

# SUNGARD® PUBLIC SECTOR

## Generating Attendance Letters

The eSchoolPLUS software allows you to generate attendance letters (notifications) by determining which students should receive letters, and then producing a data file that can be merged into a word processing program such as Microsoft Word. The Error Scan must be run prior to calculating letters.

### Basic processing steps:

1. Prior to the start of the school year, establish **Notification Groups** (related sets of form letters) such as Unexcused Absences or Tardies. These groupings must be set up for each building that processes letters.
2. Prior to the start of the school year, establish **Attendance Notification Criteria**, such as “8 Unexcused Absences” or “5 Tardies.” The criteria will be used by the Notification Calculation to determine which students should receive letters. One criterion must be set up for each form letter that will be sent home. Each criterion must be associated with a single Notification Group. Letter criteria are set up for each building that processes letters.
3. Throughout the school year, run the **Attendance Notification Calculation** program on a regular basis (typically daily or weekly) to identify students who should receive a letter.
4. If necessary, run the **Generate Notification Listing** to produce a report listing details about the students who have been caught for letters.
5. Run the **Send Notifications** program to produce a data file that can be merged with a word processing program such as Microsoft Word. This data file contains information about the name of the form letter and the language of the form letter that is expected by the mail merge program. It also contains details that can be merged into the form letter, such as parent and student names, addresses, absence totals, absence dates, and demographic information.
6. Save the data file to your PC.
7. Merge the data file with the form letter via the word processing software.
8. If students were “caught” for a notification letter too soon (for example, if the student’s absences were changed from unexcused to excused after the letters were generated), letter records can be deleted using the **Remove Notifications** program.

### Notification Groups

Menu Path: Attendance Center > Notifications > Groups

- Students can receive notifications for only one attendance criteria within a group for a specific set of absences and date. The students can get notifications for attendance criteria in other groups at the same time.
- Attendance criteria within the same group will be processed in the order given in the criteria.
- A typical example of an attendance group would be “Absences,” containing three criteria, “5 Unexcused Absences,” “10 Unexcused Absences,” and “15 Unexcused Absences.” Students cannot be “caught” for both the 10 absence letter and the 15 absence letter on the same calculation date.

Save	Search	Building List
<b>Building:</b> 12 - Building 12		
<b>Attendance Notification Groups</b>		
Notification Group*	Description*	Delete
ABS	Absences	<input type="checkbox"/>
TDY	Tardies	<input type="checkbox"/>
		<input type="checkbox"/>

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### Attendance Notification Criteria

Menu Path: Attendance Center > Notifications > Criteria

**Building:** 1 - Building 1

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### Attendance Notification Criteria

Attendance Notification Criteria: \* 3ABS -

Notification Group: \*   Unexcused Absences

Processing Hierarchy: \*

Maximum Letters:

If students qualified for this letter, their activity records will be updated with this ineligibility Code   Excessive Absences

A new reporting cycle will begin each

If a new reporting cycle will begin for each attendance interval, select the interval type you want to use

The calculation should look at attendance on each of the following days:  
 Sun  Mon  Tues  Wed  Thurs  Fri  Sat

This calculation is based on  from

This calculation will include these codes/groups  
  
  
  
 Selected values are: UA

The notification will include a history of absences

Display the date history  Ascending  Descending

Calculation will check students' attendance during the following attendance periods  
  
  
  
 Selected values are: 0,1,2,3,4,5,6,7,AFT

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(Attendance Notification Criteria, continued)

**Choose one of the following:**

Notify if students have at least \*  absences  , but no more than \*  absences  anywhere in the reporting cycle.

Notify if students have at least \*  absences, but no more than \*  absences, entered for the same .

Notify if students have at least \*  absences, but not more than\*   **consecutive**  **cumulative** absences in the selected attendance periods, and these absences were entered for at least \*  days, but not more than\*   **consecutive**  **cumulative** days.

