

# **Create Period Marks Type Letter**

Last Modified on 10/22/2022 9:40 am CDT

Enter Letter Criteria | Write the Body of the Letter | Generate and Print Letters

**Classic View:** Attendance > Attendance Letters

Search Terms: Attendance Letters

Attendance letters using the Period Marks Letter Type looks for the existence of an attendance event in a period for the student, and provides a total number of periods where an attendance event exists. This type of letter works best where only a count of periods is needed (not course information).

Verify the correct School and Calendar is selected in the Campus toolbar.

Refer to the Attendance Letter Workflow when creating a letter.

Click here to expand...

Other Letter Types are available for selection. See the following table for a description of each letter type:

Click here to expand...

## **Enter Letter Criteria**

Selecting letter criteria is referenced in Steps 2-11 of the Attendance Letter Workflow.

- 1. Select the **New** button. A criteria entry screen appears.
- 2. Enter a **Name** for the letter.
- 3. Determine if students can requalify for the letter. If yes, mark the Allow Letter Requalification checkbox.
- 4. Select Period Marks from the Type dropdown list.
- 5. Choose the desired **Attendance Type** from the dropdown list.
  - For **Attendance Code** type, select an **Attendance Code** from the dropdown list and enter a **Weight** value. To add more attendance codes and corresponding weights, click the **Add Attendance Code** button.
  - For **Status/Excuse** type, select a **Status** and **Excuse** value from each dropdown list and enter a **Weight** value.
- 6. Enter the total Qualification Criteria for Letter value in the provided text box.
- 7. Choose the **Interval** to determine which attendance days will be counted. See the Intervals section for an explanation of each option.
- 8. If the letter interval is by Term or by Course/Term, and it should be made available for use at multiple schools in the district, and your chosen interval is by Term or by Course/Term, expand the **Select terms for additional calendars option**, and select the desired terms for each desired school.



- 9. If the letter should be run for a particular group of **Teachers** and **Sections**, select the relevant groups. When a specific teacher is selected, the list of sections are only those for which the selected teacher is the primary teacher. Or, leave the Teacher selection at **All Teachers** and **All Sections**, which lists every possible teacher and section.
- 10. For **Status/Excuse** attendance type letters, indicate if any course **Sections** should be **excluded** from calculation.
- 11. Indicate where the letter should be **Organized to**.
- 12. Click the **Save** button to save the letter. Click the **Save and Continue** button to enter the body of the letter. Both of these options do save the entered criteria.
- 13. Continue to the Write the Body of the Letter procedures.

The first example below is using **Attendance Codes** as the Attendance Type; the second example is using **Status/Excuse** as the Attendance Type.

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*Period Marks Attendance Code Letter Editor Options* 

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Period Marks Status/Excuse Letter Editor Options

## Write the Body of the Letter

Writing a letter is referenced in Steps 12-13 of the Attendance Letter Workflow.

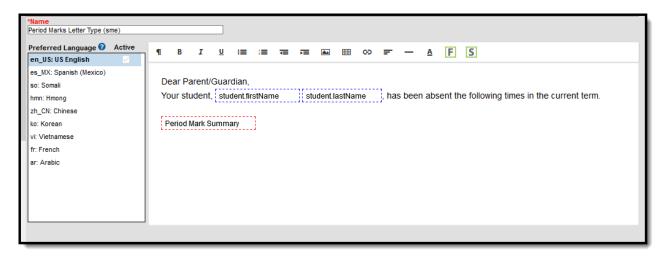
See the Letter Format article for detailed information about entering the text of the attendance letter, including how to create letters in multiple languages.

- 1. Enter the text of the letter using the editor.
  - To insert a data element from Campus (such as guardian name or other data) to complete a mail merge, select the **Campus Field** icon at the top right of the editor. **NOTE**: When including guardian names, choose the mailingAddress.guardianXXX options from the Campus Fields (within Student > Census > Mailing Addresses section).
  - 2. To insert a pre-formatted table of information (such as an attendance summary), select the **Campus Sub-Report** icon at the top right of the editor.
- 2. When finished, click **Save Format**. A letter may be saved to a user account (by having user account selected in the organized to) or shared with a user group. When the letter is saved, it will be available for future selection from the main page of the Attendance Letter Wizard.



To create letters in another language, see the Preferred Language Setup section.

This example uses the Campus Fields for the student's first and last name, and the Period Mark Summary Campus Subreport.



Period Mark Summary Letter Format Editor

This example uses the Attendance Letter Criteria Campus Fields to show the dates that were considered for a letter using the by Course Interval.

