Submit to save.

New Threshold ✕

Name *

% of Processing Term *

Description

Display on Public Portal

Use PowerSchool Report ?
 Yes No

Submit

- Create as many thresholds that you want to send letters for.

Description

Allow custom date range

Based on percentage of attendance Include Previous Enrollments for Current Year

Thresholds New

	Name	Description	Report
☰	6 days	This reports 6 days of attendance based on the attendance conversion rules.	Archive
☰	9 Day	This reports 9 days of attendance based on the attendance conversion rules	Archive
☰	12 Days	This reports 12 days of attendance based on the attendance conversion rules	Archive

Submit

- To run the report go to Start Page > People > Student > Search for Student select all Active students by clicking on the magnifying glass.

The screenshot shows the PowerSchool SIS interface. The left sidebar has the 'People' menu highlighted. The main content area is titled 'Start Page' and features a search bar with 'Students' selected. Below the search bar is a grid of letters (A-Z) for filtering. The 'Current Selection' is 'All' with a 'Clear All' button. The 'Current Student Selection' is '301'.

- From the left hand side menu select MBA Plugins > MBA Attendance Monitor > Functions > Process Attendance Rules.

The screenshot shows the 'Process Attendance Rules Parameters' form. The 'Students to include' section has 'Current Selection (301)' selected. The 'Rule' is 'JR/SR High Attendance Letter Year Long (Multiple Thresholds)'. The 'Threshold' is '6 Days'. The 'Term' is '2023-2024'. The 'Or Custom Date Range' section is empty. The 'Exclude Previously Notified Students' checkbox is checked. The 'Alert if missing a lesser threshold' checkbox is checked. A 'Process for (301) student(s)' button is at the bottom.

8. Options explained:
 - a. Student to include set to Current Selection
 - b. Select the Rule to run
 - c. Select the Threshold you want to use from the rule. Remember a rule can have multiple thresholds
 - d. Select Term or custom date range. Usually the Term is selected
 - e. Select Exclude Previously Notified students. This assures a student that has already received a 6 day letter doesn't receive another 6 day letter.
 - f. Alert if missing a lesser threshold. Example if running the 12 day letter and a student is on the report indicating they had met the 6 day threshold but never received a 6 day letter.
 - g. Process for (xx) students create the report of students that have met the criteria selected
9. The Process Attendance Rules report will display to screen. Note the number of student that qualified for a letter. Click on Mark As Notified and Print dropdown, Click Mark as Notified. Click on the dropdown again and Click on Make Current Selection

Process Attendance Rules

JR/SR High Attendance Letter Year Long (Multiple Thresholds) - 6 Days Threshold (109 Records, 109 Students) Date: 05/10/2024 Mark as Notified and Print

<input checked="" type="checkbox"/>	Student #	Student ^	Grade	Lesser Thresholds ⓘ	Previous 6 Days ⓘ	# of Absences
<input checked="" type="checkbox"/>	200002755	Abdelour David	10		MM/DD/YYYY	

10. To run the letters go to MBA Plugins > MBA Report Creator > Functions > Run Reports Select Report you want to run, verify the student count matches from step 9, choose sort order, click on Generate Report, Print

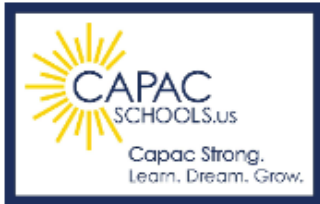
Report Creator Reports ★

Generate Reports

Report	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students	
RESA - Attendance Letter -S2	Current Selection (109)	All Grades	Student Name	<input type="checkbox"/>	<input type="checkbox"/>	Generate Rep

Archived Reports - Capac Jr.-Sr. High School (2023-2024)

There are currently no archived reports at Capac Jr.-Sr. High School for the 2023-2024 year



Capac Jr.-Sr. High School

541 N Glassford Street
 Capac, MI 48014
 (810) 395-3800

May 10, 2024

Dear Parents/Guardians of [REDACTED]

Capac Community Schools is devoted to the educational success of all students and believes attendance plays a critical role in their overall success. Absenteeism can lead to academic setbacks. By emphasizing the importance of attendance, we aim to help students reach their full potential.

Regular school attendance is essential for academic progress and personal development. Additionally, school attendance for children between the ages of 6 and 18 is mandated by law. The Michigan Compulsory Attendance Law recognizes the fundamental importance of education in shaping a child's future and mandates parents and guardians ensure their children have consistent and punctual attendance.

We understand that there may be occasional circumstances that prevent your child from attending school. In such cases, please communicate with the school as soon as possible to discuss the situation and explore ways to minimize the impact on your child's education.

We are committed to working with you to ensure that every student has the opportunity to succeed. If you have any questions or concerns regarding attendance, please do not hesitate to reach out to your child's school office.

Thank you for your partnership in fostering a positive and productive learning environment for your child. Together, we can help them achieve their academic goals and prepare for a bright future.

Below please review the number of days absent for this semester.

TERM ATTENDANCE		S2	YTD ATTENDANCE 2023 - 2024	
DAYS ABSENT		5	DAYS ABSENT	
DAYS ENROLLED		76.5	DAYS ENROLLED	
			8.0	
			156.5	

COURSE GRADES	PERIOD	TEACHER	Q3	Q4	S2	Att	Tdy
French 1	1(A)	VanLoon, Daniel	A+			6	0
Chemistry	2(A)	Thomson, Virginia	B-			7	0
Geometry	3(A)	Heiden, Angela	A-			8	0
U.S. History/Geog	4(A)	Bushe, Katie	A			8	0
English 2	6(A)	Winiarski-Muldoon, Teresa	C+			10	0

If you have any questions, please feel free to contact your child's principal to set up a time and date for a conference.

Sincerely,
 Capac Jr.-Sr. High School