Building	Select the building of the students to include in the report.
Attendance Notification Criteria (Code)	Enter a 5-character code to identify the letter, such as 5UNX for five unexcused absences. This criterion will match up with exactly one form letter in the word processing software.
Attendance Notification Criteria (Description)	Enter a description of the letter (255 char). Descriptions display in the Notification Listing.
Notification Group	From the drop-down box, select the group that this criterion belongs to.
Processing Hierarchy	The order in which this criterion should be processed in its attendance group. For example, the system would typically identify students with 5 Unexcused Absences before identifying students with 10 Unexcused Absences.
Maximum Letters	Indicates the maximum letters of this type that a student may receive during this reporting cycle.
Ineligibility Code	Indicates the Ineligibility warning flag that should be set for the student's activities if they receive this notification.

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(Attendance Notification Criteria, continued)

<p>New Reporting Cycle</p>	<p>Select the time period when a new notification period starts, and the cumulative absence count for the student is reset. Absences before this period are ignored. For example, some calculations could be by month, others for the entire year. Choices are:</p> <p>Y - Year. The calculation counts all absences from the beginning of the year.</p> <p>S - Semester. The calculation counts all absences from the beginning of the current semester or term.</p> <p>A - Attendance interval. The calculation counts all absences from the beginning of the current interval selected in the following field.</p>
<p>Interval Type</p>	<p>If you selected A (Attendance Interval) in the previous field, select the type of interval here. Choices depend on what you have set up in attendance intervals, but could include:</p> <p>Date (user-defined periods)</p> <p>Month</p> <p>Marking Period (or other duration)</p>
<p>Calculation Should Look At ... Days</p>	<p>Select the days of the week that should be included in the calculation. Place a checkmark next to each day to be included.</p>
<p>Calculation Is Based On...</p>	<p>The type of attendance grouping to use. Determines what is available in the next field. Attendance codes and their groups are set up under Attendance Center &gt; Setup &gt; Codes. Choices are:</p> <p>Attendance Code - To check absences for specific attendance codes.</p> <p>District Group - To check absences within a district group. Multiple attendance codes can be combined into one district code; for example attendance codes of EA, DR, and OS could be in the EXC district group.</p> <p>State Group - To check absences within a state group. Multiple attendance codes can be combined into one state code; for example attendance codes of EA and UA could be in the ABS state group.</p>
<p>...from...</p>	<p>The response in this prompt determines whether students' attendance will be checked for the whole day or for each period of the day.</p> <p>A – Attendance Bottom Line: If your school takes attendance by homeroom, the data stored in the Attendance Bottom Line table is by day. If your school takes attendance by period, the data stored in the Attendance Bottom Line table is by period.</p> <p>D – Day Totals: The results of the Day Totals calculation are only valid as of the last time the calculation has been run. If you use this option, set up a View Type to convert class (period) attendance to daily absences, and then run the Day Totals calculation prior to calculating letters. This is appropriate for schools that take attendance by period, but wish to report attendance letters based on daily absences.</p>

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(Attendance Notification Criteria, continued)

Calculation Will Include ... Codes/Groups	The codes or groups to be checked. The data available depends on your selection in the previous field.
Notification Will Include History of Absences	<p>The amount of attendance history to include in the notification. Choices are:</p> <p>L - Since the Last Notification. Includes all attendance history since the last time the student was notified for a criterion in the same attendance group.</p> <p>R - For the Reporting Cycle. Includes all attendance history since the beginning of the reporting cycle selected in the New Reporting Cycle field.</p> <p>Y - Year to Date. Includes the attendance history for the entire year.</p>
Display the Date History	<p>The order in which attendance history should display. Ascending order displays the earliest date at the top of the list and the most recent date at the bottom. Descending order displays the most recent date at the top of the list and the earliest date at the bottom.</p>
Calculation Will Check ...	<p>If you choose A – Attendance Bottom Line from the “Calculation is Based On...” prompt, this prompt changes to “Calculation will check students’ attendance during the following attendance periods.”</p> <p>With this response, select the periods that should be included in the report. CTRL+click on each period to be included.</p> <p>If you choose D – Day Totals from the “Calculation is Based On...” prompt, this prompt changes to “Calculation will check students’ attendance for the view type” and displays the attendance views that have been set up for the selected building.</p> <p>With this response, select the appropriate view for the day totals to be used in the letter calculation.</p> <p>Please note that with the D – Day Totals response, under the next section, Occurrence Criteria, (labeled “Choose one of the following,”) only the first option is available.</p>

## Occurrence Criteria

Select one of the rows to determine which absences to check, for the days selected.

