Create Absenteeism Level Type Letter

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

Enter Letter Criteria | Generate and Print Letters

Classic View: Attendance > Attendance Letters

Search Terms: Attendance Letters

Attendance letters using the Absenteeism Level Letter Type uses the Attendance Aggregation Preference summary view options to determine whether a student is considered chronically absent. Choose this letter type to list a student's percentage of being absent. It does not rely on weights or intervals.

This letter type can be used to send letters when students are approaching or have reached the district's definition of being chronically absent. See the following articles for more information on Chronic Absenteeism:

- Attendance Aggregation Preferences
- Attendance Aggregation Refresh
- Student Attendance

> 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. Select **Absenteeism Level** from the **Type** dropdown list.
4. Select an **Absenteeism Mode** from the dropdown list. These modes are defined on the Attendance Aggregation Preferences article.
5. Choose the **Criteria** of either **Percent Absent** or **Days Absent**.
   - When using the Percent Absent criteria, determine the percent range the letter is to cover. The values entered here are inclusive, meaning a percent range or 7.5% to 10% includes students who are absent exactly 7.5% through 10%.
     - Enter a **Minimum Percent Absent** value (8.5, 10, etc., up to 100). Do not enter the percent symbol.

- Enter a **Maximum Percent Absent** value (8.5, 0, etc., up to 100). Do not enter the percent symbol.
  - When using the Days Absent criteria, determine the range of total days the letter is to cover. The values entered here are inclusive, meaning a day range of 7 to 10 includes students who are absent exactly 7 days through 10 days.
    - Enter a **Minimum Days Absent** value (whole numbers and decimal values up to 365).
    - Enter a **Maximum Days Absent** value (whole numbers and decimal values up to 365).

6. Enter a value for the **Minimum Scheduled Days (YTD)** field (whole numbers up to 365). This is the total number of days a student has been scheduled into attendance taking courses that count towards a student's chronically absenteeism percentage.
7. If the letter should be run for a particular group of **Teachers** or **Sections**, select the relevant groups. If a teacher is selected, the list of sections displayed will include those for which the selected teacher is the primary teacher.
8. Indicate where the letter should be **Organized to**.
9. 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.
10. Continue to the **Write the Body of the Letter** procedures below.

Absenteeism Level Letter Criteria
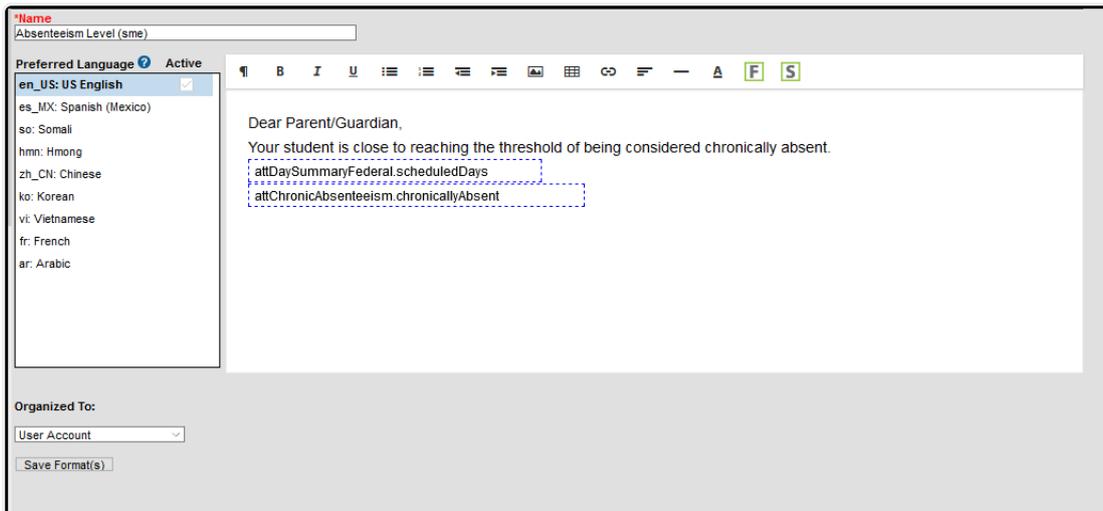
Absenteeism Level Letter Format

Generate and Print Letters

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

Information in this report uses data stored in the AttendanceDayAggregation table. This means that attendance data for the current date is accurate as of the previous night's attendance calculation, or the last time the Attendance Aggregation Refresh was run. If needed, the Attendance Aggregation Refresh tool can be run to force an attendance recalculation to pull in the current day's data.

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 Letter**s 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.