



Texas Skyward User Group Conference

Setting up and Generating Attendance Letters

DeVaughn Resczenski



Setting Up & Generating Attendance Letters



- Entity-Year Attendance Letter Configuration (WS\OF\AT\PS\CF\AL)
 - Attendance letter types
- Attendance Letter Codes (WS\OF\AT\AL\PS\CO)
 - Threshold
 - Letter Attendance Type
 - Date Ranges
- Attendance Letter Configuration (WS\OF\AT\AL\PS\CF)
 - Custom Attendance Letters
- Update Templates (WS\OF\AT\AL\AU)
- Letter Templates (WS\OF\AT\AL\AL)
- Schedule Letters (WS\OF\AT\AL\SL)
 - Schedule, Update, and Letter Parameters
- Viewing Attendance Letters
 - Attendance Letter Batches (WS\OF\AT\AL\LB)
 - Attendance Letter Summary Report (WS\OF\AT\AL\RE\LS)
 - Student Profile / Attendance Tab (WS\ST\TB\AT\AT)
- Maintain Attendance Letters Sent (WS\OF\AT\AL\PS\UT\LS)

Entity-Year Attendance Letter Configuration



If a particular letter type (class, period, total) is not selected here, you will not be able to configure that type.

Entity-Year Attendance Letter Configuration, School Year - 2018-19

Entity ▲	Entity Name	Use Attendance Letter by Class	Use Attendance Letter by Period	Use Attendance Letter by Totals
▶ 001	Texas Public HS (GR 9-12)	Y	Y	Y

Attendance Entity Year Configuration

Entity Id:
Entity Name:
School Year:

Entity-Year Attendance Options

- Use Attendance Letter by Class
 Stop Displaying/Counting Attendance When a Threshold is Met
- Use Attendance Letter by Period
 Stop Displaying/Counting Attendance When a Threshold is Met
- Use Attendance Letter by Totals
 Stop Displaying/Counting Attendance When a Threshold is Met

[Save](#)
[Back](#)



Be consistent with these types throughout the setup process

- **By Class**
 - Absences are accrued by class.
 - If a section changes, absences will continue to accrue.
- **By Period**
 - Each period accrues absences separate from other periods
- **By Totals**
 - Total by Period = total periods absent (2 full days of 8 periods = 16 total periods)
 - Total by Date = you set how many periods abs = 1 day in Attendance Update screen
 - Total by Days/Calendar method = uses full-day setting in the calendar setup

How many absences will trigger a letter for the selected term?

Thresholds Maintenance

Entity: 001 - Texas Public HS (GR 9-12) School Year: 2019

* Letter Type: Class Period Total

* Term Type: Semester

Term

Year

Date Range

* Threshold: 003

* Description: Three events per year x

- Thresholds are Term Type Dependent
 - To count 3 absences for term, semester, and year, you have to create three separate thresholds
 - Term Type = Semester, Threshold = 003
 - Term Type = Term, Threshold = 003
 - Term Type = Year, Threshold = 003

Which types of absences do you want to count?

Letter Attendance Type Maintenance

Entity: 001 - Texas Public HS (GR 9-12)

* Letter Type: Class Period Total

* Class Attendance Type: TRU

Short Description: TRUANCY

Long Description: TRUANCY

Absence Types

Click to select attendance types

Absence Type Selection

Available Excused Types		Selected Excused Types
D - DAEP E - EXCUSED H - HALF DAY M - MANDATORY TESTING P - PARTICIPATION DAYS- XC S - SUSPENDED V - TARDY - EXCUSED	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	
Available Unexcused Types		Selected Unexcused Types
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	A - ABSENT U - UNEXCUSED Z - DAEP Unexcused
Available Tardy Types		Selected Tardy Types
* - Tardy Kiosk K - TARDY KIOSK L - LATE - TEACHER ENTRY T - TARDY	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	
Available Other Types		Selected Other Types
1 - Positive Attendance Overwrite C - COLLEGE DAY F - SCHOOL TRIP I - ISS N - NO SHOW O - OTHER R - DR Note	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	

Used for a range of dates, either defined or floating.

