

Attendance Letters Tool Rights

Last Modified on 07/09/2025 1:13 pm CDT

The **Attendance Letter Wizard** walks the user through the creation of an attendance query and a letter format. Letters generate by selecting students who met 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 a letter was 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.

Attendance Letters ☆

Attendance Office > Attendance Communication > Attendance Letters

Attendance Letter Wizard

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.

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.

Saved Letters

☐ 3 Tardy Unexcused
☐ 3 Unexcused and/or Unknown Absences
☐ 6 Unexcused and/or Unknown Absences
☒ Administrators

Preview and Print Letters

Edit Delete Copy New

Ad Hoc Filters (optional)

Saved Filters (select 1 or more)

☒ Activity Registration
☒ Attendance
☒ Behavior
☒ CRDC
☒ Letter Filters
☒ Pass-Through SQL Queries
☒ Scheduling
☒ Scheduling Filters

Set Operation: Union

Attendance Letters

Available Tool Rights

Subrights in italics.

► [Click here to expand...](#)

▼ Attendance Communication	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Letters	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
User Group Formats	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

R	W	A	D
Attendance Letters			
<ul style="list-style-type: none"> • View available attendance letters. • Generate available attendance letters for students in schools to which 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.

