

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.

Attendance Letters ☆

Attendance Office > Attendance Communication > Attendance Letters

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](#)

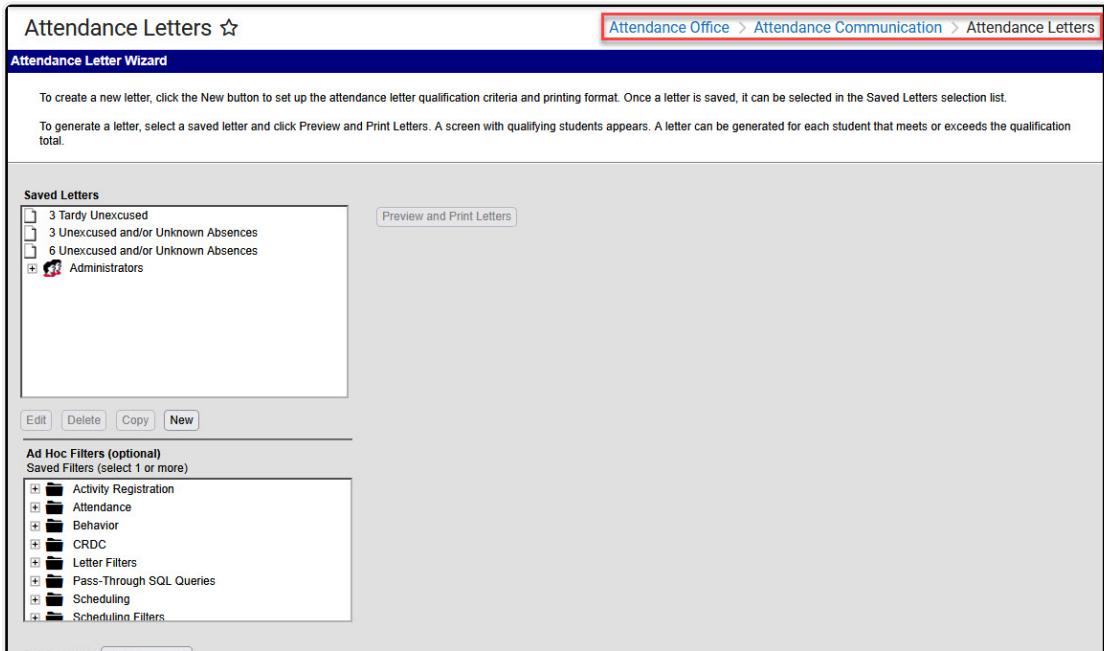
[Edit](#) [Delete](#) [Copy](#) [New](#)

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.

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
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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.