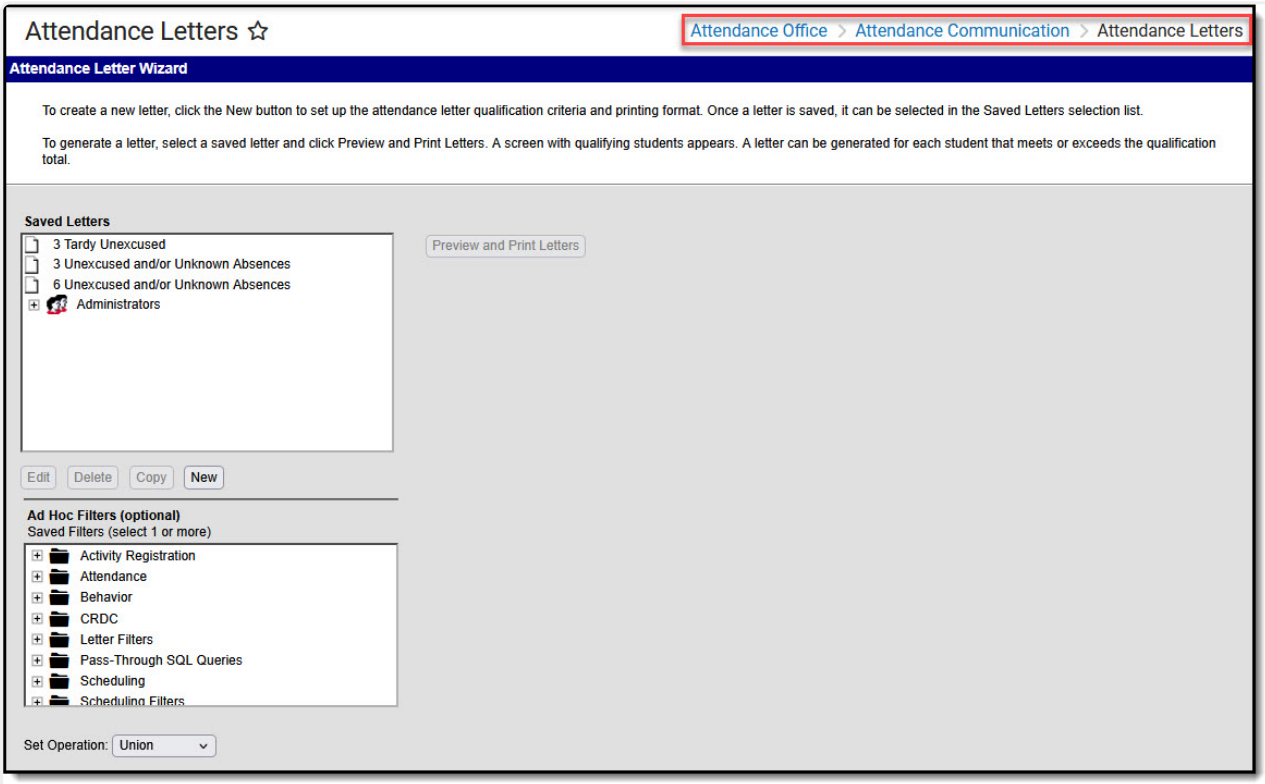
Attendance Letters Tool Rights

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

Available Tool Rights

Subrights in italics.

▸ Click here to expand...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

R	W	A	D
Attendance Letters			
• View available attendance letters. • Generate available attendance letters for students in schools to which user has calendar rights.	• Edit existing letters.	• Create new letters. • Copy letters.	• Delete letters.
User Group Formats			
• 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.

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Copyright © 2010-2025 Infinite Campus. All rights reserved.