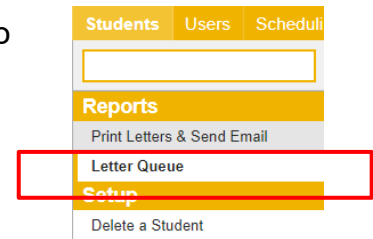


## Attendance Letters (7/10-Day)

When a student reaches their 7th and 10th absences, you are required to print the appropriate absence letter.

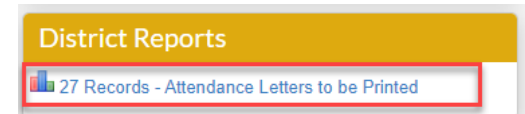
- Absence letters must be printed DAILY.
- Absence counts reset each semester.



### Accessing the Report

From the FOCUS portal page:

1. In the District Reports module, click on the “Attendance Letters to be Printed” link.
2. The Attendance Letters to be Printed report will appear, showing all students added to the Letter Queue.



**Note: This is a report only. Letters are not printed from this screen.**

| 1. Results: <span>Records: 2 Time: 0.11s</span>        |         |             |                             |
|--------------------------------------------------------|---------|-------------|-----------------------------|
| 2 Records <span>Export</span> <span>Filter: OFF</span> |         |             |                             |
| student_id                                             | Student | Grade Level | Status                      |
|                                                        |         | 08          | Added to Queue - 08/21/2019 |
|                                                        |         | 08          | Added to Queue - 08/21/2019 |

You can also access this report by: Reports tab > District Reports > Attendance/Letters

## Generating and Printing Attendance Letters in FOCUS

### Access the Letter Queue

1. Click the Students tab.
2. Select Letter Queue.
3. The search screen will appear.
4. Click the Search button to view all students with 7- or 10-day attendance letters.

*Note: You can add additional search criteria if needed.*

5. Click Search again (if additional criteria were added).
6. A list of students requiring 7- or 10-day absence letters will be displayed.

The letter queue displays all letters awaiting printing. Once a letter is printed using the “Print Letters & Add Log Entries” option, it is removed from the queue.

| Report Timeframe: August 1 2019 - August 23 2019 <span>Include Printed Letters</span> <span>Update</span> <span>Delete</span> <span>Preview</span> <span>Print Without Adding Log Entries</span> <span>Print Letters &amp; Add Log Entries</span> |           |                           |              |               |       |            |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------|--------------|---------------|-------|------------|-------|
| Search Screen <span>Simple List</span> <span>Customized List</span>                                                                                                                                                                               |           |                           |              |               |       |            |       |
| 2 letters <span>Filter</span> <span>Filters: OFF</span> <span>Search</span>                                                                                                                                                                       |           |                           |              |               |       |            |       |
| <input type="checkbox"/>                                                                                                                                                                                                                          | Recipient | Letter Template           | Added        | Added By      | Photo | Student ID | Grade |
| <input type="checkbox"/>                                                                                                                                                                                                                          |           | (E) MIDDLE - 7 DAY LETTER | Aug 21, 2019 | Focus Support |       |            | 08    |
| <input type="checkbox"/>                                                                                                                                                                                                                          |           | (S) MIDDLE - 7 DAY LETTER | Aug 21, 2019 | Focus Support |       |            | 08    |

## Attendance Letters (7/10-Day)

### Letter Queue Options

- **Report timeframe** – Defaults to the current month to date.
- **Include Printed Letters** – Shows letters already printed.
- **Method** – Allows you to choose a distribution method.
- **Delete** – Removes the student from the queue (no changes to attendance records).
- **Preview** – Allows you to view letters without printing.
- **Print without adding log entries** – Prints the letter and adds a note to the Attendance Review, but not to Letter Logging (can be reprinted).
- **Print Letters & Add Log Entries** – Recommended. Prints letters, logs the entry in both Attendance Review and Letter Logging, and removes them from the queue.

### Select the Method of Letter Distribution

- Choose how you would like to distribute the letters.
  - **Print Letters** – Select this option to print physical copies for the selected students.

Important: All attendance letters must be printed and mailed through the U.S. Mail. Emailing letters is not a substitute for mailing and should only be used as an additional communication method if desired.



Important: All attendance letters must be printed and mailed through the U.S. Mail. Emailing letters is not a substitute for mailing and should only be used as an additional communication method if desired.

- **Send Emails** – Select this option to email the letter to selected recipients. If you choose "Send Emails," you must also select the recipient type:
  - Email to Student – Sends the letter directly to the student's email address.
  - Email to Primary Contact – Sends the letter to the student's designated primary guardian.
  - Email to All Custodial Contacts – Sends the letter to all listed custodial contacts.

## Attendance Letters (7/10-Day)

### Printing the Letters

8. Select the students for whom you want to print letters.
9. Click Print Letters & Add Log Entries.

The screenshot shows the Focus software interface. At the top right, there are two radio buttons: 'Print Letters' (selected) and 'Send Emails'. Below this, there are four buttons: 'Delete', 'Preview', 'Print Without Adding Log Entries', and 'Print Letters & Add Log Entries' (highlighted with a red box). Below the buttons, there is a table with columns: Recipient, Letter Template, Added, Added By, Photo, Student ID, and Grade. Three rows are visible, each with a blue selection box in the first column. The first row is for a student with ID 04, the second for ID 04, and the third for ID 02. The 'Letter Template' column shows '(S) ELEM - 7 DAY LETTER', '(E) ELEM - 10 DAY LETTER', and '(E) ELEM - 7 DAY LETTER' respectively.

