

Attendance – Credit Denial

At the high school level and for high school courses taken at middle school, credit is earned by attaining a passing average for the semester and by accumulating NO MORE THAN NINE (9) days absent for the semester. No distinction will be made between excused, validated, and unexcused absences when calculating absences for earning credit. Refer to the attendance policy for details.

Students taking high school courses who accumulate 10+ absences in any class are subject to credit denial, per [board policy 5200](#). If a student meets this criteria, their classes will populate in the Credit Denial Attendance Review subsection of the Students Demographics screen.

Date	Denial Term	Course	Course Term	Absences	Outcome	Notes	File Upload
	S1	ALG 1-A	S1	21			No Files
	S1	GEO HON	FY	18			No Files
	S1	BAND 2	FY	16			No Files
	S1	BIO 1	FY	16			No Files
	S1	SPANISH 1	FY	18			No Files

IDENTIFY STUDENTS ELIGIBLE FOR CREDIT DENIAL

1. Click the Reports tab.
2. Select District Reports.
3. Select the Report Cards folder.
4. Locate the **Students Eligible for Credit Denial to Review** report.
5. Click the Green Run button to generate the report.
6. The report will display in the middle of the page.

Title	Description	Export/Run
Review Early Graduates - School		Export Run
Students Eligible for Credit Denial to Review		Export Run

OR

Click the link in the District Reports module on the portal page.

District Reports
1648 Records - Students Eligible for Credit Denial to Review

Distribute the report to the Attendance Office/Administrator for review.

All revisions must be done before final post of grades!

The principal shall have the final decision as to the granting of such credit.

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LOG OUTCOME/ACTION

From student demographics:

1. Select Attendance Review (MTSS, Credit Denial, etc.) on the left sidebar.
2. The student's classes will populate under Credit Denial.
3. Review the list and update the outcome as needed.
4. Click Save.

All entries/updates must be done BEFORE the final post of grades!

Appeal Outcomes Explained

Credit Withheld Hearing was conducted, and the committee reviewed students' records and has recommended to the principal that ...

- Appeal Approved** – Credit approved after appeal process. *No credit withheld, credit displays on course history.*
- Appeal Denied** – Credit denied after appeal process (updates credit denial on grade reports). *Credit withheld, zero credit displayed on course history.*
- Preliminary Approved** – Credit approved based on extenuating circumstances. *No credit withheld, credit displays on course history.*
- Retrieval** – Credit denied pending end-of-semester follow-up review. *Credit withheld at the end of that semester, zero credit displayed on course history – student then has opportunity to earn it back the following semester.*
- Denial Notification** – Credit approved after appeal process. *Credit withheld, zero credit displayed on course history.*

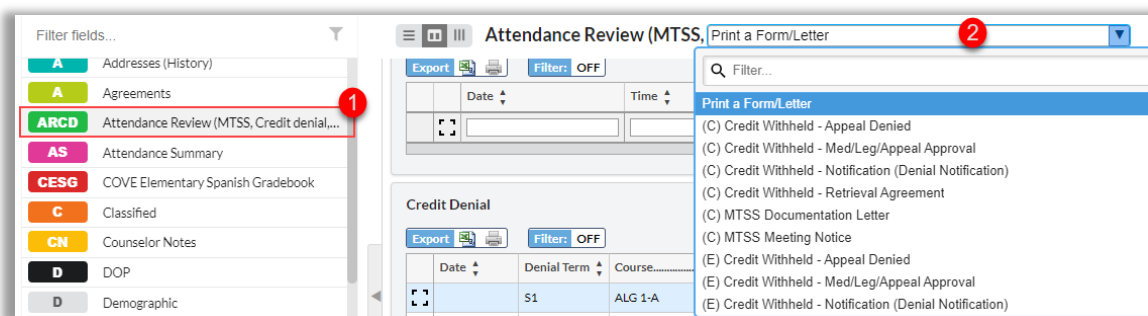
NOTIFY PARENT/STUDENT

Print the appropriate Credit Withheld – Notification (Denial Notification) letter. Letters can be printed individually or as a batch.

