

2016 SKYWARD TN USER CONFERENCE

SESSION #5 Thursday 6/9/16

ATTENDANCE LETTERS: HOW TO SET
UP THE STATE REQUIRED 5 DAY
UNEXCUSED LETTERS FOR A YEAR
LONG COUNT

5 DAY UNEXCUSED LETTERS

HIGHLIGHTS OF THIS SESSION

- GO THROUGH THE STEPS TO SET UP THE PARAMETERS FOR THE LETTER – THERE ARE 3 CODES TO CONFIGURE
- LETTER TEMPLATES
- AUTO SCHEDULE TASK TO RUN ON A SET DATE
- HOW TO DELETE A LETTER FOR STUDENT
- HOW TO RUN THE ATTENDANCE LETTER FOR A SINGLE STUDENT
- STUDENT ATTENDANCE MODULE/LETTER TAB to view Letters printed and the HISTORY TAB for a quick view of year to date attendance totals and prior year totals
- UTILITY TO SET UP THE UPDATE ATTENDANCE HISTORY AS A SCHEDULED TASK FOR NIGHTLY UPDATES
- Note: The setup for the year long letters came from Skyward Support, I am not taking credit for their work, just sharing how it works.

Student Membership and Attendance Procedures Manual

Tennessee Department of Education Division of Data and
Research March 2015

D-101 Reporting Absences to Parents or Guardians

Parents or guardians must be given written notice **each time a student misses five unexcused days** (this means an aggregate of five days during the school year and not necessarily five consecutive days). **Additional notices must be sent after each successive accumulation of five unexcused absences.** T.C.A. § 49-6-3007

The above guidance is what I have based the 5 day letters on.

Step 1 DATE RANGE SET UP

5 Day [Unexcused] Attendance Letters YR Long – once a student pulls 5 days and the letter prints – this setup will start recounting

The screenshot displays the Skyward software interface for setting up date ranges. It shows three overlapping windows:

- Left Window (Codes):** Shows the navigation menu with 'Codes' selected. The 'Date Ranges - DR' link is highlighted in the left sidebar.
- Middle Window (Date Ranges):** Displays a table of date ranges. The first entry is selected:

Code	Short Description	Long Description	Start Date	End Date
1 SDL	Year Long Range	Year Long Range	08/04/2015	05/12/2016 (TODAY - 4)

- Right Window (Date Ranges Maintenance):** Shows the configuration form for the selected date range. The 'End Date' is set to 'Variable (Today - 4 days)', which is highlighted with a blue box and labeled 'Grace Period entry'.

Date Ranges Maintenance Form Fields:

- Entity: 030 - Lenoir City Elementary School
- School Year: 2016
- Date Range Code: SDL
- * Short Description: Year Long Range
- * Long Description: Year Long Range
- * Start Date: ☒ Fixed 08/04/2015
- * End Date: ☐ Fixed ☒ Variable (Today - 4 days)
- Days to Count: ☒ Only School Days ☐ All Calendar Days
- ☒ Allow multiple Attendance Letters to be sent against this date range

Asterisk (*) denotes a required field

For YR long range to add a grace period for parent notes, add it here at The *End Date – Variable (Today – 4 days) or add the number that your system uses

STEP 2 THRESHOLD SET UP

WS\OF\AT\AL\PS\CO - Codes - Entity 030 - 12401 - 05.16.02.00.08 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wseulenoircitytrntn/qcnfgtree001.w

Lenoir City Elementary

Home ▾ Students Families Staff

Codes ☆

- Go to Attendance Letters Configuration
- Go to Attendance Letters Utilities - UT
- Codes - CO
 - Threshold - TH**
 - Letter Attendance Type - LT
 - Date Ranges - DR

Thresholds

Views: General ▾ Filters: *All Thresholds ▾

Letter ▲	Term	Threshold	Description
1 Total	Date Range	005	5 Day State Yr - Unexc

WS\OF\AT\AL\PS\CO\TH - Thresholds - Entity 030 - 12402 - 05.16.02.00.08 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wseulenoircitytrntn/satndbrws032.w?isPopup=true

Thresholds Maintenance

Thresholds Maintenance

Entity: 030 - Lenoir City Elementary School School Year: 2016

Letter Type: ☒ Total
Term Type: ☐ Semester
☐ Term
☐ Year
☒ Date Range

Threshold: 005

* Description: 5 Day State Yr - Unexc

Asterisk (*) denotes a required field

Save Back

Create a Threshold (WS\OF\AT\AL\PS\CO\DR). The Letter Type should be set to Total; the Term Type should be set to Date Range. Enter the Threshold of 005.