10. A PDF window will appear with the generated letters.

The screenshot shows a PDF window titled 'Return To Focus'. The PDF content includes the CCPS logo, the text 'ATTENDANCE AND DISCIPLINE OFFICE', 'Naples High School (0131)', '1100 GOLDEN EAGLE CIRCLE', 'NAPLES FL 34102', '2393772200', the date 'Aug 23, 2019', and the text 'Parent/Guardian of [redacted]'. In the top right corner of the PDF window, there is a 'Print' button.

11. Click the printer icon in the upper-right corner.



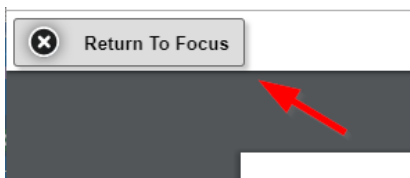
12. The print dialog window will open.

13. Select your printer settings.

- a. Select the correct printer destination.
- b. Select Print on both sides.

14. Click Print.

15. After printing, click the Return to Focus button (upper left corner) to return to the Letter Queue.



The screenshot shows the print dialog window. It has a title bar 'Print' and a subtitle '3 sheets of paper'. The 'Destination' dropdown is set to 'adm-3-Training M60!' (highlighted with a red box). The 'Pages' dropdown is set to 'All'. The 'Copies' field is set to '1'. Under 'More settings', the 'Paper size' is 'Letter', 'Pages per sheet' is '1', 'Quality' is '600 dpi', and 'Scale' is 'Fit to paper'. At the bottom, the 'Two-sided' checkbox is checked, and the text 'Print on both sides' is visible (highlighted with a red box). A red arrow points to the 'Print' button.

# Attendance Letters (7/10-Day)

## Viewing Printed Attendance Letters and Letter History

### Displaying Printed Letters in the Letter Queue

Once letters are printed, they are automatically removed from the Letter Queue.

To view previously printed letters:

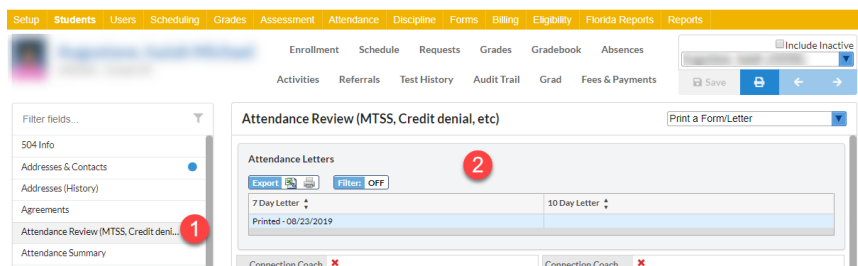
1. Navigate to the letter queue.
2. Click the Include Printed Letters checkbox.  
This will display both unprinted and printed letters.

## Viewing Attendance Letter Information

To view when a 7- or 10-day attendance letter was generated for a student:

From the student Demographic screen:

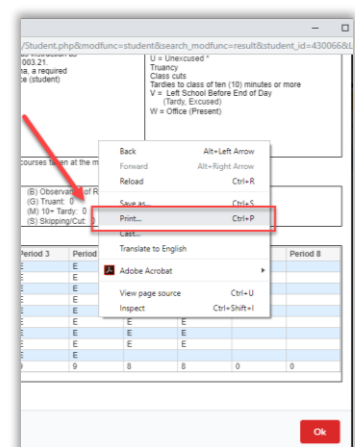
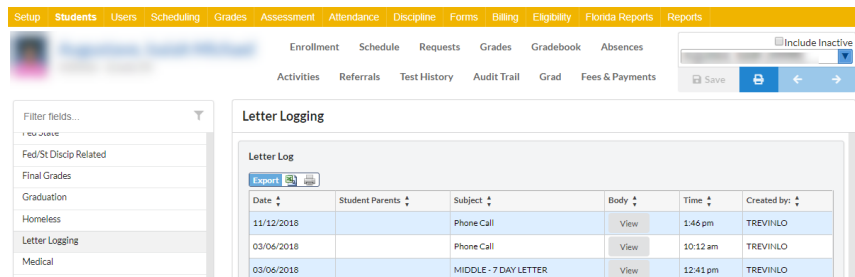
1. Click Attendance Review (MTSS, Credit denial, etc.) on the left sidebar.
2. Scroll to the Attendance Letter section to view the date(s) of any generated 7- or 10-day letters.



## Viewing Letter Logging Information

To access a record of all letters printed for a student (not just attendance letters):

1. From the student Demographic screen, click Letter Logging on the left sidebar.
2. A list of all letter entries will display for the selected student.
3. Click the View button next to the letter to view the letter content.
4. The letter content window will appear.



### To print a copy:

5. Right-click within the letter window and select Print.
6. Click the red OK button to return to the Letter Logging screen.