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.

Attendance Monitor Setup

1. In PowerSchool select desired school. Go to Start Page > MBA Plugins > MBA Attendance Monitor > Attendance Rules & Thresholds.
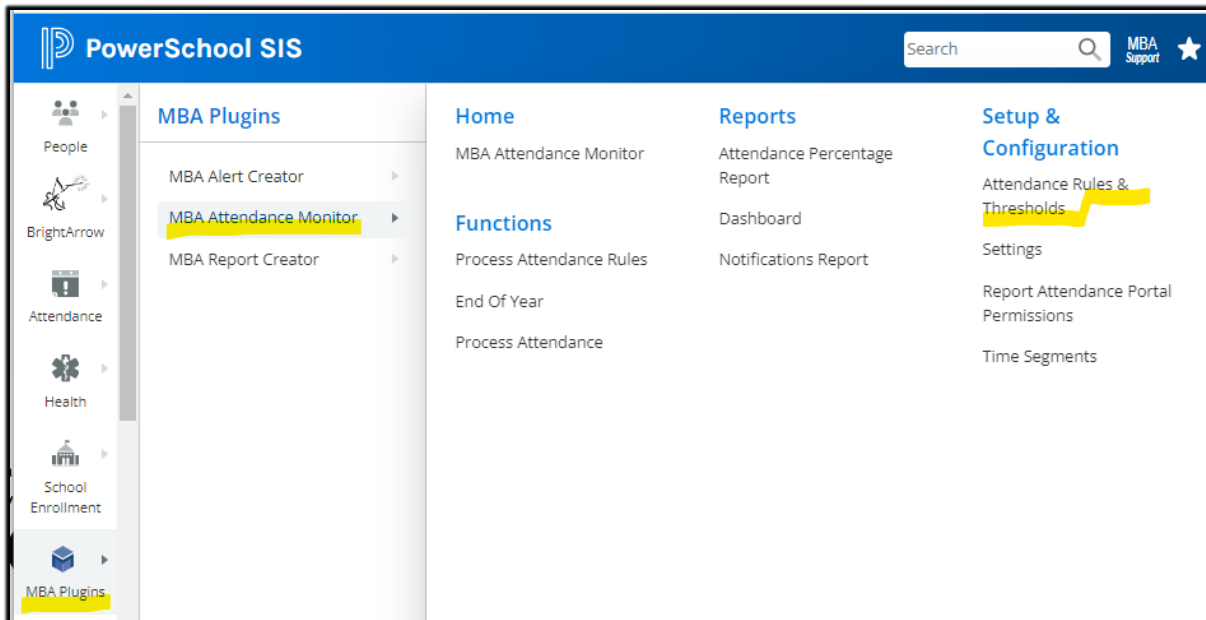
2. Click on New button to create a new Attendance Rule or click on the pencil to edit an existing Attendance Rule.

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 ⓘ
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

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

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

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

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

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. Ususaly 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 criretia selected
9. The Process Attendance Rules report will display to screen. Note the number of student that quailifed 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

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
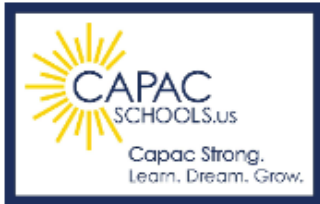
Sample Letter

Capac Jr.-Sr. High School
541 N Glassford Street
Capac, MI 48014
(810) 395-3800
May 10, 2024

Dear Parents/Guardians of

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		8.0
DAYS ENROLLED	76.5		DAYS ENROLLED		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