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

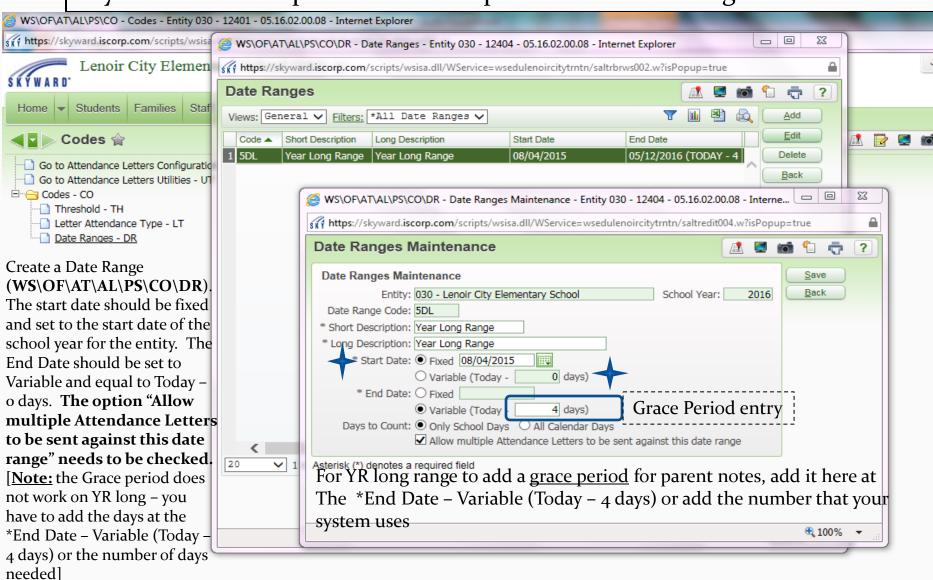**<u>D-101 Reporting Absences to Parents or Guardians</u>**

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). **<u>Additional notices must be sent after each successive accumulation of five unexcused absences.</u>** T.C.A. § 49-6-3007

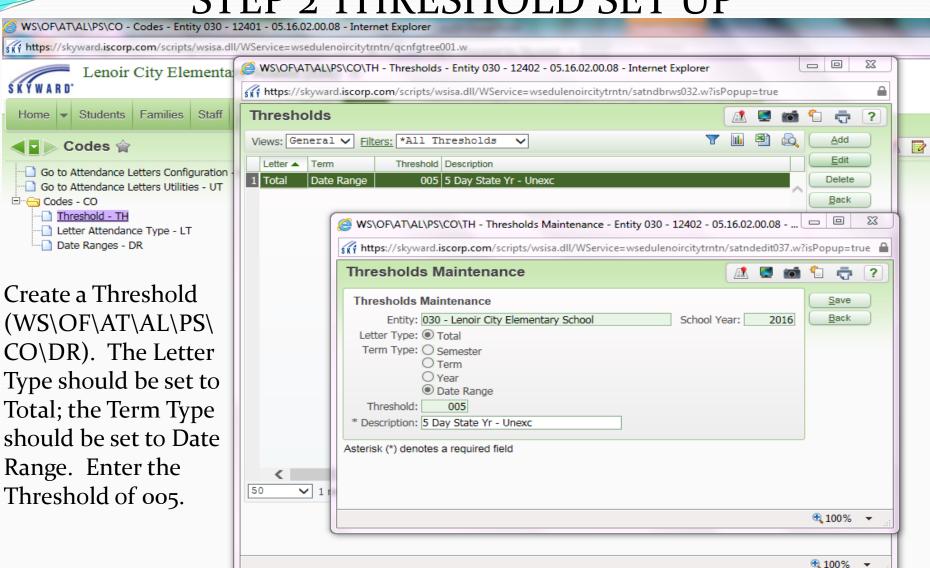The above guidance is what I have based the 5 day letters on.

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
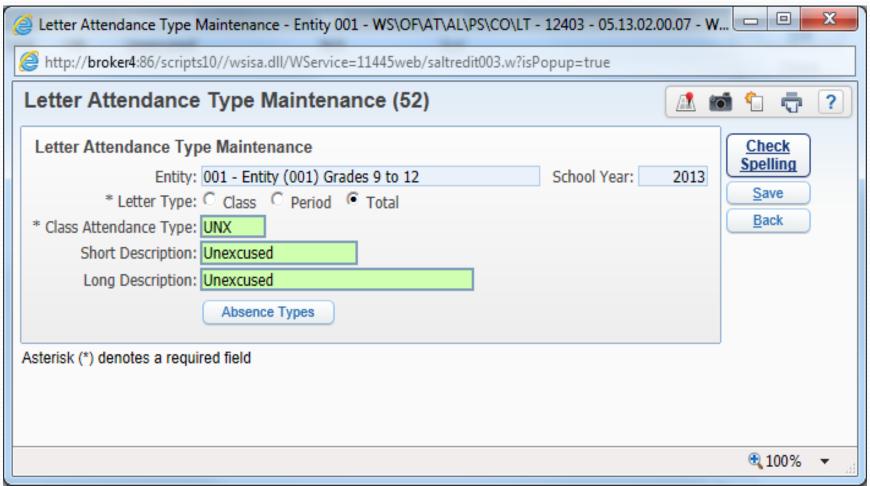