- If your calculation is based on A – Attendance Bottom Line attendance, and you want to check whether students had a number of absences or minutes in any period, select the first row.

The statement "Notify if...anywhere in the reporting cycle" looks for students with the selected attendance codes in any period within the date range and days selected. The range of absences can be filled by multiple absences on one day, absences on multiple days, or a combination of the two.

The statement has 2 parts:

- the number of absences or minutes to check for (at least \_\_ absences/minutes, but not more than \_\_ absences/minutes),
  - when the absences occurred - anywhere in the reporting cycle. The system will check for any course absences. The reporting cycle is limited by the Start and End Date and the days selected in the Days to Check field.
- If you want to check whether students had a number of absences in the same course or period, select the second row.

The statement "Notify if...entered for the same course/attendance period" looks for students with the selected attendance codes in any course/period within the date range and days selected. Only courses/periods where a student had the selected range of absences are included.

The statement has 2 parts:

- the number of absences to check for (at least \_\_ absences, but not more than \_\_ absences),
  - when the absences occurred - in the same course or the same attendance period. The reporting cycle is limited by the Start and End Date and the days selected in the Days to Check field.
- If you want to check whether students have a certain number or recurring pattern of absences per day, on either multiple days or multiple consecutive days, select the third row.

In this criterion, you can check for one or more absences per day, on one or more days.

The statement has 4 parts:

- the number of absences to check for (at least \_\_ absences, but not more than \_\_ absences) per day,
- whether the absences per day are consecutive (in a row) or cumulative (in any period in the day),
- on how many days the selected set of absences must occur (at least \_\_ days, but not more than \_\_ days),
- whether the days on which the absences occurred must be consecutive (in a row) or could occur anywhere in the reporting cycle.

### Attendance Notification Calculation

Attendance Center > Notifications > Notification Calculation

Use this page to calculate which students should receive attendance letters. Depending on your calculation criteria, it can also set flags indicating students may be ineligible for activities.

Attendance Notification Prompts:

Attendance Center > Notifications > Notification Calculation

Field Descriptions:

#### Building

Select the building of the students to be processed by the calculation.

#### Calendar

The calendar of students to include in the calculation.

#### Day to calculate notification from

The first date to include in the report. The program checks for notification calculations of ineligibility from this day to the end date. Specific Reporting Cycles are set in the Reporting Cycle Section in Attendance Notification Criteria.

#### Date to calculate notification to

The last date to include in the report.

#### Criteria list to evaluate

The notification criteria to check.

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### Receiving Notification Type

Indicates if a list of students who qualify to receive notifications should be created. Choices are:

- N – None – No notification listings will be created.
- S – Summary – A notification listing summary containing absence totals and codes will be created.
- D – Detail – A notification listing detail containing each absence date and code will be created.
- This list may also be run at a later point by going to Attendance Center>Notifications>Generate Notification Listings.

### Send Notifications

Checked if the notification letter file should be created. This will create a text file that can be used to merge into an attendance letter template created by the district.

Once this is run, a notification is considered “sent” and will be flagged with a Y for sent.

If left unchecked, this may be run at a later point by going to Attendance Center > Notifications > Send Notifications.

### Download SPI letter template

Checked if the template file should be used for the merge. If checked, the system will merge the data for you. If unchecked, the system will create a data file and you will need to merge it with your own form letters. This is only used if district has Word on a SunGard Pentamation server.

### Run Today

This allows you to schedule this as a daily or weekly process. The program will use this information and the number of days entered into Run Prior Days rather than the start and end dates to determine which days to process.

### Run Prior Days

Enter the number of prior days that you want the attendance notification to process. This field is only available when Run Today is checked.

### Generate Notification Listing

Attendance Center > Notifications > Generate Notification Listing

Use this page to get a listing of all notifications generated on the selected dates.

