

Create Course Marks Type Letter

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Tool Search: Attendance Letters

Attendance letters using the Course Marks Letter Type looks for the existence of an attendance event in a course/section for the student. This option can be used for skinnied courses and for courses scheduled over multiple period schedules.

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 **Course 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 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 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.

10. 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. **If a student has multiple sections of the same course during the reporting interval, all sections will be counted as one.**
11. For **Status/Excuse** attendance type letters, indicate if any course **Sections** should be **excluded** from calculation.
12. Indicate where the letter should be **Organized to**.
13. 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.
14. 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.

The screenshot shows the 'Course Marks Attendance Code Letter Editor Options' form. At the top, there is a field for '*Name' set to 'Course Marks Letter Type (sm)' and a checked box for 'Allow Letter Requalification'. Below this, a section titled 'Select a letter type and enter attendance criteria:' contains a '*Type' dropdown set to 'Course Marks' and an 'Attendance Type' dropdown set to 'Attendance Code'. Underneath, there is an 'Attendance Code' dropdown set to 'Abs:Absent' and a 'Weight' field set to '1'. An 'Add Attendance Code' button is located below the dropdowns. A '*Qualification Criteria for Letter' field is set to '1'. The 'Interval' section has radio buttons for 'by Year', 'by Term', 'by Course', 'by Course/Term' (which is selected), and 'by Date Range'. A box titled '18-19 Newton Senior High School Terms' contains checkboxes for 'Q1', 'Q2', 'Q3', 'Q4', and 'Y', with 'Q1' selected. There is also a checkbox for 'Total Across All Checked Terms' and a link to 'Select terms for additional calendars'. The 'Filter students by selecting teachers and/or sections:' section features two lists: 'Teachers (Total 84)' with 'All Teachers' selected, and 'Sections (Total 1180)' with 'All Sections' selected. A 'Sort by' section has radio buttons for 'Number' (selected) and 'Name'. Below the lists, there is a note 'CTRL-click or SHIFT-click to select multiple' and an 'Organized To:' dropdown set to 'User Account'. At the bottom, there are 'Save' and 'Save and Continue ->' buttons.

Course Marks Attendance Code Letter Editor Options

***Name** Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Attendance Type

Status	Excuse	Weight
<input type="text" value="A:Absent"/>	<input type="text" value="U:Unexcused"/>	<input type="text" value="1"/>
<input type="text" value="A:Absent"/>	<input type="text" value="?:Unknown"/>	<input type="text" value="1"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

***Qualification Criteria for Letter**

Interval by Year by Term by Course by Course/Term by Date Range

18-19 High School Terms

Q1 Q2 Q3 Q4 Y

Total Across All Checked Terms

[Select terms for additional calendars](#)

Filter students by selecting teachers and/or sections:

Teachers (Total 84)	Sections (Total 1180)	Sort by <input checked="" type="radio"/> Number <input type="radio"/> Name
All Teachers	All Sections	
Staff, Adam	0001-1234 DCA- Auto Collision	
Staff, Adam	0002-1 DCA- Auto Collision	
Staff, Beth	0005-1 DCA- Building Trades	
Staff, Charlie	0005-2 DCA- Building Trades	
Staff, Diane	0006-1 DCA- Building Trades	
Staff, Emmett	0006-2 DCA- Building Trades	
Staff, Fiona	0101-1 DCA- Welding	
Staff, George	0101-2 DCA- Welding	
Staff, Heather	0101-3 DCA- Welding	

CTRL-click or SHIFT-click to select multiple

Exclude students scheduled in the following sections:

Sections (Total 1180)	Sort by <input checked="" type="radio"/> Number <input type="radio"/> Name
No Sections	
0001_1234 DCA- Auto Collision	
0002_1 DCA- Auto Collision	
0005_1 DCA- Building Trades	
0005_2 DCA- Building Trades	
0006_1 DCA- Building Trades	
0006_2 DCA- Building Trades	
0101_1 DCA- Welding	
0101_2 DCA- Welding	
0101_3 DCA- Welding	

