

Letter Format

Last Modified on 12/14/2025 8:45 pm CST

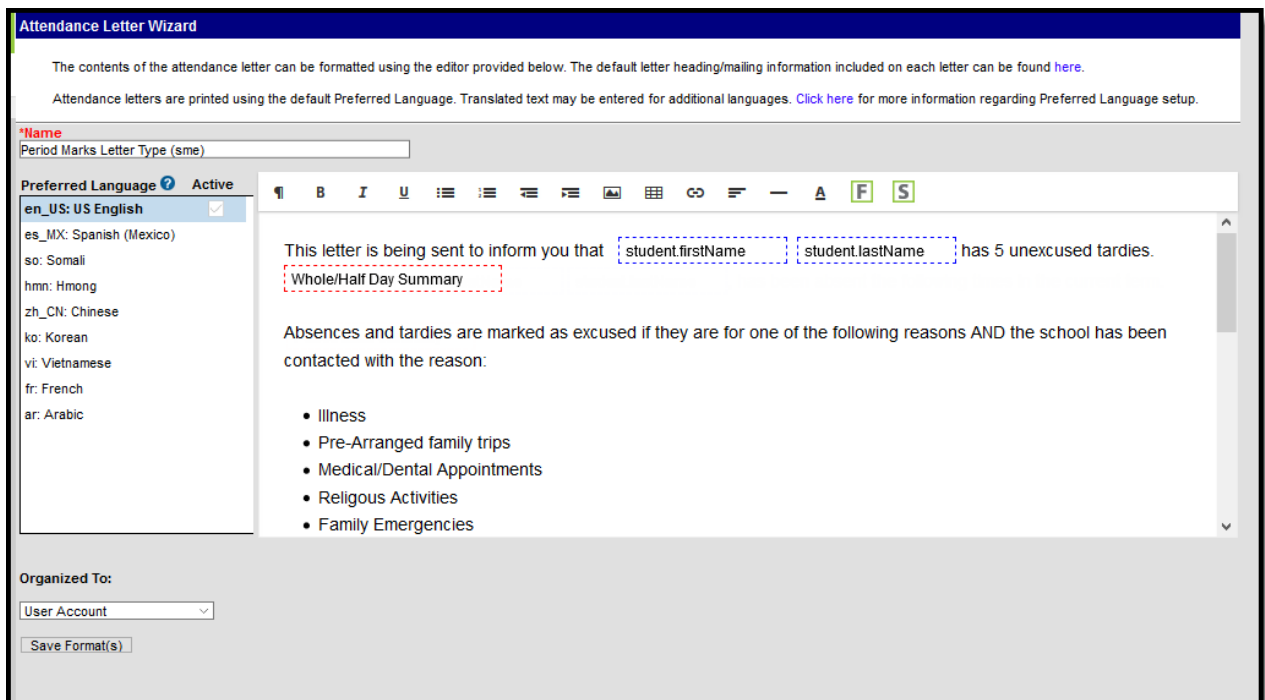
Tool Search: Attendance Letters

Once the letter criteria has been entered, the text of the letter must be created. Letters are formatted using the WYSIWYG editor.

The following information prints automatically on attendance letters, so there is no need to include these in the body of the letter:

- School address and phone number
- Date the letter was generated
- Student's mailing address
- Student's grade level, birth date and student number

This uses the same text editor that is found in the [Ad hoc Reporting Letter Designer](#) tool. Reference this article for more information on [Campus Field properties](#) and [Campus sub-reports](#).



The screenshot shows the "Attendance Letter Wizard" interface. At the top, it states: "The contents of the attendance letter can be formatted using the editor provided below. The default letter heading/heading information included on each letter can be found [here](#)." Below this, it says: "Attendance letters are printed using the default Preferred Language. Translated text may be entered for additional languages. [Click here](#) for more information regarding Preferred Language setup."

The main editing area has a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Table, Image, Undo, Redo, Text Color, Background Color, Font Size, and Font Style (F, S). Below the toolbar is a list of "Preferred Language" options: en_US: US English (selected), es_MX: Spanish (Mexico), so: Somali, hmn: Hmong, zh_CN: Chinese, ko: Korean, vi: Vietnamese, fr: French, and ar: Arabic.

The text area contains the following content:

This letter is being sent to inform you that student.firstName student.lastName has 5 unexcused tardies.

