

# **Attendance Letters - Start Here**

The Attendance Letter tool 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.

## **Getting Started**

# **Tool Overview**

- Attendance Letters
- Generate and Print Attendance Letters

#### How-To Guides

- Select Letter Criteria
- Format Letter

## **Create Letters For**

- Single Day Count | Video
- Course Marks | Video
- Whole or Half Day Absences | Video
- Exact Day Absences | Video
- Period Marks | Video
- Absenteeism Level | Video

## Reference

- Attendance Letter Logic
- Preferred Language Setup
- State Specific Information