CTRL-click or SHIFT-click to select multiple

Organized To:

Course Marks Status/Excuse Letter Editor Options

Write the Body of the Letter

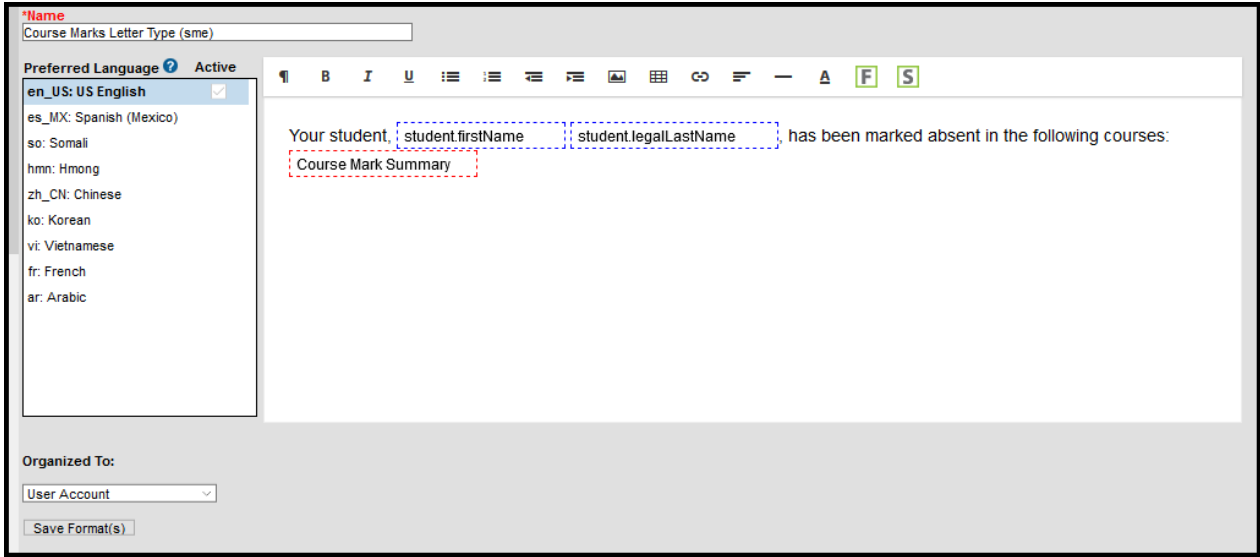
Writing a letter is referenced in Steps 12-13 of the Attendance Letter Workflow.

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.
 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.