Whole/Half Day Summary

Absences and tardies are marked as excused if they are for one of the following reasons AND the school has been contacted with the reason:

- Illness
- Pre-Arranged family trips
- Medical/Dental Appointments
- Religious Activities
- Family Emergencies

At the bottom, there is a section "Organized To:" with a dropdown menu showing "User Account" and a "Save Format(s)" button.

Attendance Letter Format WYSIWYG

Attendance Letter Workflow

► [Click here to expand...](#)

Step	
1.	Create an Attendance Letter.
Letter Criteria Screen	
2.	Name the attendance letter.
3.	Select the letter type, and determine if student can requalify for the letter. Learn about the different letter types . Learn about Letter Requalification .
4.	Select the type of attendance (status/excuse or attendance codes).
5.	Enter the status/excuse values or the attendance codes that trigger a letter.
6.	Enter a Weight value for each of the entered values or codes. Learn about Weight values .
7.	Enter the number of events the student must have to receive a letter. Learn about qualification criteria .
8.	Select the appropriate interval for the letter. Learn about intervals .
9.	Select which Teachers and Sections to include in the letter.
11.	If available, select which Sections to exclude from the letter (non-attendance taking courses, etc.).
Letter Format Screen	
12.	Write the letter in the designated Default Language.
13.	Write the same letter in additional languages that can be sent to parent/guardians who prefer to receive communications in that language.
Generate and Print Letters	
14.	Select the letter to generate from the Saved Letters list.
15.	If desired, select a previously-saved Ad hoc Filter that includes the students who should be receiving the letter. Determine which operation to use when generating letters with an ad hoc filter.
16.	Preview and Print letters.
17.	Review the list of students that met the criteria of the letter, and remove their selection as needed.
18.	Preview the letters prior to sending.
19.	Print the letters.

Write the Body of the Attendance

Letter

1. Enter the text of the letter using the editor.
 1. 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.
3. To create letters in another language, see the [Preferred Language Setup](#) section.

More information on using the Campus Fields and Campus Sub-reports can be found [here](#).

When writing the body of an Absenteeism Level editor, use the following Campus Fields, depending on which mode you have selected:

- Attendance Day Summary - Approximate
- Attendance Day Summary - Exact
- Attendance Day Summary - Exact Minute
- Attendance Day Summary - Federal
- Chronic Absenteeism

Details of these views are documented on the [Student Attendance](#) article.

Inserting an Image into a Letter

Images in any of the approved formats can be added to letters. If you have trouble with a .JPEG image in FOP, try opening it with an image processing program (such as Photoshop or Gimp) and then save it. Specifying 24-bit color output may also help.

For the PDF and PostScript renderers, most .JPEG images can be passed through without decompression. Grayscale, RGB, and CMYK color spaces render properly; however, for other output formats, the .JPEG images have to be decompressed.

Refer to the [WYSIWYG Editors](#) article for more information.

Preferred Language Setup

[Step 1. Enter the Preferred Language Default Value](#) | [Step 2. Add Language To Attribute/Dictionary](#) | [Step 3. Assign Preferred Language to Parent/Guardian](#) | [Step 4. Create the Letter in the Default Language](#) | [Step 5. Create the Letter in Additional Languages](#) | [Step 6. Send the Letters](#)

This format screen allows the input of the actual body of a letter. Letters can be created in several languages (see the Preferred Language Letter Setup section below). A school can create an Attendance letter in however many languages are needed, but it must first be entered in the selected Default Value.

Infinite Campus does not provide translation services .

Districts must use their own resources when creating communication to parents/guardians, students, staff, etc. in another language.

Letters must exist in the assigned default language (see Step 1). Text can be entered for additional languages, as needed for the district's population. Two things must be done:

- A language must exist in the [Attribute/Dictionary](#) and be marked active in the [Attribute/Dictionary tool](#).
- A language must be assigned as the **Preferred Language** on the Personal Contact Information editor on the [Demographics](#) tab.