Date Ranges Maintenance

Entity: 001 - Texas Public HS (GR 9-12) School Year: 2019

* Date Range Code: OCT

* Short Description: OCT ABS

* Long Description: OCT ABS

* Start Date: Fixed 10/01/2018

Variable (Today - 0 days)

* End Date: Fixed 10/31/2018

Variable (Today - 0 days)

Allow multiple Attendance Letters to be sent against this date range ?

Date Ranges Maintenance

Entity: 001 - Texas Public HS (GR 9-12) School Year: 2019

* Date Range Code: TRU

* Short Description: TRU 4 WEEKS

* Long Description: TRUANCY 4 WEEKS

* Start Date: Fixed

Variable (Today - 30 days)

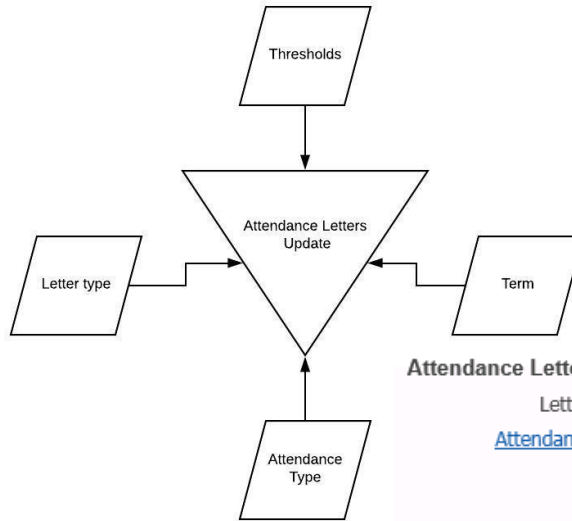
* End Date: Fixed

Variable (Today - 0 days)

Days to Count: Only School Days All Calendar Days

Allow multiple Attendance Letters to be sent against this date range ?

Ties everything together.



Attendance Letters Update

Letter Type: Class Period Total

Attendance Type:

Term:

Low High

Term Date:

Starting Attendance Date:

Periods:

Attendance Accumulation

Method

Period Date Days/Calendar Method

Minimum # of periods for an attendance date to count as 1 day absent:

Thresholds to be updated for this Term Type

003 - 3 UNEXCUSED ABSENCES
010 - 10 UNEXCUSED

Matches Letter Type, Attendance Type, and Term from Letter Updates. Tie results to letter, report, export file, Skylert, or create discipline or intervention records.

Attendance Letters

Letter Type: Class Period Total

Attendance Type: AB

Term: OCT - OCT ABS (DR)

Letter Status: Previously Sent Not Sent

Periods: Low High

Term Date: 10/01/2018

Send out letters (create & mark as sent) Page Break By Student/Family

Print Detailed Attendance Print Window Envelopes

Print Tardies Accrued During Letter Term Use Mailing Address

Use Report Heading

Report Heading:

Print for Families: First Family Only

Post Attendance Letters to Family Access

Print using Custom Attendance Letter Selected: TSUG 2018 Letter

For Family Home Language of Spanish, use Selected: None

Create Mail Merge File

Create Discipline Records for Students Receiving Letters

Export Students Receiving Letters to Skylert

Create Intervention Records for Students Receiving Letters

Selected Threshold: 003 - 3 Abs

Thresholds to be updated for this Term Type	
003 - 3 Abs	
010 - 10 UNEXCUSED	

When do you want to run letters, and where would you like to send the results?

Task Information
Task Status: Active Inactive
* Task Description:
Start Date: Start Time:
End Date:

Day(s) of the week
 Mon Tue Wed Thur Fri Sat Sun

Week(s) of the month
 First Second Third Fourth Fifth Sixth

Month(s) of the year
 January February March April May June
 July August September October November December

Additional Export Options
Email Results To:
Export Location: ?