STEP 3 ATTENDANCE LETTER TYPE

The screenshot shows a web browser window with the title "Letter Attendance Type Maintenance - Entity 001 - WS\OF\AT\AL\PS\CO\LT - 12403 - 05.13.02.00.07 - W...". The address bar shows the URL "http://broker4:86/scripts10//wsisa.dll/WService=11445web/saltredit003.w?isPopup=true". The main content area is titled "Letter Attendance Type Maintenance (52)". It contains a form with the following fields and controls:

- Entity:** 001 - Entity (001) Grades 9 to 12
- School Year:** 2013
- * Letter Type:** ☐ Class ☐ Period ☒ Total
- * Class Attendance Type:** UNX
- Short Description:** Unexcused
- Long Description:** Unexcused
- Absence Types** button
- Check Spelling** button
- Save** button
- Back** button

Asterisk (*) denotes a required field

100%

Create a Letter Attendance Type (WS\OF\AT\AL\PS\CO\LT). The Letter Type should be set to Total. Click the Absence Types button to select which absence types will be counted for the Letter.

STEP 4: CUSTOM ATTENDANCE LETTER

Custom Letter Add - Entity 001 - WS\OF\AT\AL\PS\CF\CA - 25502 - 05.13.02.00.07 - Windows I...

http://broker4:86/scripts10//wsisa.dll/WService=11445web/saltredit019.w?isPopup=true

Custom Letter Add (50)

Custom Letter Add

Letter Type: ☐ Class ☐ Period ☒ Total

Letter Name:

Orientation: ☒ Portrait ☐ Landscape

[Check Spelling](#)

[Save](#)

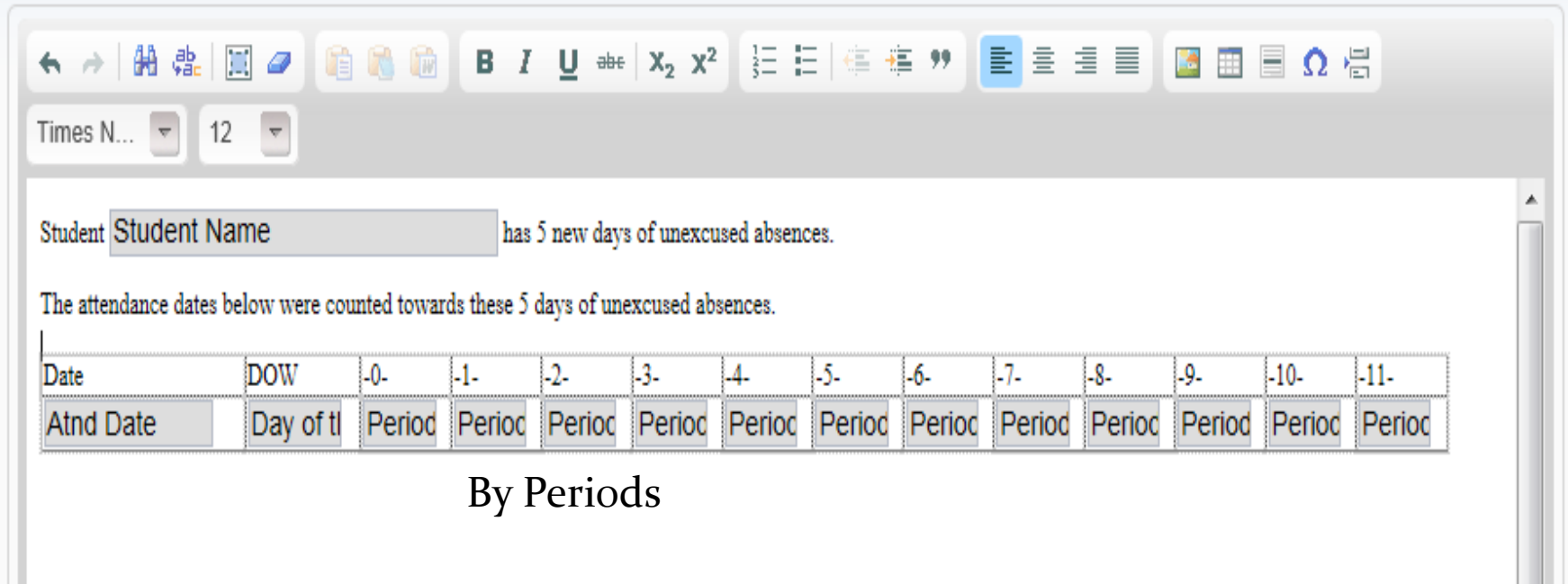
[Save and Edit Layout](#)