Generate Notification Listing Prompts:

Menu Path: Attendance Center>Notifications>Generate Notification Listing

Field Descriptions:

#### Building

Select the building of the students to include in the report.

#### First Notification Date

The first notification date to include in the report.

#### Last Notification Date

The last date to include in the report.

#### Report Type

The amount of attendance information to include in the report. Options are:

- Summary - includes totals only.
- Detail - includes each absence date and code.

#### Include Notifications

This determines what notifications to include on the list. Options are:

- Valid, Not Sent – Notifications that have not been “sent” yet, and have not been made invalid by another run of the notification option. A notification is considered sent when the Send

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Notification process is run. The program *does not* track whether a notification letter was mailed to the parent or guardian.

- Valid, Sent – Notifications that have been “sent”, and have not been made invalid by another run of the notification option
- Invalid – The notification calculation was run, but changes were later made to either a student’s attendance code or the attendance criteria setup. The next time notifications are run again, any notifications that were previously created, but no longer fit that criteria are flagged invalid.
- An example would be a student who qualifies for a 3 unexcused absence notification, but whose teacher later turns in a misplaced excused note for two of those days. The unexcused absences would be corrected to excused and the next time the attendance notification is run, that first notification would be changed to invalid.

Sample Notification Listing Summary:

2/3/2006	<b>Notification Listing Summary</b>					Page 1 of 1		
<b>13-Building 13</b>								
First Notification Date: 2/1/2006 Last Notification Date: 2/9/2006								
Notification Criteria	Student ID	Student Name	Notification Date	Attendance Codes	Absence Count	Absences	Send	
3ABS	13008	Bradley, Andrew	2/3/2006	UA	3	3	N	
3ABS	13007	Bradley, Ashleigh	2/3/2006	UA	3	3	N	
3ABS	13012	Brookheimer, Melody Lee	2/3/2006	UA	3	3	N	
3ABS	13013	Cho, Jonathan	2/3/2006	UA	3	3	N	
3ABS	13004	Feinstein, Benjamin	2/3/2006	UA	3	3	N	
3ABS	13006	Fujie, Chiharu	2/3/2006	UA	3	3	N	
3ABS	13010	Hall, Tyrone, III	2/3/2006	UA	3	3	N	
3ABS	13014	Harris, Jasmine	2/3/2006	UA	3	3	N	
Total number of students:		8						
Total Notifications:		8						

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Sample Notification Listing Detail:

2/3/2006	Notification Listing Detail										1 Page of 2
13-Building 13											
		First Notification Date:		2/1/2006							
		Last Notification Date:		2/9/2006							
Student ID	Student Name	Notification Criteria	Notification Date	Attendance Date	Send / Invalid	Course - Section - Description	Periods	Attendance Code	Absence Count	Absence Info	
13008	Bradley, Andrew	3ABS	2/3/2006	1/29/2006	N / N	110 - 1 - English 2	2 - 2	UA	1	1 Absences	
				2/1/2006	N / N	110 - 1 - English 2	2 - 2	UA	1	1 Absences	
				2/3/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
Total Count: 3											
13007	Bradley, Ashleigh	3ABS	2/3/2006	1/29/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
				2/1/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
				2/3/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
Total Count: 3											
13012	Brookheimer, Melody Lee	3ABS	2/3/2006	1/29/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
				2/1/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
				2/3/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
Total Count: 3											
13013	Cho, Jonathan	3ABS	2/3/2006	1/29/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
				2/1/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
				2/3/2006	N / N	N/A	N/A - N/A	UA	1	1 Absences	
Total Count: 3											
13004	Feinstein, Benjamin	3ABS	2/3/2006	1/29/2006	N / Y	N/A	N/A - N/A	UA	1	1 Absences	
				2/1/2006	N / Y	N/A	N/A - N/A	UA	1	1 Absences	
				2/3/2006	N / Y	N/A	N/A - N/A	UA	1	1 Absences	
Total Count: 3											

### Send Notifications

Attendance Center > Notifications > Send Notifications

Use this page to send notifications generated on the selected dates.

