

Attendance Letters - Start Here

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The [Attendance Letter tool](#) walks the user through the creation of an attendance query and a letter format. Letters generate by selecting students who met entered criteria, and users can choose which eligible students actually receive a letter. Letter templates can be created using attendance codes, or attendance status and excuse values.

Getting started

Tool Overview

- [Attendance Letters](#)
- [Generate and Print Attendance Letters](#)

How-To Guides

- [Select Letter Criteria](#)
- [Format Letter](#)

Create Letters For

- [Single Day Count](#) | [Video](#)
- [Course Marks](#) | [Video](#)
- [Whole or Half Day Absences](#) | [Video](#)
- [Exact Day Absences](#) | [Video](#)
- [Period Marks](#) | [Video](#)
- [Absenteeism Level](#) | [Video](#)

Reference

- [Attendance Letter Logic](#)
- [Preferred Language Setup](#)
- [State Specific Information](#)