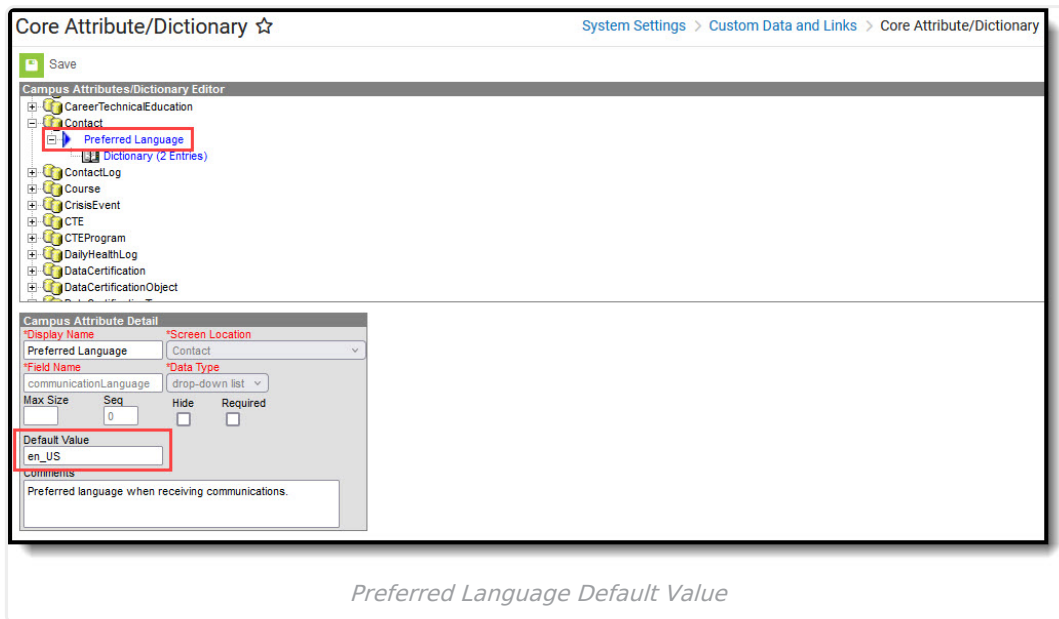
Existing language codes should not be modified. Access to letters is lost until the original code is recreated. If that language code is assigned to any person, that assignment is lost as well.

Step 1. Enter the Preferred Language Default Value

Tool Search: Core Attribute/Dictionary

Enter the desired **Default Value** for the Preferred Language. This value is used to show the Default Language Preview when creating letters in other languages, and if no Preferred Language has been assigned to an individual (Step 3), letters generate in this default language.

1. Expand the **Contact** object.
2. Click on **Preferred Language** element. A **Campus Attribute Detail** editor displays.
3. Enter the appropriate **Default Value**. This could be en_US, es_MX, or another abbreviation that matches the Code assigned to the Languages entered in the Dictionary list. The entered value must match the Dictionary Code for that language.



Step 2. Add Language To Attribute/Dictionary

Tool Search: Core Attribute/Dictionary

Languages available here are used in the Preferred Language Selector and control the list of languages.

1. Expand the **Preferred Language** attribute and select **Dictionary**. A **Preferred Language Dictionary Detail** editor displays.
2. Click the **Add Row** button in the far right corner of the Detail editor.
3. Enter a **Code**, **Name** and **Sequence** for the language.
4. Mark the language as **Active**.
5. To add more languages, click the **Add Row** in the right hand corner, and repeat steps 3 and 4.
6. Click the **Save** icon when finished.

The Language Code can be up to 15 characters in length.

Core Attribute/Dictionary ☆ [System Settings](#) > [Custom Data and Links](#) > Core Attribute/Dictionary

Save

Campus Attributes/Dictionary Editor

- Career/Technical Education
 - Contact
 - Preferred Language
 - Dictionary (2 Entries)
- ContactLog
- Course
- CrisisEvent
- CTE
- CTEProgram
- DailyHealthLog
- DataCertification
- DataCertificationObject

Preferred Language Dictionary Detail

Code	Name	Seq	Value	Standard Code	Ed-Fi Code	Active
en_US	US English	1				X
es_MX	Spanish (Mexico)	2				X

Page 1 of 1 250 Rows Per Page 1 - 2 of 2

Attribute Dictionary - Preferred Language

All languages **except en_US** and the language identified in the **Default Value** field can be added or removed. As the default preferred language, it is the assumed language when an individual does not have a Preferred Language assigned. Letters do not generate at all if this language is removed. The Code entered in the Dictionary must match the Default Value.