[Back](#)

100%

Add a new Custom Attendance Letter (WS\OF\AT\AL\PS\CF\CA).
The Letter Type needs to be set to Total.

CUSTOM ATTENDANCE LETTER



The screenshot shows a software interface for creating a custom attendance letter. At the top is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and print. Below the toolbar is a 'Times N...' dropdown menu set to '12'. The main text area contains the following text:

Student has 5 new days of unexcused absences.

The attendance dates below were counted towards these 5 days of unexcused absences.

Date	DOW	-0-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-
Atnd Date	Day of tl	Period	Perioc	Perioc	Perioc	Perioc	Perioc	Perioc	Perioc	Perioc	Perioc	Perioc	Perioc

By Periods

The custom letter can be set up as the customer desires. To include the attendance details for the 5 days of absence be sure to include the Detail Area in the Letter.

Day Total Custom Letter

Run Date

1st Guardian

Mailing Address Street **Mailing Second Address (Apt/**

Mailing Address City **Mailing Mailing Address :**

Subject: **Student First Name** **Student Last Name**

Dear Parent/Guardian:

A good attendance record is necessary to make satisfactory progress in school. Tennessee State Law requires that each student maintain a good attendance record. It is the responsibility of the parent or legal guardian to assure that his/her children are in school.

This letter is to inform you that your child has accumulated five (5) or more unexcused day absences from school which constitutes truancy, according to state law. **As a result, we may be required to summon the parent/guardian and student (twelve years and older) to appear before the Truancy Board.** As a parent, you are required to notify the school of your child's absence or send in a doctor/dentist or court note.* All notes should be turned in the day the child returns to school. Notes will not be accepted after the 3rd day of the students return to school.

If you feel there are errors in your child's attendance record, please contact the Lenoir City Schools Truancy office at **865-988-2070 option 4** immediately upon receipt of this letter. Absences are listed below.

This is the parental notification required by school policy stated in the Student Handbook under the Attendance section.

Listed below are the absences for your child:

Day	Date
Day of t	Atnd Date

Cordially,

STEP 1 SCHEDULING THE 5 DAY LETTERS

SKYWARD®

Customize Tabs

Sched Params

Update Params

Letter Params

View Letters

Schedule Letters

Scheduling Parameters

Task Information

Task Status: ☒ Active ☐ Inactive

* Task Description: 5 Day Letters HS

Start Date: 08/25/2014 Monday

End Date: 12/31/2099 Tuesday

Start Time: 04:00 AM

Day(s) of the week

☐ Mon ☒ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Week(s) of the month

☒ First ☒ Second ☒ Third ☒ Fourth ☒ Fifth ☒ Sixth

Month(s) of the year

☒ January ☒ February ☒ March ☒ April ☒ May ☐ June

☐ July ☒ August ☒ September ☒ October ☒ November ☒ December

Additional Export Options

Email Results To: jpalmer@lenoircityschools.net

Export Location:

Save

Back

Asterisk (*) denotes a required field

This email tells you the task has successfully run. You have to log in and go to My Print Queue To see actual letters

Create a new Scheduled Letters task (WS\OF\AT\AL\SL) Schedule Letters. This can be set up to run every day. **** [Our system only runs the letters once a week]

STEP 2 ATTENDANCE UPDATE PARAMETERS

Schedule Letters (130)

Task: 5 Day Letters

Attendance Update Parameters

Student Selection
☒ By Range ☐ By Individual [Ranges](#)

Letter Type: ☐ Class ☐ Period ☒ Total
Attendance Type: UNX [Unexcused](#)
Term: SDL - Year Long Range (DE)
Low Term Date: 08/27/2012 High Term Date: 03/08/2013
Starting Attendance Date: 08/27/2012
Periods: 00 11 Grace Prd: 00 ?