Create a Date Range **(WS\OF\AT\AL\PS\CO\DR)**. The start date should be fixed and set to the start date of the school year for the entity. The End Date should be set to Variable and equal to Today – o days. **The option "Allow multiple Attendance Letters to be sent against this date range" needs to be checked.** [**Note:** the Grace period does not work on YR long – you have to add the days at the *End Date – Variable (Today – 4 days) or the number of days needed]

Grace Period entry

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

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.
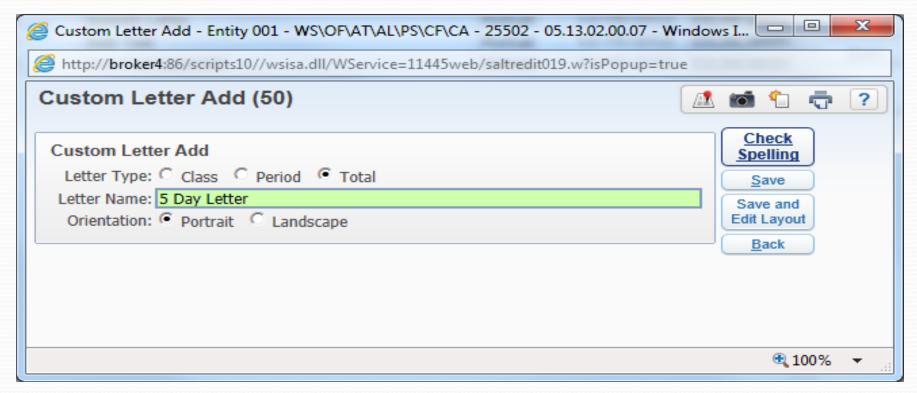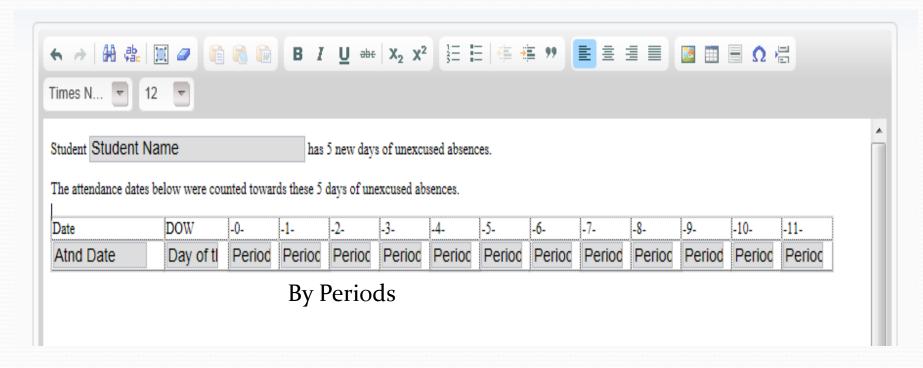
STEP 3 ATTENDANCE LETTER TYPE

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

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

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

SKŸWARD°

◄ ▼ ► Schedule Letters

| Customize Tabs |
| **Sched Params** |
| Update Params |
| Letter Params |
| View Letters |

Scheduling Parameters

Task Information
Task Status: ● Active ○ Inactive
* Task Description: 5 Day Letters HS

Start Date: 08/25/2014 📅 **Monday**   Start Time: 04:00 | AM
End Date: 12/31/2999 📅 **Tuesday**

Save
Back

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: _____ ❓

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)

Favorites ▾ Ne

Task: 5 Day Letters

Attendance Update Parameters

- Customize Tabs
- Sched Params
- **Update Params**
- Letter Params
- View Letters

Student Selection

Save

Back

⦿ By Range ○ By Individual   Ranges

Letter Type: ○ Class ○ Period ⦿ Total

Attendance Type: UNX ▾ Unexcused

Term: 5DL – Year Long Range (DE ▾

	Low	High
Term Date:	08/27/2012	03/08/2013
Starting Attendance Date:	08/27/2012	03/08/2013
Periods:	00	11

