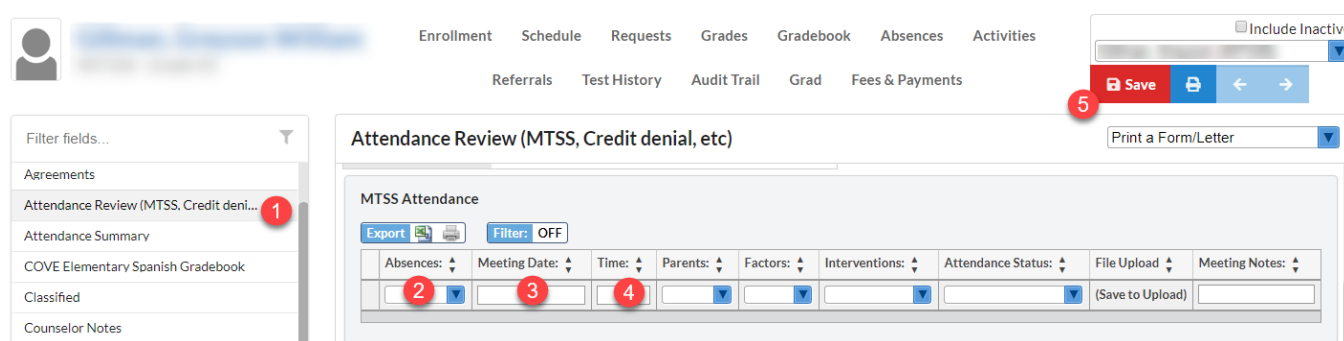


Attendance Review – MTSS Intervention

Scheduling the MTSS Meeting

From the student demographics:

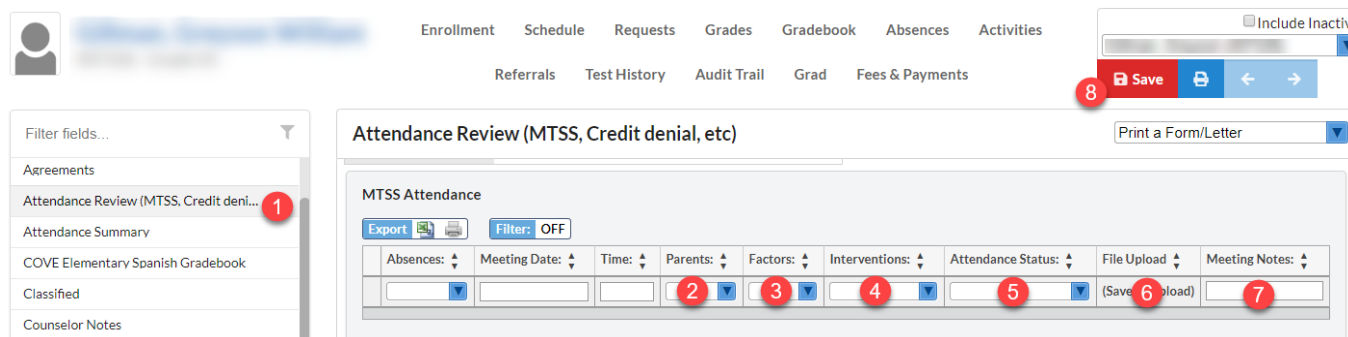
1. Select Attendance Review on the left sidebar section.
2. In the MTSS Attendance section, create a new record filling in the meeting fields (absences, date, time).
3. Click Save.
4. Click print a form/letter
5. Select the language appropriate MTSS Meeting Notice letter (based on parent contact language).



Documenting the MTSS Meeting

From the student demographics:

1. Select Attendance Review on the left sidebar section
2. In the MTSS Attendance section, locate the existing record for the scheduled meeting.
3. Complete the appropriate fields (parents, factors, interventions, attendance status-if applicable, meeting notes, and upload any documents if needed).
4. Click Save.



Attendance Review – MTSS Intervention

Printing the MTSS Meeting Notice and Documentation Letter

From the Attendance Review screen:

1. Click print a form/letter drop-down.
2. Select the language appropriate MTSS Meeting Notice letter (based on parent contact language).
3. The MTSS Meeting Notice will display in the PDF window.
4. Select the Select to Student Log checkbox in the Send Letter section on the right.
5. Click the green Send Letter button. This will log and post a copy of the letter in the student's demographic letter logging section.
6. Click the printer icon in the upper right corner to print the notice.
7. The print dialog window will display.
8. Select your printer settings.
 - a. Select the correct printer destination.
 - b. Select Print on both sides.
9. Click the print button to print.
10. Click Done to close the PDF viewer window.

Attendance Review (MTSS, Credit denial, etc)

MTSS Attendance

Export Filter: OFF

Absences:	Meeting Date:	Time:	Parents:	Factors:	Interventions:	Attendance Status:	File Upload
5+	10/03/2019	12:00					(Save)

Print Letter: (E) MTSS Meeting Notice

AXcX1x638AzKh7mVuZHN0...

1 / 1 100% +

ATTENDANCE AND DISCIPLINE OFFICE
Avalon Elementary (0201)
3300 THOMASSON DRIVE
NAPLES, FL 34112
2393776200

May 6, 2022

Parent/Guardian of: [REDACTED]

MEETING NOTICE OF
MTSS (MULTI-TIERED SYSTEM OF SUPPORTS) TRUANCY TEAM MEETING

To the Parent/Guardian of: [REDACTED]:

Florida Law requires that all children between the ages of 6 and 16 attend school regularly. [REDACTED] has approached the following number of absences:

An MTSS meeting will be held to review your child's attendance record, discuss interventions, and outline recommendations in an attempt to

Send Letter

☐ Email Student
☐ Email Student Personal Email
☐ Email Linked Users
☐ Email Custodial Contacts
☒ Send to Student Log

Additional email addresses...

Send Letter

☐ Include Student Name/ID on Each PDF Page (Print Only)

Done