Attendance Accumulation
Method
☐ Period ☒ Date ☐ Days/Calendar Method
Minimum # of periods for an attendance date to count as 1 day absent: 04

Thresholds to be updated for this Term Type
005 - 5 Day

[Save](#) [Back](#)

This Grace Prd does not work for the year long range

Enter the Attendance Update Parameters as shown. The Letter Type set to Total; Attendance Type should be the one that was created earlier, UNX in this example. For the term select the Date Range that was created earlier, 5DL in this example. Select “Date” for the Attendance Accumulation Method. Enter the number of periods for the Day to count as absent.

Step 3 ATTENDANCE LETTERS PARAMETERS

Schedule Letters (133)

Task: 5 Day Letters

Attendance Letter Parameters

Letter Type: ☐ Class ☐ Period ☒ Total

Attendance Type: UNX Unexcused

Term: SDL - Year Long Range (DE)

Letter Status: ☐ Previously Sent ☒ Not Sent

Low Periods: 00 High: 11

Term Date: 08/27/2012 03/08/2013

☒ Send out letters (create & mark as sent) ☒ Page Break By Student/Family

☐ Print Detailed Attendance ☐ Print Window Envelopes

☐ Print Tardies Accrued During Letter Term ☐ Use Mailing Address

☐ Use Report Heading

Report Heading:

Print for Families: First Family Only

☐ Save Copy of Attendance Letter ☐ Post to Family Access

☒ Print using Custom Attendance Letter Custom Attendance Letters Selected: 5 Day Letters

☐ For Family Home Language of Spanish, use Custom Atnd Letter Selected: None

☐ Merge individual letters into one file (individual letters will still be accessible)

☐ Create Mail Merge File Mail Merge Format

☐ Create Discipline Records for Students Receiving Letters Discipline Offense

☐ Create Intervention Records for Students Receiving Letters Intervention

Selected Threshold: 005 - 5 Day

Thresholds to be updated for this Term Type

005 - 5 Day

Other options to use

Enter the Attendance Letter Parameters as shown above. Select Total Letter Type. The Attendance Type should be the one created earlier, UNX in this example. The Term should be set to the Date Range that was created earlier, 5DL in this example. Set the Letter Status to Not Sent. Select the option “Sent out letters (create & mark as sent). Check the option “Print using Custom Attendance Letter”, and then select the Custom Letter that was created earlier. Select the 005 threshold.

MAINTAIN ATTENDANCE LETTERS SENT SETUP

WS\OF\AT\PS\UT - Utilities - Entity 010 - 12405 - 05.14.06.00.07 - Google Chrome
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/qcnfgtree001.w

Lenoir City Middle School (010) **PATH: WS\OF\AT\PS\UT\LS** Joan Palmer Account Preferences Exit ?

Home Students Families Staff Student Services Food Service **Office** Administration Educator Access Plus Advanced Features

Utilities ☆

- Utilities - UT
 - Maintain Attendance Letters Sent - LS
 - Clone Attendance Letters Setup - CA

Maintain Attendance Letters Sent

Display My Templates Display Shared Templates

Maintain Attendance Letters Sent Templates

Template Type	Description
1) User	Total Range
2) 4) Skyward	All Class Attendance Letters
3) 4) Skyward	All Period Attendance Letters
4) Skyward	All Total Attendance Letters

Maintain Attendance Letters Sent

* Template Description: **Total Range** Share this template with other users in entity 010

School Year: 2014 Letter Type: Total Attendance Type: U Unexcused Term: SDI - Year Long Range (L) Low High