Attribute/Dictionary

Save

Campus Attributes/Dictionary Editor

- Behavior
 - Behavior
 - Preferred Language
 - Dictionary (7 Entries)
- Behavior
- Behavior
- Behavior
- Behavior
- Calendar
- CampusTo
- Contact
- Preferred Language
- ContactLog

Preferred Language Dictionary Detail

Code	Name	Seq	Value	Standard Code	Active
en_US	US English	1			X
es_MX	Spanish (Mexico)	2			X
zh_CHI	Chinese	3			X
zh_ZHO	Chinese	4			X

Campus Attribute

Display Name

Preferred Language

Field Name

CommunicationLanguage

Max Size

Seq

Hide

Required

Default Value

en_US

Comments

Preferred language when receiving communications.

Default Value Matching Dictionary Code

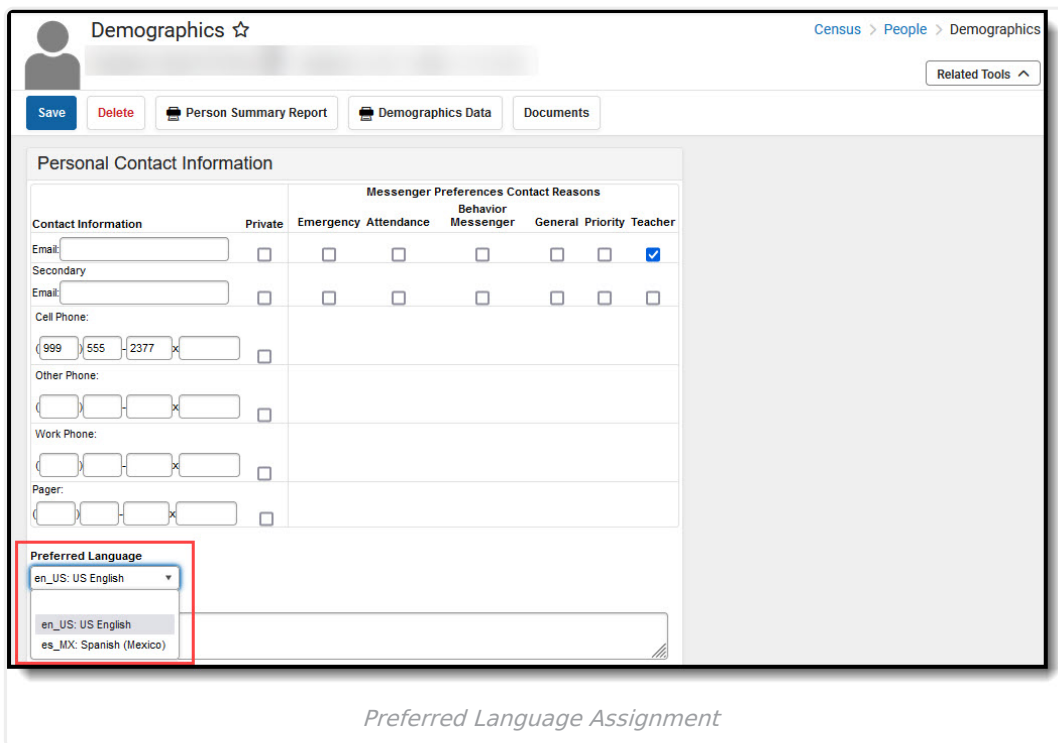
Because of a configuration with [Email Messenger](#) settings, **en_US** should never be removed from the Preferred Language Dictionary.

Step 3. Assign Preferred Language to Parent/Guardian

Tool Search: Demographics

Assign the **Preferred Language** to the parent/guardian who receives an attendance letter. This field can be assigned to all persons in Campus, as well. It's used to send other sorts of messages to parents/guardians, staff and students.

Parents/guardians can also select the Preferred Contact Language on the Contact Preferences editor in the Campus Portal.



The screenshot shows the 'Demographics' page for a person. The 'Preferred Language' dropdown menu is open, showing three options: 'en_US: US English' (selected), 'en_US: US English', and 'es_MX: Spanish (Mexico)'. The dropdown is highlighted with a red box. Below the dropdown, the text 'Preferred Language Assignment' is visible.

Contact Information		Private	Messenger Preferences Contact Reasons						
			Emergency	Attendance	Behavior Messenger	General	Priority	Teacher	
Email:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Secondary Email:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone:	<input type="text"/>	<input type="checkbox"/>							
Other Phone:	<input type="text"/>	<input type="checkbox"/>							
Work Phone:	<input type="text"/>	<input type="checkbox"/>							
Pager:	<input type="text"/>	<input type="checkbox"/>							

Step 4. Create the Letter in the Default Language

Create the letter in the Default Language.

