

Create Course Marks Type Letter

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

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...](#)

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. Learn how to add preferred languages and create letters in another language.

Step	
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.

Other Letter Types are available for selection. See the following table for a description of each letter type:

► [Click here to expand...](#)

Letter Types	Description	When to Use
Period Marks	This option looks only at the existence of an attendance event in a period for the student and provides a total number of periods in which a student has an attendance event. Attendance taken in the selected courses are not be used by the trigger calculation.	Choose this letter type to list the total number of periods in which there is an attendance event. Use the By Course/Term Interval to include the total number of periods in which there is an attendance event for a specific course (requires courses to be selected in the editor). This is best for Block Schedules and for Modified Block Schedules.
Course Marks	This option looks at 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.	Choose this letter type to list the total number of a particular course is missed. Use the By Term interval to include the total number of courses in which there is an attendance event for that term.

Letter Types	Description	When to Use
Whole/Half Day Absences	<p>This option uses student attendance minutes that meet the entered weight to generate a letter. Whole Day and Half Day minute values are entered on the Calendar tab.</p> <p>If a student is absent for the entire day, a count of 1 is included in the letter; if a student is absent for less than the entire day, a count of .5 is included in the letter.</p>	<p>Choose this letter type to list attendance events by the whole or half day. Early Release events may alter the the totals for this letter.</p> <p>This type is best for elementary schedules that use an AM/PM period setup.</p>
Exact Day Absences	<p>This option uses student attendance minutes that meet the entered weight to generate a letter, using the entered Student Day minute values on the Calendar tab.</p> <p>If a student is absent for the entire day, a count of 1 is included in the letter.</p>	<p>Choose this letter type to list attendance events for the day.</p> <p>This type is best for schools that only report attendance for a specific period, or only have one period in their schedule.</p>
Single Day Count	<p>This option looks for any student attendance record matching the selected status/excuse combination either by Year or by Term. If a student has one or more periods with an attendance entry, the day counts towards the total number of qualifying events for a letter.</p>	<p>Choose this letter type to list attendance events for the selected day.</p> <p>This letter type includes attendance events with an excuse of unknown.</p>
Absenteeism Level	<p>This option uses the Attendance Aggregation Preference summary view options to determined whether a student is considered chronically absent.</p> <p>When selected, an Absenteeism Mode field also needs to be selected. Choose from one of the four aggregation types - Federal, Exact, Exact Minute and Approximate. For more information on these modes, see the Attendance Aggregation Preferences article.</p>	<p>Choose this letter type to list a student's percentage of being absent. It does not rely on weights or intervals.</p>

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.

***Name** Course Marks Letter Type (sm) ☒ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Course Marks Attendance Type Attendance Code

Attendance Code **Weight**

***Qualification Criteria for Letter**

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

18-19 Newton Senior High School Terms

☒ Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐ Y

☐ Total Across All Checked Terms ?

Filter students by selecting teachers and/or sections:

Teachers (Total 84)

Staff, Adam

Staff, Adam

Staff, Beth

Staff, Charlie

Staff, Diane

Staff, Emmett

Staff, Fiona

Staff, George

Staff, Heather

Sections (Total 1180)

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

Sort by ☒ Number ☐ Name

CTRL-click or SHIFT-click to select multiple

Organized To:

Course Marks Attendance Code Letter Editor Options

***Name** Course Marks Letter Type (sm) ☒ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Course Marks Attendance Type Status/Excuse

Status

A:Absent

A:Absent

Excuse

U:Unexcused

?:Unknown

Weight

***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 ?

Filter students by selecting teachers and/or sections:

Teachers (Total 84)

Staff, Adam

Staff, Adam

Staff, Beth

Staff, Charlie

Staff, Diane

Staff, Emmett

Staff, Fiona

Staff, George

Staff, Heather

Sections (Total 1180)

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

Sort by ☒ Number ☐ Name

CTRL-click or SHIFT-click to select multiple

Exclude students scheduled in the following sections:

Sections (Total 1180)

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

Sort by ☒ Number ☐ Name

CTRL-click or SHIFT-click to select multiple

Organized To:

Write the Body of the Letter

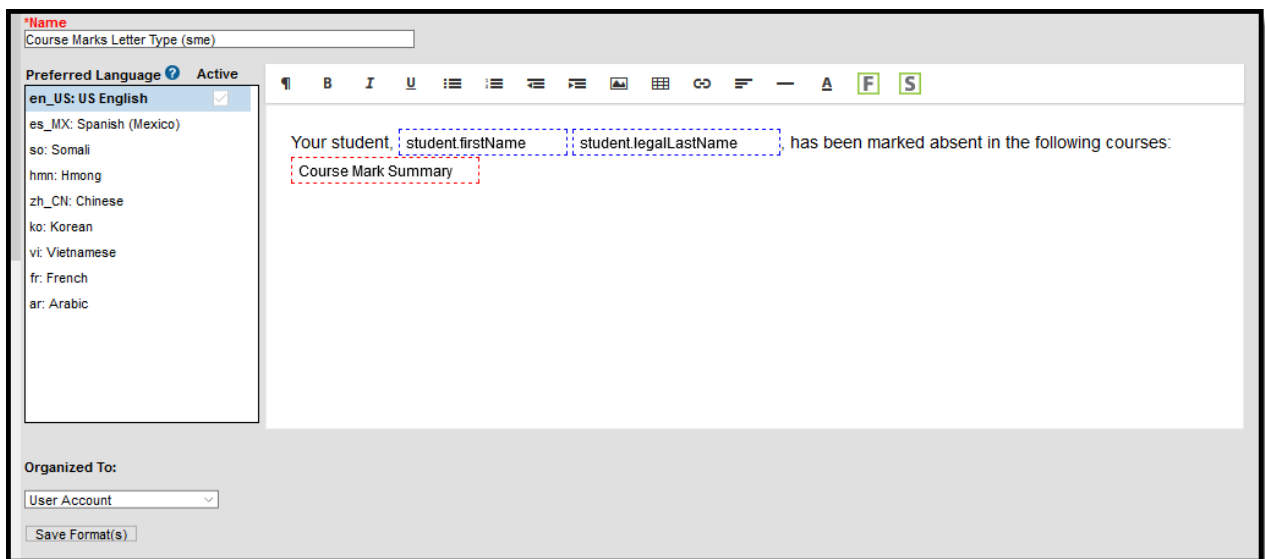
Writing a letter is referenced in Steps 12-13 of the Attendance Letter Workflow.

See the [Letter Format](#) article for detailed information about entering the text of the attendance letter, including how to create letters in multiple languages.

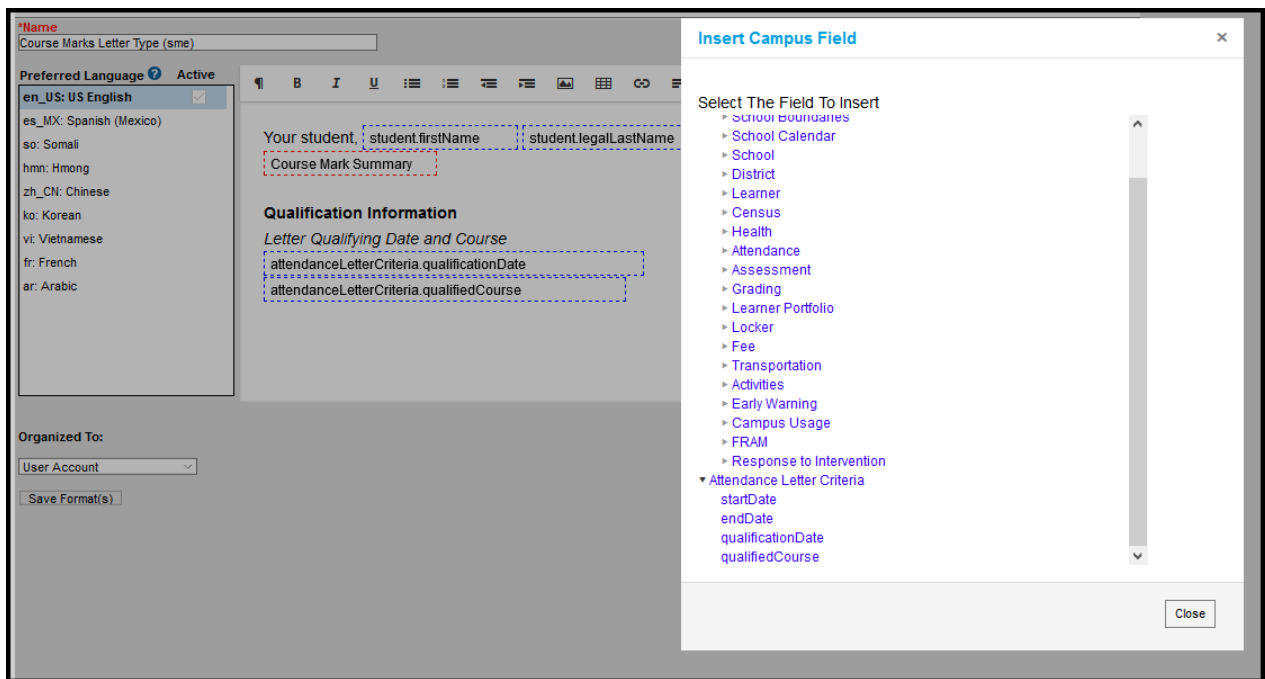
1. Enter the text of the letter using the editor.
 1. To insert a data element from Campus (such as guardian name or other data) to complete a mail merge, select the **Campus Field** icon at the top right of the editor. **NOTE:** When including guardian names, choose the mailingAddress.guardianXXX options 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.



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				

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