Grace Prd: 00 ②

> This Grace Prd does not work for the year long range

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

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

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.
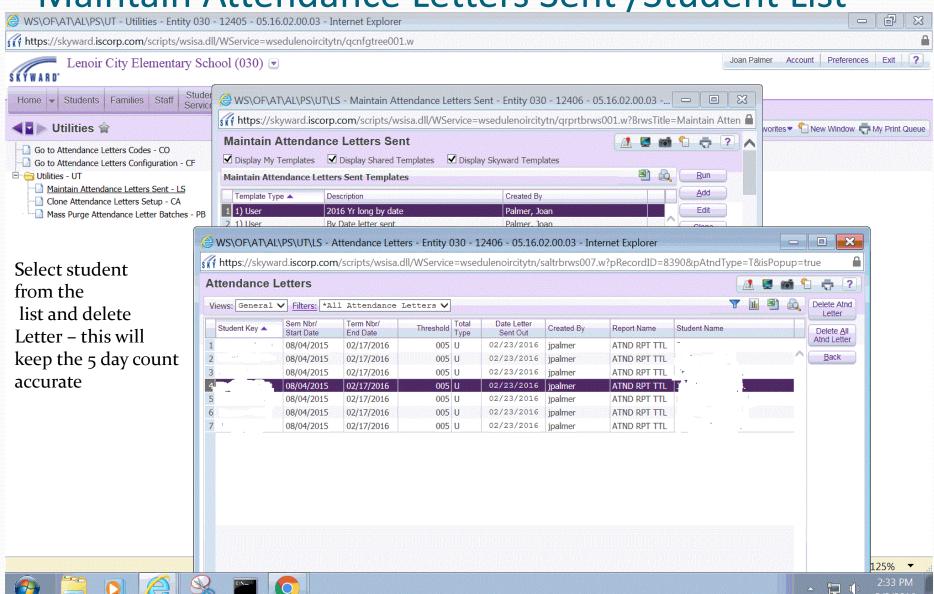
MAINTAIN ATTENDANCE LETTERS SENT SETUP

PATH: WS\OF\AT\PS\UT\LS

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

SET DATE LETTERS WERE RUN

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

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

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** – <u>Use Attendance letter by Totals</u>
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 grade 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

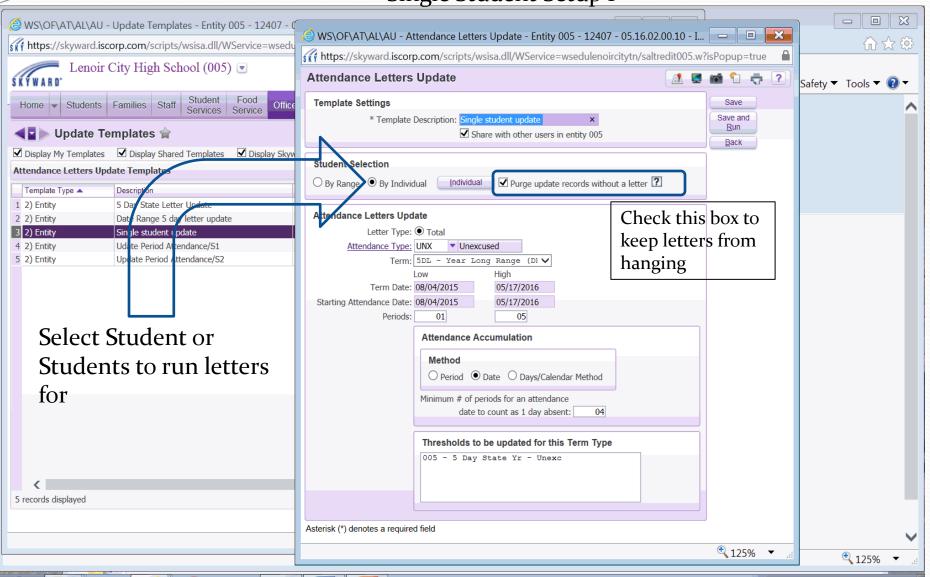How to run the attendance letter for a Single student: 2 parts –