Send Notifications Prompts:

Menu Path: Attendance Center > Notifications > Send Notifications

Field Descriptions:

#### Building

Select the building of the students to include in the report.

#### First Notification Date

The first notification date to include in the report.

#### Last Notification Date

The last date to include in the report.

#### Download SPI letter template

Checked if the template file should be used for the merge. If checked, the system will merge the data for you. If unchecked, the system will create a data file and you will need to merge it with your own form letters. This is only used if the district has Word on a SunGard Pentamation server.

## Remove Notifications

Attendance Center > Notifications > Remove Notifications

Use this page to view the notifications that have been generated. You can either remove an entire run of notifications, or go to the detail page and remove the notification for selected students.

### Remove Notifications List

Number of records found: 1

Building	Report Cycle Date	Trigger Date	Notify Criteria	Attendance Codes	Delete
13 - Building 13	10/3/2005	2/3/2006	3ABS - 3 Unexcused Absences	UA	<input type="checkbox"/>

Attendance Center > Notifications > Remove Notifications

### Field Descriptions:

#### Building

Select the building of the students to include in the report.

#### Report Cycle Date

The first date in the reporting cycle used by this report.

#### Trigger Date

The date on which absences resulted in a notification.

#### Notify Criteria

The number of the attendance notification criteria that was met.

#### Attendance Codes

The attendance codes included in the criteria.

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**To Remove Notifications for a specific student:**

1. Go to Attendance Center > Notifications > Remove Notifications
2. Click on the Trigger Date link for the date when the notification was created.
3. Check the delete box next to the student.
4. Click Save. This will remove that Notification for that student.

**eSchoolPLUS** My Home Favorite  
Help 2005/06

Show >>

List Save Search

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**Remove Notification**

**Building:** 13 - Building 13  
**Report Cycle Date:** 10/3/2005  
**Trigger Date:** 2/3/2006  
**Notify Criteria:** 3ABS - 3 Unexcused Absences  
**Attendance Codes:** UA

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**Notification Student(s)**

Check All Clear All

Total record count:9

Student ID	Student Name	Attendance Date	Sent	Invalid	Course Info	Attendance Period	Attendance Code	Attendance Count	Absence Info	Delete
13004	Feinstein, Benjamin	1/26/2006	N	N	N/A	2	UA	1	1 Absences	<input type="checkbox"/>
		2/1/2006	N	N	N/A	2	UA	1	1 Absences	
		2/3/2006	N	N	N/A	0	UA	1	1 Absences	
13006	Fujie, Chiharu	1/26/2006	N	N	310 - 1 - Biology	2	UA	1	1 Absences	<input type="checkbox"/>
		2/1/2006	N	N	310 - 1 - Biology	2	UA	1	1 Absences	
		2/3/2006	N	N	N/A	0	UA	1	1 Absences	
13007	Bradley, Ashleigh	1/26/2006	N	N	N/A	2	UA	1	1 Absences	<input type="checkbox"/>
		2/1/2006	N	N	N/A	2	UA	1	1 Absences	
		2/3/2006	N	N	N/A	0	UA	1	1 Absences	

Check All Clear All

Menu Path: Attendance Center > Notifications > Remove Notifications > Click Appropriate Trigger Date

## Available Attendance Merge Fields

Below are the available fields that can be merged into an attendance letter template created by the district.

file\_name  
student\_id  
student\_name  
first\_name  
middle\_name  
last\_name  
report\_cycle\_date  
trigger\_date  
notify\_criteria  
report\_cycle\_type  
send\_letter  
parent\_first\_name  
parent\_last\_name  
use\_for\_mailing  
language  
title  
apartment  
complex  
street\_number  
street\_prefix  
street\_name  
street\_suffix  
street\_type  
citystate  
zip  
email  
email\_preference  
first\_date  
last\_date  
counselor\_name  
counselor\_phone  
perfect\_attendance  
attendance\_count  
total\_absence\_value  
total\_absence\_type  
history\_of\_absences  
building  
grade  
track  
calendar  
house\_team  
homeroom\_primary  
homeroom\_staff\_id  
homeroom\_staff\_name