The screenshot shows a web form titled "5 day letter". On the left, a "Preferred Language" dropdown menu is open, displaying a list of languages. The "en_US: US English" option is selected and highlighted with a red box. The main content area of the form contains a letter template with placeholders for student information. The letter text is as follows:

This letter is to inform you that student.firstName student.lastName has missed 5 or more school days so far this year. Per district policy, you must be meet with the Dean of Students when your student reaches this level of absenteeism.

Our goal at SD #4321 is to ensure that all our students are successful. Because the correlation between good attendance and achievement in school is quite strong, we are concerned when a student misses school; yet we do understand that occasionally circumstances arise that cause an absence.

Please contact the High School office to schedule an appointment with our assistant principal.

Thank you,

At the bottom of the form, there is a "Organized To:" dropdown menu set to "User Account" and a "Save Format(s)" button.

Preferred Language Display

Default Language: English

In the following example, **en_US: US English** is the Default Language. The Attribute/Dictionary has been entered as follows:

- Preferred Language Default Value: en_US
- Preferred Language Dictionary Value Code: en_US

When the same letter is created in another language, the English version displays as the Preview.

Name

Course Term Letter

Preferred Language ? Active

en_US: US English

es_MX: Spanish (Mexico)

zh_CHI: Chinese

zh_ZHO: Chinese

so: Somali

hmn: Hmong

ja: Japanese

Hola! ¡Aquí hay un ejemplo de una carta!

Organized To:

User Account

Save Format(s)

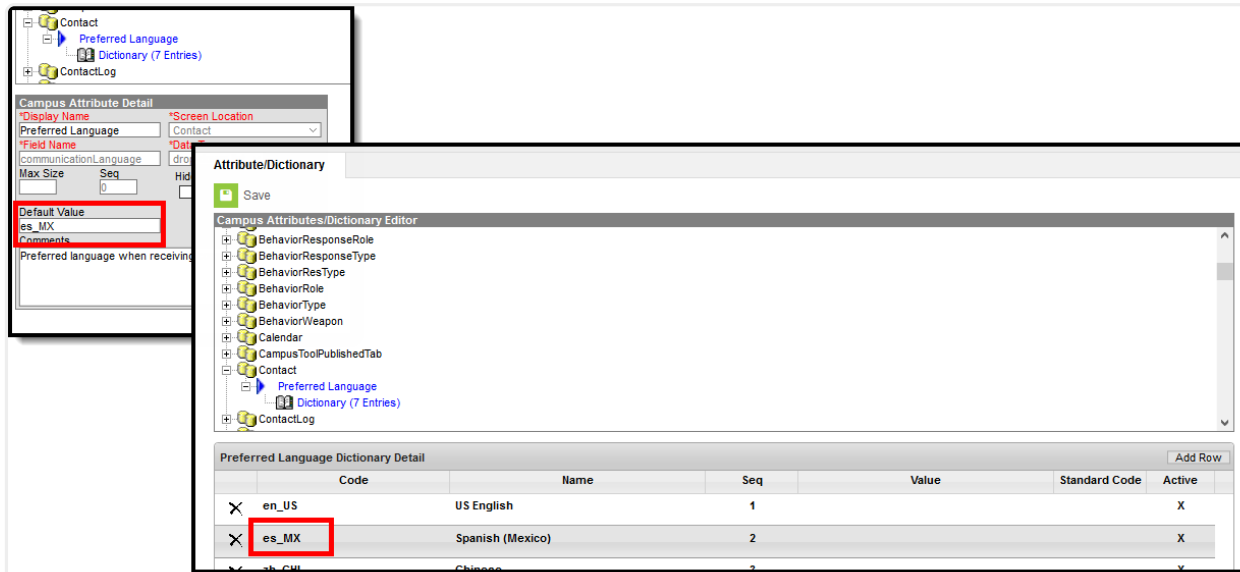
Default language letter (US English):

Here's an example of a letter!