 **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.
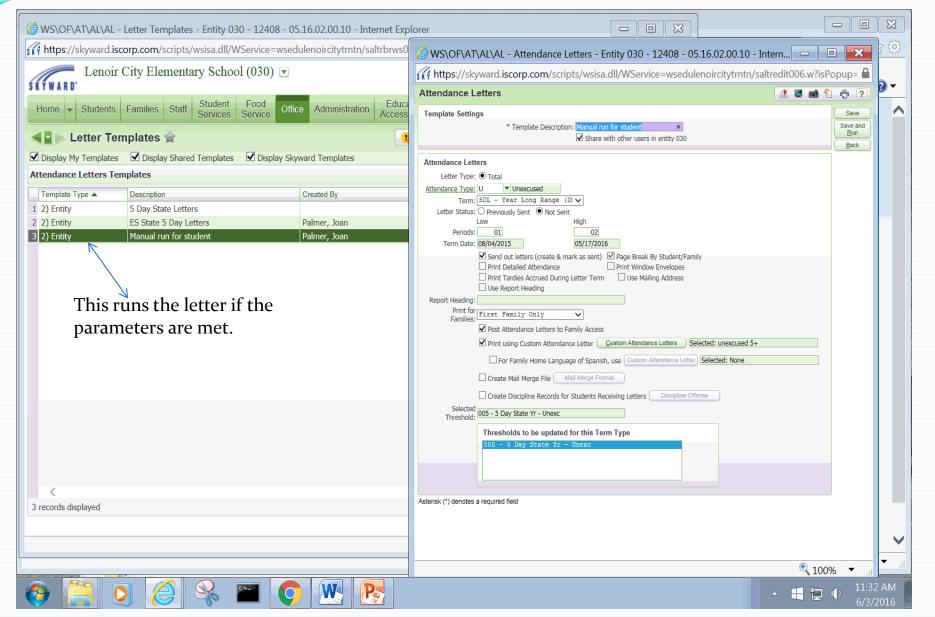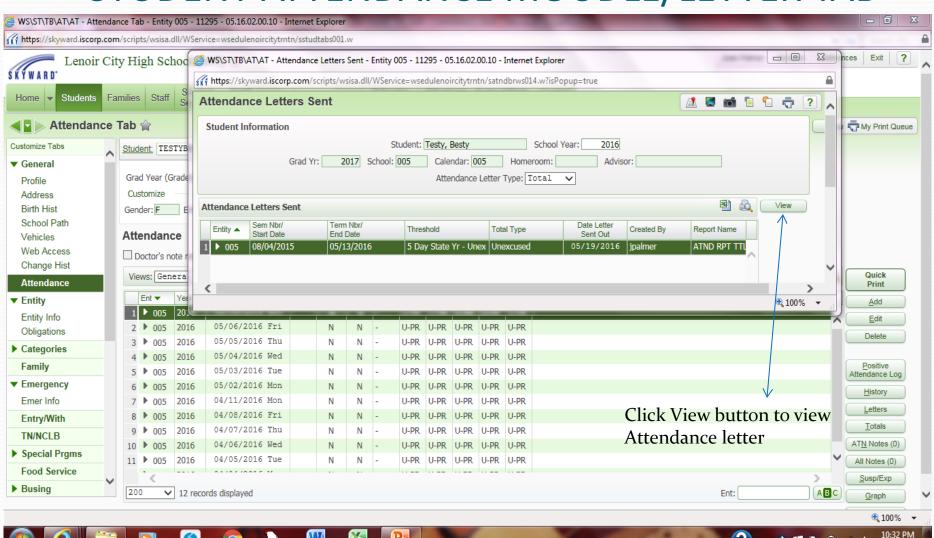
Select Student or Students to run letters for

Check this box to keep letters from hanging

Step 2 Individual Student Run

STUDENT ATTENDANCE MOUDLE/LETTER TAB

Click View button to view Attendance letter

STUDENT ATTENDANCE MOUDLE/HISTORY TAB
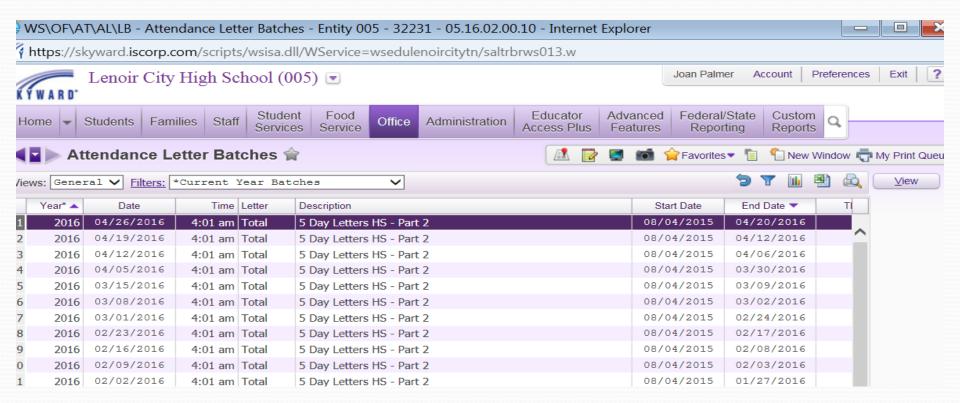

Attendance History Builds for each year enrolled

History – AH Tab under Main Attendance Tab – AT

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

Attendance Letter Batches
Path: WS\OF\AT\AL\LB

Attendance Letter Reports can not be accessed unless the person that sets the task logins 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.