Printing Credit Denial Letters – Individual Student

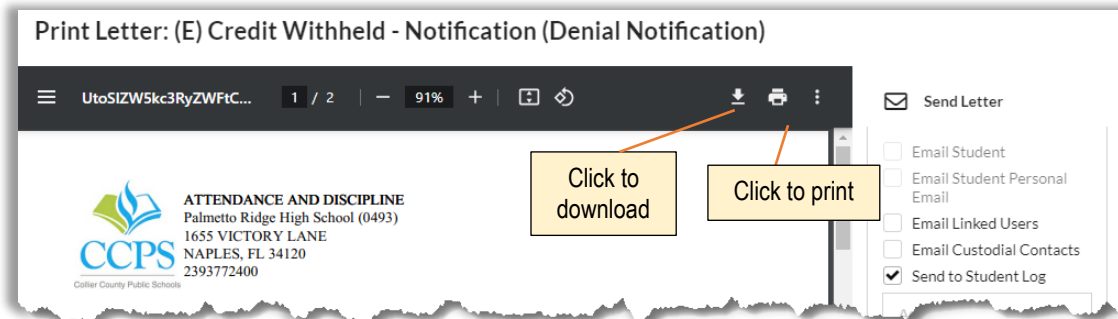
From the Student Demographics page:

1. Click Attendance Review in the left sidebar.
2. Click Print a Form/Letter drop-down in the upper right corner of the screen.
3. Select the language-appropriate letter from the drop-down.



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4. The selected letter will display in the PDF window.
5. Select the print button in the upper right corner of the focus PDF screen to print the PDF file
OR Select the download icon in the upper right to download the PDF.



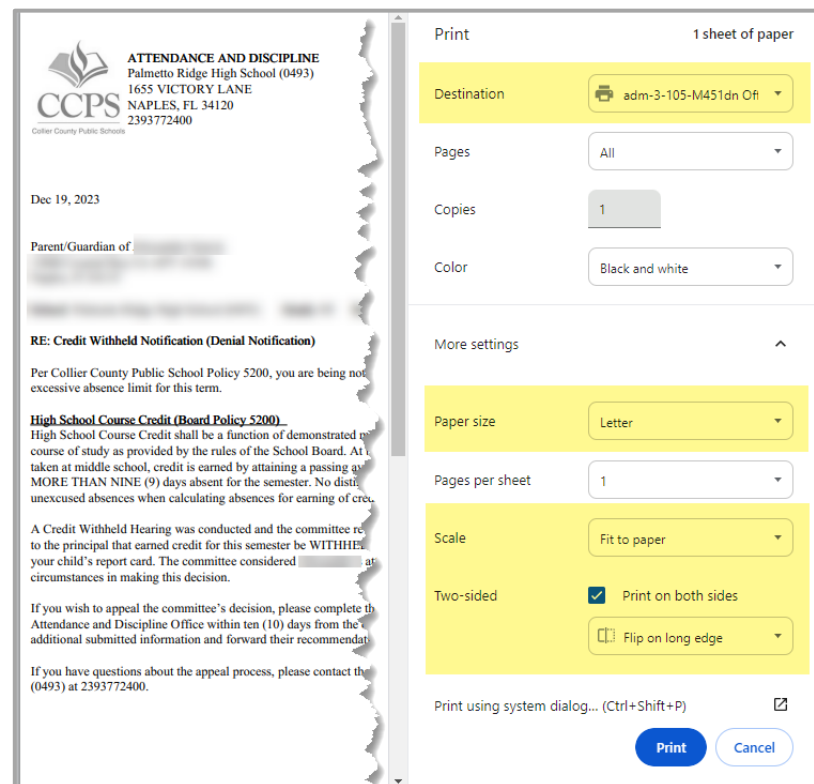
6. The print dialog window will display.
7. Select your printer settings.

Printer Settings:

- Paper Size: Letter (8.5"X11")
- Orientation: Portrait
- Scale: Fit to paper
- Print on both side of the paper
 - Flip on Long Edge

8. Click the print button to print.
9. You will return to the PDF print window.
10. Click Done.

Note: To email the letter, select Email Custodial Contacts and click Send Letter.



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Printing Credit Withheld Letters – Multiple Students

1. Click the Students tab.
2. Select Print Letters & Send Email.
3. Locate the letter you want to print.
Note: Use the filter option to narrow down the list quickly.
4. Click the Print/Email button.
5. The Create Letter screen will display.
6. Paste/enter the Student ID numbers in the Search field.

Make sure the letter type selected coincides with the students selected.