*Name SME 3 Day Letter		Insert Campus Field	×
Preferred Language Active en_US: US English es_MX: Spanish (Mexico)	¶ B I U :≡ :≡ र≡ ा≡ I⊞ GO ≡ take truancy very senously. National studies have confirmed to the truancy very senously. National studies have confirmed to the truancy very senously.	Select The Field To Insert	
	No action is required on your part at this time, however if is absences you will be required to meet with our Dean of Stu	<ul> <li>School</li> <li>District</li> <li>Learner</li> <li>Census</li> </ul>	
	Qualifying Attendance Events Letter Qualifying Date and Course attendanceLetterCriteria.qualificationDate	<ul> <li>Health</li> <li>Attendance</li> <li>Assessment</li> <li>Grading</li> <li>Learner Portfolio</li> </ul>	
	attendanceLetterCriteria.qualifiedCourse	Locker     Fee     Transportation     Activities	
Organized To: User Account		<ul> <li>Activities</li> <li>Early Warning</li> <li>Campus Usage</li> <li>FRAM</li> <li>Response to Intervention</li> <li>Attendance Letter Criteria startDate</li> <li>endDate</li> <li>qualificationDate</li> <li>qualifiedCourse</li> </ul>	
		[	Close

Letter using Attendance Letter Criteria Campus Fields

Notice the Preview list of students includes a Course Number column and a Qualified column, indicate the course and date for which the student qualified for the letter. Also notice the same



student is listed multiple times, for each absent for a course in which the student qualifies for a letter.

Name	-	Grade	¢ Co	course Number 🗢	Qualified 👻	Printed
Student, Emma	A	10		0103	08/01/2018	
Student, Zoe R	1	11		1150	08/02/2018	
Student, Emma	Α	10		1150	08/02/2018	
Student, Emma	A	10		4010	08/02/2018	
Studen		10				
Studen	Hello,					
Studen	Our records indicate studies have confirm			of unexcused absences this year. W ween poor attendance and graduati		usly. National
Studen						
Studen	to meet with our De		his tin	me, however if accrues addition	nal unexcused absences	you will be required
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 	to meet with our De Qualifying Attenda Letter Qualifying Da	an of Students.	his tin	me, however if accrues addition	nal unexcused absences	you will be required
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Studen Studen	to meet with our De Qualifying Attenda Letter Qualifying Da 10/05/2018 1150 Introduction to	an of Students. ance Events ate and Course o Art 'de, 0001 DC				you will be required

Letter Showing Qualified Date, Qualifying Courses

When using the Campus Fields for Qualified Date and Qualified Course, and a student qualifies to receive a letter due to absences in many courses (interval is either Course or Course/Term), the MOST RECENT qualification date among the qualifying courses and periods prints on the letter. Note that Course Numbers and Course Names are listed in a comma separated string if the student qualifies for multiple courses; if the student qualifies for only one course the Course Number and Course Name are spliced together.

If a student qualifies in multiple courses for a letter on 08/01, 08/10, 08/15, the qualified date in the letter is 08/15.

### **Generate and Print Letters**

Generating and Printing Letters is referenced in Steps 14-19 of the Attendance Letter Workflow.

### Without an Ad hoc Filter

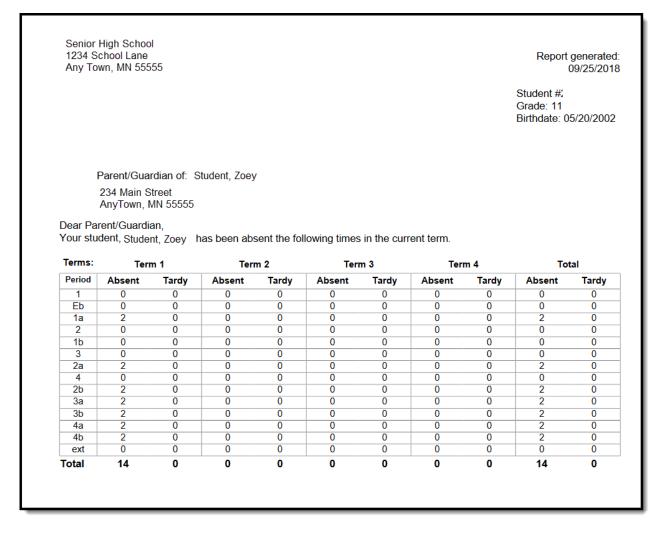
- 1. Select the letter to generate from the Saved Letters list.
- 2. Click the **Print and Preview Letters** button. A list of students who met the criteria of the letter are listed.



- 3. Review the list of students that met the criteria of the letter, and remove their selection as needed.
- 4. Click the **Preview** button to review the letter format prior to printing.
- 5. If satisfied with the format, click the **Print Letters** button, and select how to sort the letters and choose to record a PLP Contact record.

### With an Ad hoc Filter

- 1. Select the letter to generate from the Saved Letters list.
- 2. Select the desired Ad hoc Filter.
- 3. Click the **Print and Preview Letters** button. A list of students who met the criteria of the letter and the criteria of the Ad hoc Filter are listed. See the Attendance Letters and Ad hoc Filters section for more information.
- 4. Review the list of students that met the criteria of the letter, and remove their selection as needed.
- 5. Click the **Preview** button to review the letter format prior to printing.
- 6. If satisfied with the format, click the **Print Letters** button, and select how to sort the letters and choose to record a PLP Contact record.



Period Marks Letter Example