Default Language: es_MX

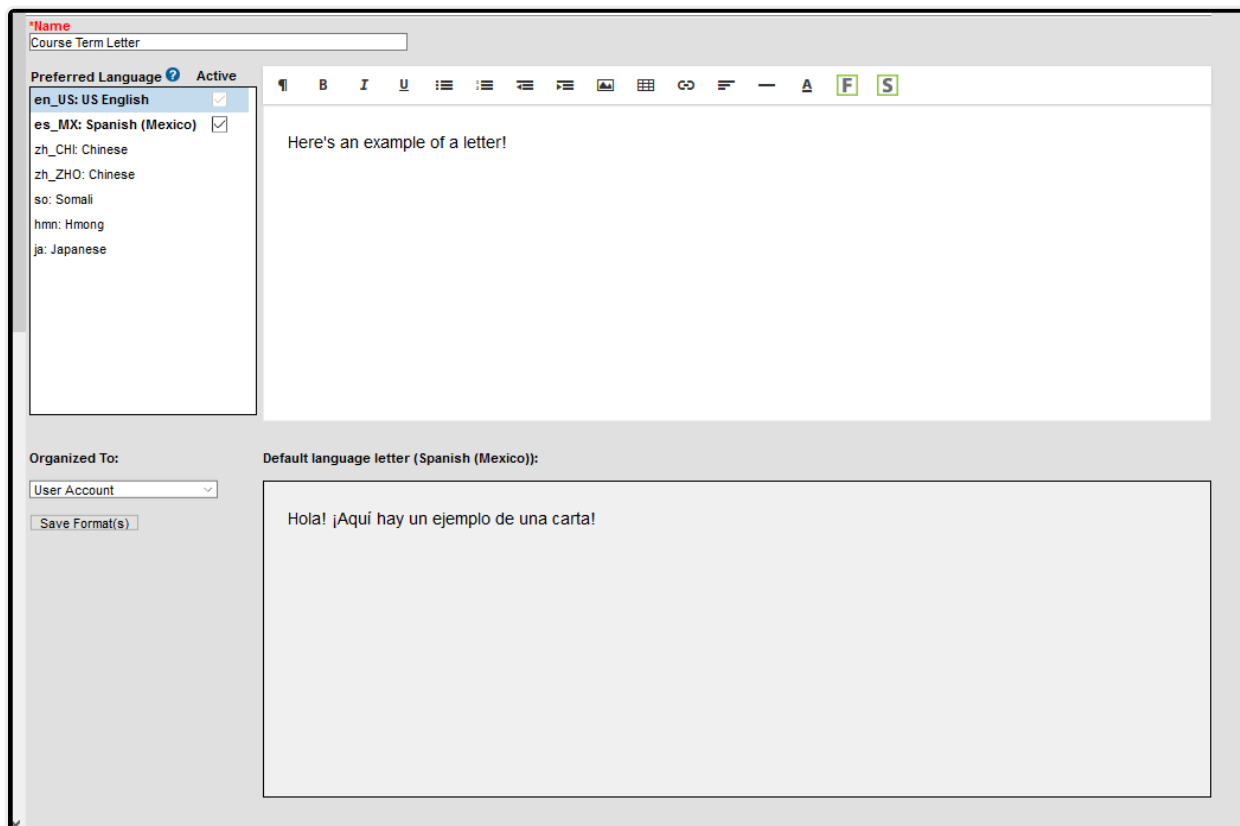
In the following example, **es_MX: Spanish (Mexico)** is the Default Language. The Attribute/Dictionary has been entered as follows:

- Preferred Language Default Value: es_MX
- Preferred Language Dictionary Value Code: es_MX



Spanish Default Language Setup

When the same letter is created in another language, the Spanish version displays as the Preview.



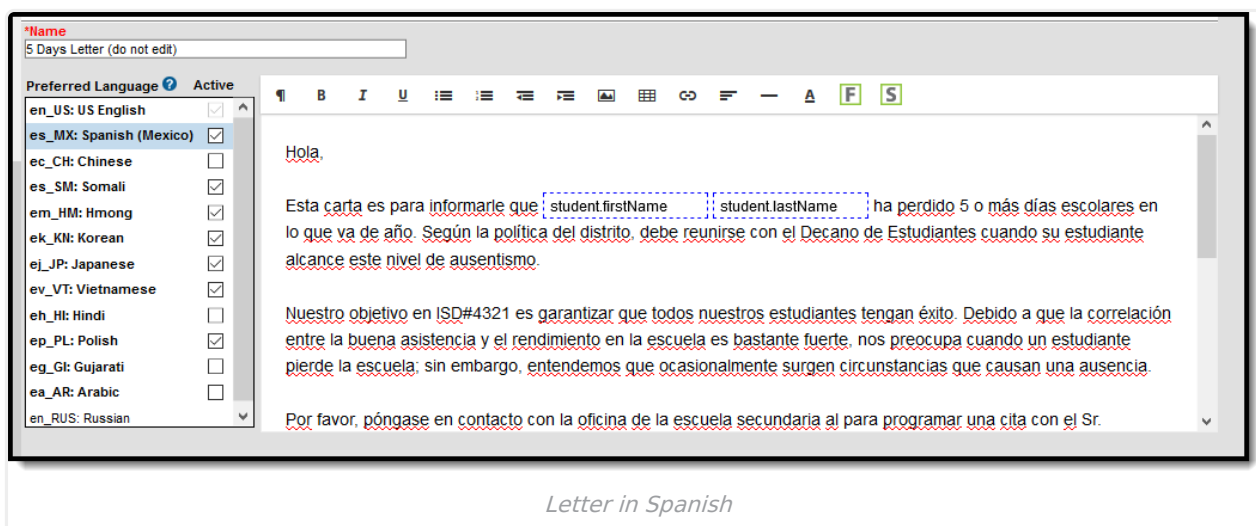
Preferred Language in Spanish Letter Preview

