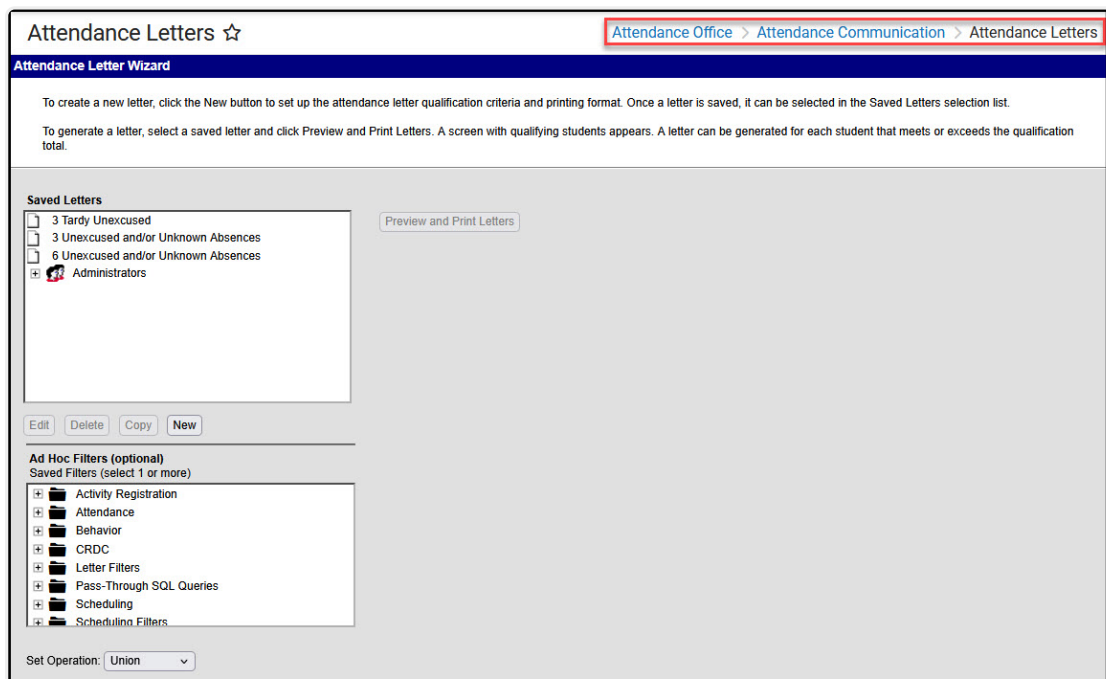


Attendance Letters Tool Rights

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

The **Attendance Letter Wizard** guides the user through creating an attendance query and selecting a letter format. Letters are generated by selecting students who met the 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. For districts using PLP tools, a [Contact Log](#) entry can be automatically posted for a student, indicating that a letter has been printed and sent.

See the [Attendance Letters](#) article for more information and links to related articles regarding how this tool works and how to use it.



The screenshot shows the 'Attendance Letters' tool interface. At the top, there is a breadcrumb trail: 'Attendance Office > Attendance Communication > Attendance Letters'. Below this is the 'Attendance Letter Wizard' section. It contains two paragraphs of instructions: 'To create a new letter, click the New button to set up the attendance letter qualification criteria and printing format. Once a letter is saved, it can be selected in the Saved Letters selection list.' and 'To generate a letter, select a saved letter and click Preview and Print Letters. A screen with qualifying students appears. A letter can be generated for each student that meets or exceeds the qualification total.' Below the instructions is a 'Saved Letters' section with a list of saved letters: '3 Tardy Unexcused', '3 Unexcused and/or Unknown Absences', '6 Unexcused and/or Unknown Absences', and 'Administrators'. To the right of this list is a 'Preview and Print Letters' button. Below the list are buttons for 'Edit', 'Delete', 'Copy', and 'New'. Below these buttons is an 'Ad Hoc Filters (optional)' section with a 'Saved Filters (select 1 or more)' list containing: 'Activity Registration', 'Attendance', 'Behavior', 'CRDC', 'Letter Filters', 'Pass-Through SQL Queries', 'Scheduling', and 'Scheduling Filters'. At the bottom left, there is a 'Set Operation:' dropdown menu set to 'Union'.

Attendance Letters

Available Tool Rights

Subrights in italics.

| R | W | A | D |
|---|--|--|---|
| <ul style="list-style-type: none"> • Access and view available attendance letters. • Generate available attendance letters for students in schools to which the user has calendar rights. | <ul style="list-style-type: none"> • Edit existing letters. | <ul style="list-style-type: none"> • Create new letters. • Copy letters. | <ul style="list-style-type: none"> • Delete letters. |
| User Group Formats | | | |
| <ul style="list-style-type: none"> • Save letters for use by user groups to which the user belongs. • Use letters saved for groups to which the user belongs. | N/A | N/A | N/A |

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Attendance Clerks](#)
- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.