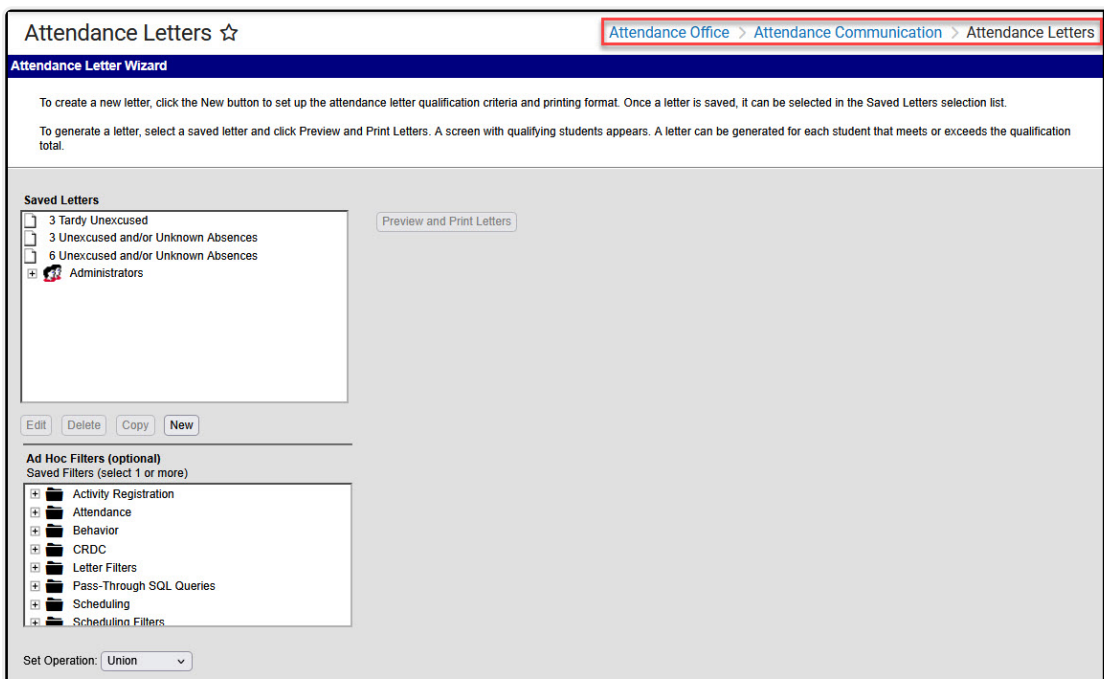


Attendance Letters Tool Rights

Last Modified on 05/27/2026 2:43 pm CDT

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

Available Tool Rights

Subrights in italics. If a user does not have any tool rights for **User Group Formats**, the user will not be able to access any letters in that group or create new ones for that group.

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.
<p>User Group Formats: Under Organized To, users can select a user group they are a member of and save letter formats for fellow group members to use.</p>			
View existing letter formats created for the group.	Create and Edit existing letter formats for the group.	N/A	Delete letter formats for the group.

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.