Tip: campuses can view all templates, so you may want to enforce a naming schema to assist in organizing / identifying tasks for each campus.

Schedule Letters – Update and Letter Parameters



These are identical as when run from the manual path, but specific for this job.

Attendance Update Parameters

Student Selection

By Range By Individual [Ranges](#) Purge Update Records without a Letter [?](#)

Letter Type: Class Period Total

Attendance Type: [AB](#) [ABSENT](#)

Term: [OCT - OCT ABS \(DR\)](#)

Low High

Term Date: [10/01/2018](#) [10/31/2018](#)

Starting Attendance Date: [10/01/2018](#) [10/31/2018](#) Grace Prd: [00](#) [?](#)

Periods: [01](#) [09](#)

Attendance Accumulation

Method

Period Date Days/Calendar Method

Minimum # of periods for an attendance date to count as 1 day absent: [00](#)

Thresholds to be updated for this Term Type

003 - 3 Abs
010 - 10 UNEXCUSED

Attendance Letter Parameters

Letter Type: Class Period Total

Attendance Type: [AB](#) [ABSENT](#)

Term: [OCT - OCT ABS \(DR\)](#)

Letter Status: Previously Sent Not Sent

Low High

Periods: [01](#) [09](#)

Term Date: [10/01/2018](#) [10/31/2018](#)

Send out letters (create & mark as sent) Page Break By Student/Family

Print Detailed Attendance Print Window Envelopes

Print Tardies Accrued During Letter Term Use Mailing Address

Use Report Heading

Report Heading: [\[Empty\]](#)

Print for Families: [First Family Only](#)

Post Attendance Letters to Family Access

Print using Custom Attendance Letter [Custom Attendance Letters](#) Selected: TSUG 2018 Letter

For Family Home Language of Spanish, use [Custom Atnd Letter](#) Selected: None

Merge individual letters into one file (individual letters will still be accessible)

Create Mail Merge File [Mail Merge Format](#)

Create Discipline Records for Students Receiving Letters [Discipline Offense](#)

Allow Skyler to Export Students Receiving This Letter

Create Intervention Records for Students Receiving Letters [Intervention](#)

Selected Threshold: [003 - 3 Abs](#)

Thresholds to be updated for this Term Type

003 - 3 Abs
010 - 10 UNEXCUSED

Viewing Attendance Letters - Attendance Letter Batches



Shows batch history, and permits viewing of letters sent as part of that batch. Use filters to limit batch listing.

Attendance Letter Batches ☆

Views: Filters:

Year ▲	Date	Time	Letter	Description	Start Date	End Date	Threshold	Has Letters*
2017	09/20/2016	12:00 am	Total	5th Tardy - Part 2	08/22/2016	09/30/2016	005	Y
2017	09/20/2016	2:00 am	Period	3 U in 4 Weeks - Part 2	08/23/2016	09/20/2016	003	Y
2017	09/21/2016	12:00 am	Total	5th Tardy - Part 2	08/22/2016	09/20/2016	005	Y
2017	10/19/2017	2:24 pm	Total	2017 test - Part 2	08/22/2016	06/01/2017	001	Y
2018	06/23/2017	1:47 pm	Total	Attendance Letters - 3 Unexcused Absences	08/28/2017	12/22/2017	003	Y
2018	09/15/2017	2:00 am	Total	3 or more Unexcused Absences - Part 2	08/20/2017	12/22/2017	003	Y

Attendance Letters

Views: Filters:

Student Name ▲	Family Number	Letter Sent Record Del
Abellascr Jeanne S	1	N

Viewing Attendance Letters – Attendance Letter Summary Report



Setup for type, term, and date sent (or range of dates).

Returns a summary of letters generated by student.