Term Date: 08/07/2013 08/21/2014

Date letter was sent out: 04/15/2014 04/15/2014

Threshold: 005 005

Available Thresholds for this Term Type

005 - 5 Day Yr

Asterisk (*) denotes a required field

SET DATE LETTERS WERE RUN

Once this template is set up, just change the run date

IF A STUDENT'S LETTER NEEDS TO BE DELETED BECAUSE THE UNEXCUSED HAS BEEN CHANGED TO EXCUSED – RUN THIS UTILITY TO DELETE INDIVIDUAL LETTERS AND PLACE THE STUDENT BACK IN THE COUNT

Maintain Attendance Letters Sent /Student List

WS\OF\AT\AL\PS\UT - Utilities - Entity 030 - 12405 - 05.16.02.00.03 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/qcnfgtree001.w

Lenoir City Elementary School (030)

Joan Palmer Account Preferences Exit ?

Home Students Families Staff Student Services

Utilities

- Go to Attendance Letters Codes - CO
- Go to Attendance Letters Configuration - CF
- Utilities - UT
 - Maintain Attendance Letters Sent - LS
 - Clone Attendance Letters Setup - CA
 - Mass Purge Attendance Letter Batches - PB

WS\OF\AT\AL\PS\UT\LS - Maintain Attendance Letters Sent - Entity 030 - 12406 - 05.16.02.00.03 - ...
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/qprtrbrws001.w?BrwsTitle=Maintain Atten

Maintain Attendance Letters Sent

☒ Display My Templates ☒ Display Shared Templates ☒ Display Skyward Templates

Maintain Attendance Letters Sent Templates

Template Type	Description	Created By
1) User	2016 Yr long by date	Palmer, Joan
2) User	By Date Letter sent	Palmer, Joan

Run Add Edit Close

WS\OF\AT\AL\PS\UT\LS - Attendance Letters - Entity 030 - 12406 - 05.16.02.00.03 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/saltrbrws007.w?pRecordID=8390&pAtndType=T&isPopup=true

Attendance Letters

Views: General Filters: *All Attendance Letters

Student Key	Sem Nbr/ Start Date	Term Nbr/ End Date	Threshold	Total Type	Date Letter Sent Out	Created By	Report Name	Student Name
1	08/04/2015	02/17/2016	005	U	02/23/2016	jpalmer	ATND RPT TTL	
2	08/04/2015	02/17/2016	005	U	02/23/2016	jpalmer	ATND RPT TTL	
3	08/04/2015	02/17/2016	005	U	02/23/2016	jpalmer	ATND RPT TTL	
4	08/04/2015	02/17/2016	005	U	02/23/2016	jpalmer	ATND RPT TTL	
5	08/04/2015	02/17/2016	005	U	02/23/2016	jpalmer	ATND RPT TTL	
6	08/04/2015	02/17/2016	005	U	02/23/2016	jpalmer	ATND RPT TTL	
7	08/04/2015	02/17/2016	005	U	02/23/2016	jpalmer	ATND RPT TTL	

Delete Atnd Letter Delete All Atnd Letter Back

Select student from the list and delete Letter – this will keep the 5 day count accurate

125% 2:33 PM 3/2/2016

NOTES

*You set up the attendance letters each year by Entity

** You also have to go to Office/Attendance/Product Setup/Configuration/Attendance Letters Setup-AL Path – WS\OF\AT\PS\CF\AL

Entity Year Attendance Options – and **check** – **Use Attendance letter by Totals**

And you do this for each school – once this is set up it clones over and stays the same

The set up requires the system to be in the active school year, after the Student Attendance Start date.

Grace Period – our system allows Parents/Guardians 3 days to bring in a note for the absence after the student returns to school. I have a 4 day graces period set up for the letters. This allows us not to have to back track and check if a note has come in to the schools.

After a letter run, I have had folks call and say a student that did not pull a letter should have but after checking, they were still in the grace period. In this case, if no note is received the student will pull in the next week run or after the grace period is up, you could do a manual run.