When finished, choose the applicable **Organized To:** option and click the **Save Format** button. Follow your district's standard procedure to print and generate attendance letters. Letters in English and letters in non-English generate in the same collection of letters. When a parent/guardian is assigned a Preferred Contact Language that is not English, the letter prints in that language.

Step 5. Create the Letter in Additional Languages

After creating the letter in the Default Language, enter text for this same letter in a different language by selecting the language in the Preferred Language list and type/paste translated text into the WYSIWYG editor. That language becomes bold, and an Active checkbox becomes available. A language version of the letter is only a draft until the Active checkbox is marked.

When it is determined that the draft letter can be sent, mark the Active checkbox, indicating the letter is now ready to print for those individuals assigned that Preferred Language.



The screenshot shows the '5 Days Letter' editor interface. On the left, the 'Preferred Language' list includes options like 'en_US: US English', 'es_MX: Spanish (Mexico)', 'ec_CH: Chinese', etc. The 'es_MX' option is selected and has an 'Active' checkbox checked. The main WYSIWYG editor contains Spanish text, including 'Hola,' and several paragraphs about student attendance and school policy. The text is formatted with bold and italic tags, and some words are underlined. The editor also features a toolbar with various formatting options like bold, italic, underline, and text color.

Letter in Spanish

Repeat these steps for the other languages in which letters need to be available.

Please adhere to any district policy that may exist for what needs to be included in the letters.

Step 6. Send the Letters

A letter is sent for each distinct Preferred Language associated with the parents/guardians in the household marked to receive mailings. In the example below, one of the student's guardians receives a letter in Spanish, because that is the Preferred Contact Language for that guardian, and another of the student's guardians at a different mailing address receives the same letter in

English. If there are two parent/guardians in the household assigned the same Preferred Language, one letter generates for the household.

<p>Parent/Guardian of: Student, Andrew 550 NORTH DRIVE ANY TOWN, MN 55555</p> <p>Hola,</p> <p>Esta carta es para informarle que Andrew ha perdido 5 o más días escolares en lo que va de año. Según la política del distrito, debe reunirse con el Decano de Estudiantes cuando su estudiante alcance este nivel de ausentismo.</p> <p>Nuestro objetivo en Infinite Campus es la correlación entre la buena asistencia y el estudiante que no pierde la escuela; sin embargo, la ausencia.</p> <p>Por favor, póngase en contacto con la oficina de Sr. Johnson.</p>	
	<p>Parent/Guardian of: Student, Andrew 2520 RANNOT AVE N ANY TOWN, MN 55555</p> <p>Hello,</p> <p>This letter is to inform you that Andrew has missed 5 or more school days so far this year. Per district policy, you must be meet with the Dean of Students when your student reaches this level of absenteeism.</p> <p>Our goal at Infinite Campus is to ensure that all our students are successful. Because the correlation between good attendance and achievement in school is quite strong, we are concerned when a student misses school; yet we do understand that occasionally circumstances arise that cause an absence.</p> <p>Please contact the High School office at 483-555-1873 to schedule an appointment with Mr. Johnson.</p> <p>Thank you,</p> <p>District Office</p>

Letters in Multiple Languages

There may be certain foreign language characters that don't line up properly with other text when using the Campus Fields or when fonts are mixed (like using phone numbers alongside non-English characters). Try adding additional returns between lines.