Attendance Letter Summary Report

School Year:

Letter Type: Class Period Total

Attendance Type:

Term:

Low High

Term Date:

Date letter was sent out:

Threshold:

Use Report Heading

Report Heading:

Available Thresholds for this Term Type

003 - 3 Abs

010 - 10 UNEXCUSED

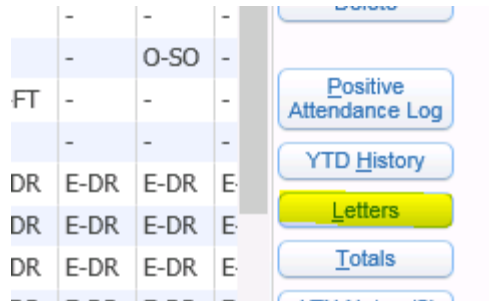
DATES: 08/12/18 TO 09/11/18
 PERIODS: 0 TO 10
 LETTERS SENT OUT TO PARENTS

ACOSTALE004					GRD: 11	HM PHN:	WK PHN:
SCHOOL: 007	CALENDAR: 007	HM ROOM:	ADVISOR:		GUARDIAN:		
DATE	CLASS	NBR	LETTER	RAN	REPORT		
<u>SENT</u>	<u>PERIOD</u>	<u>MISSED</u>	<u>SENT</u>	<u>BY</u>	<u>NAME</u>		
09/10/2018	MON	1	3	YES	ATND RPT PRD		
09/10/2018	MON	4	3	YES	ATND RPT PRD		
09/10/2018	MON	5	3	YES	ATND RPT PRD		
ACOSTALL000					GRD: 09	HM PHN:	WK PHN:
SCHOOL: 007	CALENDAR: 007	HM ROOM:	ADVISOR:		GUARDIAN:		
DATE	CLASS	NBR	LETTER	RAN	REPORT		
<u>SENT</u>	<u>PERIOD</u>	<u>MISSED</u>	<u>SENT</u>	<u>BY</u>	<u>NAME</u>		
09/06/2018	THU	2	3	YES	ATND RPT PRD		
09/10/2018	MON	4	3	YES	ATND RPT PRD		
09/06/2018	THU	5	3	YES	ATND RPT PRD		

Viewing Attendance Letters – Student Profile / Attendance Tab

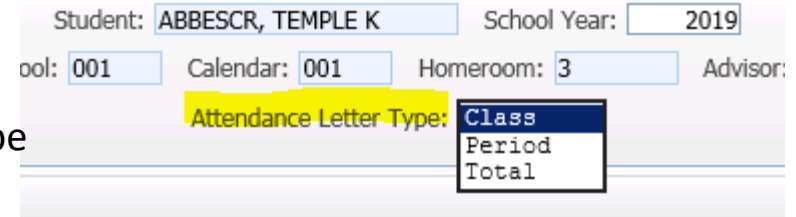


Displays a history of all letters generated for that child by year and type.



Click Letters button

Select Letter Type and School Year



Click View to view the letter

Attendance Letters Sent

Entity ▲	Sem Nbr/ Start Date	Term Nbr/ End Date	Threshold	Total Type	Date Letter Sent Out	Created By	Report Name
▶ 001	00	00	one	Tardy	10/19/2017	DYonker	ATND RPT TTL
▶ 001	01	00	SEMESTER	Unexcused	06/23/2017	LBlue	ATND RPT TTL

View

View and delete letters by type, term, and date sent.

Maintain Attendance Letters Sent

School Year:

Letter Type: Class Period Total

Attendance Type:

Term:

Low High

Term Date:

Date letter was sent out:

Threshold:

Available Thresholds for this Term Type

- 001 - one
- 003 - Three events per year

Attendance Letters

Views: Filters:

Student Key ▲	Sem Nbr/ Start Date	Term Nbr/ End Date	Threshold	Total Type	Date Letter Sent Out	Created By	Report Name	Student Name
ACOBAWIL000	0	0	003	UN	09/14/2018	dreszczenski	ATND RPT TTL	ACOBASCR, WILLIA E.

Delete Atnd Letter

Delete All Atnd Letter

Back



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