7. Select **More Search Options > Student Fields > Demographic > Parent Contact Language**. The parent contact language search option will be added.
 - a. Locate the Parent Contact Language search drop-down and choose the language that matches the selected letter.
 - i. **English:** Select No Value and English
 - ii. **Spanish:** Select Spanish only
 - iii. **Creole:** Select Creole only

8. Click the Sort Letters drop-down and select the desired sort.

Note: If period teacher sort is selected, select Display this Teacher on Each Letter.

9. Click Continue.
11. The Print Letters & Send Email screen will display a student list based on your search criteria.

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Method:
☒ Print Letters ☐ Send Emails

Recipient:
☐ Student Primary ☒ Parents ☐ One Per Family ☐ Student Primary & Parents
☒ Add log entries for each student
☐ Include student name/id on each PDF page (Print Only)

Grade: 09 Parent Contact Language: No Value or English

380 Students 380 Selected

Photo	Student	Student ID	Grade
☒	[Student Name]	[Student ID]	09
☒	[Student Name]	[Student ID]	09

12. Method: Select Print Letters.

13. Recipient: Select Parents.

14. Select Add log entries for each student.

Note: Only check this checkbox if you want the entry to be logged.

15. UNCHECK Include student name/id on each PDF page (Print Only) when printing letters that are more than one page.

Note: Each letter is two pages.

16. Select the students (all or individuals) you would like to generate a letter for.

- To select all students – Click the check box in the column title header.
- To select individual students on the list – Click the boxes next to each student's name.

17. Click Print Letters.

18. The FOCUS PDF screen will display the letter(s) generated based on your selection.

Return To Focus

Modules.php 1 / 6 100% +

CCPS ATTENDANCE AND DISCIPLINE
 Palmetto Ridge High School (0493)
 1655 VICTORY LANE
 NAPLES, FL 34120
 2393772400

March 23, 2026

RE: Credit Withheld Notification (Denial Notification)

Per Collier County Public School Policy 5200, you are being notified that Eva Acosta has reached the excessive absence limit for this term.

Click to download the letters

Click to print the letters

10. Select the print button in the upper right corner of the focus PDF screen to print the PDF file OR Select the download icon in the upper right to download the PDF.

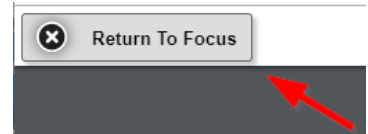
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Printer Settings:

- Paper Size: Letter (8.5"X11")
- Orientation: Portrait
- Scale: Fit to paper
- Print on both side of the paper
 - Flip on Long Edge

**** You will need to complete these steps for each contact language (English, Spanish, Creole). ****

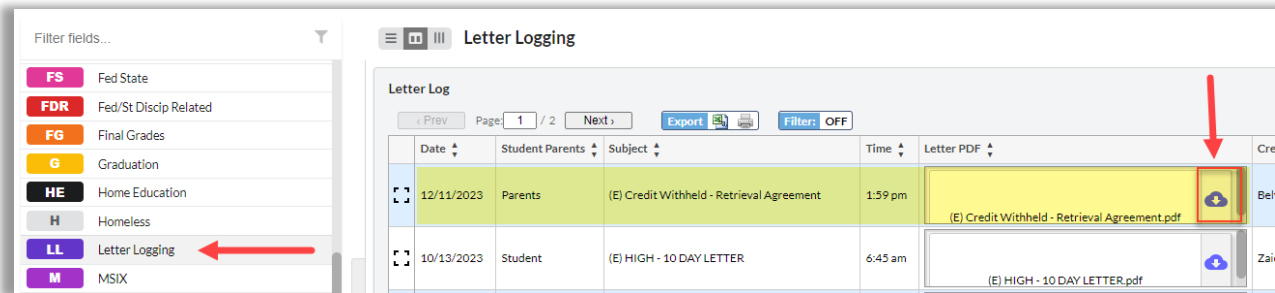
19. Click the "Return to Focus" button in the upper left corner of the screen to return to the Print Letters & Send Emails screen.



Viewing Letter Logging Information

From the student Demographic screen:

1. Click Letter Logging on the left sidebar.
2. The letter log entries will display all letters (not limited to attendance) printed for the selected student.
3. Click the Download button to download a copy of the letter for viewing.



REPORT: CREDIT DENIAL ALL OUTCOMES

This report will list students eligible for credit denial along with the outcome.

1. Click the Reports tab.
2. Select District Reports.
3. Select the Report Cards folder.
4. Locate the **Credit Denial All Outcomes – School** report.
5. Click the Green Run button to generate the report.
6. The report will display in the middle of the page.