TO RUN THE ATTENDANCE LETTER FOR A SINGLE STUDENT

How to run the attendance letter for a Single student: 2 parts –

Step 1. Go to the attendance letter update [Attendance Letters Update Templates]
PATH- Office\attendance letters\update templates-AU [WS\OF\AT\AL\AU] –
choice can be range or **individual student** – I cloned the template created for the Year
long run and called it single student update, this is run before the letters – on this
screen check the Purge update records without a letter

Option: Purge update records without a letter **this will remove a hung letter –
if the attendance was changed for a student after a letter was created – the system can
get hung and not recognize the change to the attendance events... checking this option
will clear the hung letters

Step 2 Next run the letter template [WS\OF\AT\AL\AL] Office\Attendance
Letters\Letter Templates– set up for a manual run-
I cloned the template I have set up for the year and called it Manual Run. This is done
for each Entity.

Single Student Setup 1

WS\OF\AT\AU - Update Templates - Entity 005 - 12407 -

https://skyward.iscorp.com/scripts/wsis.dll/WService=wseu

Lenoir City High School (005)

Home Students Families Staff Student Services Food Service Office

Update Templates

Display My Templates Display Shared Templates Display Skyward

Template Type	Description
1 2) Entity	5 Day State Letter Update
2 2) Entity	Date Range 5 day letter update
3 2) Entity	Single student update
4 2) Entity	Update Period Attendance/S1
5 2) Entity	Update Period Attendance/S2

5 records displayed

WS\OF\AT\AU - Attendance Letters Update - Entity 005 - 12407 - 05.16.02.00.10 - I...

https://skyward.iscorp.com/scripts/wsis.dll/WService=wseu lenoircitytn/saltredit005.w?isPopup=true

Attendance Letters Update

Template Settings

* Template Description: Single student update

Share with other users in entity 005

Save Save and Run Back

Student Selection

By Range By Individual Individual

Purge update records without a letter

Attendance Letters Update

Letter Type: Total

Attendance Type: UNX Unexcused

Term: SDL - Year Long Range (DI)

Low High

Term Date: 08/04/2015 05/17/2016

Starting Attendance Date: 08/04/2015 05/17/2016

Periods: 01 05

Attendance Accumulation

Method

Period Date Days/Calendar Method

Minimum # of periods for an attendance date to count as 1 day absent: 04

Thresholds to be updated for this Term Type

005 - 5 Day State Yr - Unexc

Asterisk (*) denotes a required field

Check this box to keep letters from hanging

125%

11:22 AM 6/3/2016

Step 2 Individual Student Run

The screenshot displays two windows from the Skyward software interface. The left window, titled "Letter Templates - Entity 030 - 12408 - 05.16.02.00.10 - Internet Explorer", shows a navigation menu with "Office" selected. Under "Letter Templates", three records are listed in a table. A blue arrow points to the third record, "3) 2) Entity Manual run for student Palmer, Joan".

Template Type	Description	Created By
1) 2) Entity	5 Day State Letters	
2) 2) Entity	ES State 5 Day Letters	Palmer, Joan
3) 2) Entity	Manual run for student	Palmer, Joan

Below the table, it states "3 records displayed".

The right window, titled "Attendance Letters - Entity 030 - 12408 - 05.16.02.00.10 - Intern...", shows the configuration for the "Manual run for student" template. The "Template Settings" section includes a description and a checkbox for sharing. The "Attendance Letters" section contains various options for letter type, term, status, and printing.

Template Settings

- * Template Description: Manual run for student
- ☒ Share with other users in entity 030

Attendance Letters

- Letter Type: ☒ Total
- Attendance Type: U ☒ Unexcused
- Term: 5DL - Year Long Range (DI)
- Letter Status: ☐ Previously Sent ☒ Not Sent
- Low: 01 High: 02
- Periods: 01 02
- Term Date: 08/04/2015 05/17/2016
- ☒ Send out letters (create & mark as sent) ☒ Page Break By Student/Family
- ☐ Print Detailed Attendance ☐ Print Window Envelopes
- ☐ Print Tardies Accrued During Letter Term ☐ Use Mailing Address
- ☐ Use Report Heading
- Report Heading: [Empty field]
- Print for Families: First Family Only
- ☒ Post Attendance Letters to Family Access
- ☒ Print using Custom Attendance Letter Custom Attendance Letters Selected: unexcused 5+
- ☐ For Family Home Language of Spanish, use Custom Attendance Letter Selected: None
- ☐ Create Mail Merge File Mail Merge Format
- ☐ Create Discipline Records for Students Receiving Letters Discipline Offense
- Selected Threshold: 005 - 5 Day State Yr - Unexc
- Thresholds to be updated for this Term Type: 005 - 5 Day State Yr - Unexc

Asterisk (*) denotes a required field

The Windows taskbar at the bottom shows the date and time as 11:32 AM 6/3/2016.