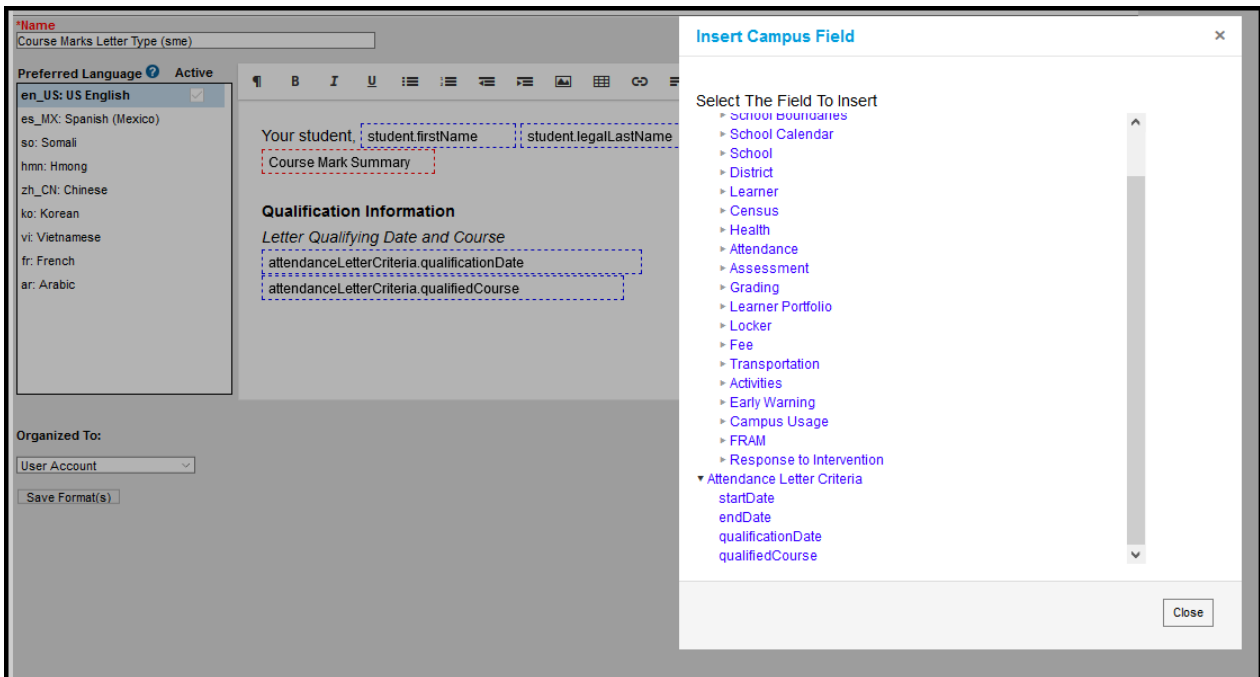
For additional information about using Campus Fields and Sub-Reports see the [Campus Field and Sub-Report Options](#) section. To create letters in another language, see the [Preferred Language Setup](#) section.

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



Course Mark Summary Letter Format Editor

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



Course Mark Summary Letter Format with 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.

<input type="checkbox"/>	Name	Grade	Course Number	Qualified	Printed
<input type="checkbox"/>	Student, Emma A	10	0103	08/01/2018	
<input checked="" type="checkbox"/>	Student, Zoe R	11	1150	08/02/2018	
<input type="checkbox"/>	Student, Emma A	10	1150	08/02/2018	
<input type="checkbox"/>	Student, Emma A	10	4010	08/02/2018	
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Student				

Hello,

Our records indicate [redacted] has 3 days of unexcused absences this year. We take truancy very seriously. National studies have confirmed the correlation between poor attendance and graduation.

No action is required on your part at this time, however if [redacted] accrues additional unexcused absences you will be required to meet with our Dean of Students.

Qualifying Attendance Events
Letter Qualifying Date and Course
 10/05/2018

1150 Introduction to Art 'de, 0001 DCA- Auto Collison, 0005 DCA- Building Trades ., 2311 English I

Thanks and Have a Great Day,

Dr. Justin
 High School

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.
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.

Senior High School
1234 School Lane
Any Town, MN 55555

Report generated:
09/25/2018

Student #:
Grade: 11
Birthdate: 05/20/2002

Parent/Guardian of: Student, Zoey
234 Main Street
AnyTown, MN 55555

Your student, _____ has been marked absent in the following courses:

Course	Term 1		Term 2		Term 3		Term 4		Total	
	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
6060A Biology	2	0	0	0	0	0	0	0	2	0
0001 DCA- Auto Collison	2	0	0	0	0	0	0	0	2	0
0005 DCA- Building Trades	2	0	0	0	0	0	0	0	2	0
IL2311 English 1	2	0	0	0	0	0	0	0	2	0
1150 Introduction to Art	2	0	0	0	0	0	0	0	2	0
1291 Personal Finance	2	0	0	0	0	0	0	0	2	0
1726 Student Asst-Guidance	2	0	0	0	0	0	0	0	2	0

Course Marks Letter Print