STUDENT ATTENDANCE MOUDLE/LETTER TAB

WS\ST\B\AT\AT - Attendance Tab - Entity 005 - 11295 - 05.16.02.00.10 - Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytrntn/sstutabs001.w

Lenoir City High School

Home Students Families Staff

Attendance Tab

Customize Tabs

- General
 - Profile
 - Address
 - Birth Hist
 - School Path
 - Vehicles
 - Web Access
 - Change Hist
- Attendance
- Entity
 - Entity Info
 - Obligations
- Categories
- Family
- Emergency
 - Emer Info
- Entry/With
- TN/NCLB
- Special Prgrms
- Food Service
- Busing

Student: TESTYB

Grad Year (Grade): 2017

Gender: F

Attendance

Views: General

Entity: 005

Year: 2016

12 records displayed

WS\ST\B\AT\AT - Attendance Letters Sent - Entity 005 - 11295 - 05.16.02.00.10 - Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytrntn/satndbrws014.w?isPopup=true

Attendance Letters Sent

Student Information

Student: Testy, Besty School Year: 2016

Grad Yr: 2017 School: 005 Calendar: 005 Homeroom: Advisor:

Attendance Letter Type: Total

Attendance Letters Sent

Entity	Sem Nbr/Start Date	Term Nbr/End Date	Threshold	Total Type	Date Letter Sent Out	Created By	Report Name	
1	005	08/04/2015	05/13/2016	5 Day State Yr - Unex	Unexcused	05/19/2016	jpalmer	ATND RPT TTT

Click View button to view Attendance letter

Quick Print

Add

Edit

Delete

Positive Attendance Log

History

Letters

Totals

ATN Notes (0)

All Notes (0)

Susp/Exp

Graph

10:32 PM 6/4/2016

STUDENT ATTENDANCE MOUDLE/HISTORY TAB

WS\ST\TB\AT\AT - Attendance Tab - Entity 005 - 11295 - 05.16.02.00.10 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytrntn/sstudtabs001.w

Lenoir City High School (005)

Joan Palmer Account Preferences Exit ?

Home Students Attendance

Customize Tabs

- General
 - Profile
 - Address
 - Birth Hist
 - School Path
 - Vehicles
 - Web Access
 - Change Hist
- Attendance**
- Entity
 - Entity Info
 - Obligations
- Categories
 - Family
- Emergency
 - Emer Info
- Entry/With
 - TN/NCLB
- Special Prgms
 - Food Service
- Busing

WS\ST\TB\AT\SNHS - Attendance History - Entity 005 - 31213 - 05.16.02.00.10 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytrntn/satndbrws017.w?isPopup=true

Attendance History

Views: General Filters: *All Attendance History

	Year	Grd	Ent	Absence Total	Member Days	Days Possible	Days Excused	Days Unexcused	Days Other	Days Tardy	Date Updated	Time Updated	User Updated
1	2016	09	005	20.50	174.00	174.00	18.00	2.50	0.00	0.00	03/18/2016	8:31 pm	PALM

Quick Print Add Edit Delete Back

Attendance History Builds for each year enrolled

20 1 records displayed Year:

200 54 records displayed

Ent: ABC Graph

10:35 PM 6/4/2016

History – AH Tab under Main Attendance Tab – AT

WS\OF\AT\AH - History - Entity 005 - 10821 - 05.16.02.00.10 - Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytrntn/satndbrws031.w

SKYWARD Lenoir City High School (005) ▾

Home ▾ Students Families Staff Student Services Food Service **Office** Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports 🔍

History ☆

Views: Student Details ▾ Filters: *Only Active Students ▾

	Last Name ▲	First	Middle	S *	GY	Gr	DE	Cldr	Schl	Birthdate	Age	G	Other ID	Student Key	F
1	██████████	██████	██████	A	2017	11	005	005	005	09/02/1999	16	M	██████████	██████████	(

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

▶ Student Details

▼ Attendance History Add

		Year	Grd	Ent	Absence Total	Member Days	Days Psble	Days Excused	Days Unexcscd	Days Other	Days Tardy																																			
▼ Edit Delete		2016	11	005	8.50	174.00	174.00	2.50	6.00	0.00	0																																			
<div>Date Updated: 03/18/2016 Time Updated: 08:30P User Updated: PALMEJOA000</div> <table border="1"><thead><tr><th>Term</th><th>Member Days</th><th>Days Possible</th><th>Days Excused</th><th>Days Unexcused</th><th>Days Other</th><th>Nbr Tardy</th></tr></thead><tbody><tr><td>T1</td><td>44.00</td><td>44.00</td><td>0.50</td><td>3.00</td><td>0.00</td><td>0</td></tr><tr><td>T2</td><td>44.00</td><td>44.00</td><td>1.50</td><td>1.00</td><td>0.00</td><td>0</td></tr><tr><td>T3</td><td>41.00</td><td>41.00</td><td>0.50</td><td>1.50</td><td>0.00</td><td>0</td></tr><tr><td>T4</td><td>45.00</td><td>45.00</td><td>0.00</td><td>0.50</td><td>0.00</td><td>0</td></tr></tbody></table>												Term	Member Days	Days Possible	Days Excused	Days Unexcused	Days Other	Nbr Tardy	T1	44.00	44.00	0.50	3.00	0.00	0	T2	44.00	44.00	1.50	1.00	0.00	0	T3	41.00	41.00	0.50	1.50	0.00	0	T4	45.00	45.00	0.00	0.50	0.00	0
Term	Member Days	Days Possible	Days Excused	Days Unexcused	Days Other	Nbr Tardy																																								
T1	44.00	44.00	0.50	3.00	0.00	0																																								
T2	44.00	44.00	1.50	1.00	0.00	0																																								
T3	41.00	41.00	0.50	1.50	0.00	0																																								
T4	45.00	45.00	0.00	0.50	0.00	0																																								
▶ Edit Delete		2015	10	005	7.00	167.00	167.00	4.50	2.50	0.00	9																																			
▶ Edit Delete		2014	09	005	7.50	170.00	170.00	7.50	0.00	0.00	0																																			
▶ Edit Delete		2013	08	010	6.50	175.00	175.00	4.50	1.00	1.00	3																																			
▶ Edit Delete		2012	07	010	8.00	177.00	177.00	7.00	1.00	0.00	12																																			

This also shows the Attendance history for a student with details broken down By Terms

Attendance Letter Batches

Path: WS\OF\AT\AL\LB

WS\OF\AT\AL\LB - Attendance Letter Batches - Entity 005 - 32231 - 05.16.02.00.10 - Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/saltrbrws013.w

Lenoir City High School (005) Joan Palmer Account Preferences Exit ?

Home Students Families Staff Student Services Food Service **Office** Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Attendance Letter Batches Favorites New Window My Print Queue

/views: General Filters: *Current Year Batches View

	Year*	Date	Time	Letter	Description	Start Date	End Date	TI
1	2016	04/26/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	04/20/2016	
2	2016	04/19/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	04/12/2016	
3	2016	04/12/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	04/06/2016	
4	2016	04/05/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	03/30/2016	
5	2016	03/15/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	03/09/2016	
6	2016	03/08/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	03/02/2016	
7	2016	03/01/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	02/24/2016	
8	2016	02/23/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	02/17/2016	
9	2016	02/16/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	02/08/2016	
0	2016	02/09/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	02/03/2016	
1	2016	02/02/2016	4:01 am	Total	5 Day Letters HS - Part 2	08/04/2015	01/27/2016	

Attendance Letter Reports can not be accessed unless the person that sets the task logs in and goes to My Print Queue. If you are not the person who will be printing the letters, you either have to login as the other user and set the scheduled task under their user ID or use Attendance Batch Letters. You will need to add this to their security group if they do not have access. They can select the date and view and print a single letter or the complete batch.