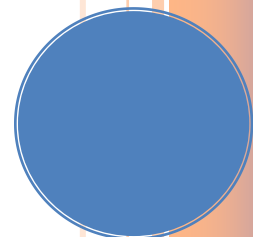


ATTENDANCE INITIATIVE: GENERATING TRUANCY FORM LETTERS

This document will illustrate the steps needed to merge truancy forms with
eschoolplus attendance notifications data file.



1. Define Attendance Notification Groups

Menu Path: Attendance Center-> Notifications -> Groups

Attendance Notification Groups

Building: 1 - Hanna High School

Notification Group*	Description*	Delete
TABS	Truancy ABS	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

2. Define Attendance Notification Criteria

Menu Path: Attendance Center-> Notifications -> Criteria

Attendance Criteria # 1: 3-5 Days Unexcused ABS

Attendance Notification Criteria 2014-15

Save Search List New

Building: 1 - Hanna High School

Attendance Notification Criteria: * 1 - ✕

Notification Group: * Truancy ABS

Processing Hierarchy: *

Maximum Letters:

Send Notification: If unchecked, this criterion is used only for calculations. Notifications will not be sent.

Calculations Eligibility Discipline At Risk

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: ABS

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: 1,2,3,4,5,6,7,8,9

Choose one of the following:

Notify if students have at least * , but no more than * 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.

Attendance Criteria # 2: 6 Days Unexcused ABS

Save Search List New

Building: 2 - Porter High School

Attendance Notification Criteria: * 2 - Days Unexcused X

Notification Group: * TABS Truancy ABS

Processing Hierarchy: * 2

Maximum Letters: 1

Send Notification: If unchecked, this criterion is used only for calculations. Notifications will not be sent.

Calculations Eligibility Discipline At Risk

A new reporting cycle will begin each Y - Year

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 A - Attendance Code from A - Attendance Bottom Line

This calculation will include these codes/groups

ELR - Early Release
WEX - Written Excuse
TOT - Elem Total ABS
TAP - Military Veteran's Funeral
Selected values are: ABS

The notification will include a history of absences Y - Year to date

Display the date history Ascending Descending

Calculation will check students' attendance during the following attendance periods

1 - 1st Period
2 - 2nd Period
3 - 3rd Period
4 - 4th Period
Selected values are: 1,2,3,4,5,6,7,8,9

Choose one of the following:

- Notify if students have at least * [] [] but no more than * [] [] 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 * 1 absences, but no more than * 9 consecutive cumulative absences in the selected attendance periods, and these absences were entered for at least * 6 days, but not more than * 6
- consecutive cumulative days.

Attendance Criteria # 3: 7- 9 Days Unexcused ABS

Attendance Notification Criteria: * 3 - 7-9 Unexcused ABS X

Notification Group: * TABS Truancy ABS

Processing Hierarchy: * 3

Maximum Letters: 1

Send Notification: If unchecked, this criterion is used only for calculations. Notifications will not be sent.

Calculations Eligibility Discipline At Risk

A new reporting cycle will begin each Y - Year

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 A - Attendance Code from A - Attendance Bottom Line

This calculation will include these codes/groups

ELR - Early Release
WEX - Written Excuse
TOT - Elem Total ABS
TAP - Military Veteran's Funeral
Selected values are: ABS

The notification will include a history of absences Y - Year to date

Display the date history Ascending Descending

Calculation will check students' attendance during the following attendance periods

1 - 1st Period
2 - 2nd Period
3 - 3rd Period
4 - 4th Period
Selected values are: 1,2,3,4,5,6,7,8,9

Choose one of the following:

- Notify if students have at least * [] [] , but no more than * [] [] 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 * 1 absences, but not more than * 9 consecutive cumulative absences in the selected attendance periods, and these absences were entered for at least * 7 days, but not more than * 9

Attendance Criteria # 4: 10 - 180 Days Unexcused ABS

Attendance Notification Criteria: * 4- 10 - 180 Unexcused ABS X

Notification Group: * TABS Truancy ABS

Processing Hierarchy: * 4

Maximum Letters: 1

Send Notification: If unchecked, this criterion is used only for calculations. Notifications will not be sent.

Calculations Eligibility Discipline At Risk

A new reporting cycle will begin each Y - Year

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 A - Attendance Code from A - Attendance Bottom Line

This calculation will include these codes/groups

ELR - Early Release
WEX - Written Excuse
TOT - Elem Total ABS
TAP - Military Veteran's Funeral
Selected values are: ABS

The notification will include a history of absences

Display the date history Ascending Descending

Calculation will check students' attendance during the following attendance periods

1 - 1st Period
2 - 2nd Period
3 - 3rd Period
4 - 4th Period
Selected values are: 1,2,3,4,5,6,7,8,9

Choose one of the following:

- Notify if students have at least * absences, but no more than * 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 * 1 absences, but not more than * 9 consecutive cumulative absences in the selected attendance periods, and these absences were entered for at least * 10 days, but not more than * 180 consecutive cumulative days.

3. Attendance Notification Calculation

Menu Path: Attendance Center-> Notifications -> Notification Calculation

Attendance Notification Calculation

2014-15

Calculate

Building:* Hanna High School
Calendar:* Full Day Trad
Date to calculate notification from:* By Date:
 By Prior Days:
Date to calculate notification to:* Today
 By Date:
Criteria list to evaluate:* 3-5 Days Unexcused ABS
Receiving notification type:
Notification Method: Generate Letters for Parents/Guardians
 Send Notifications
Generate Single Letter Per Criteria:

Filter

Clear Criteria

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>
And					<input type="checkbox"/>

Run Option

Now
 Once
 Daily
 Weekly
 Monthly

Calculate

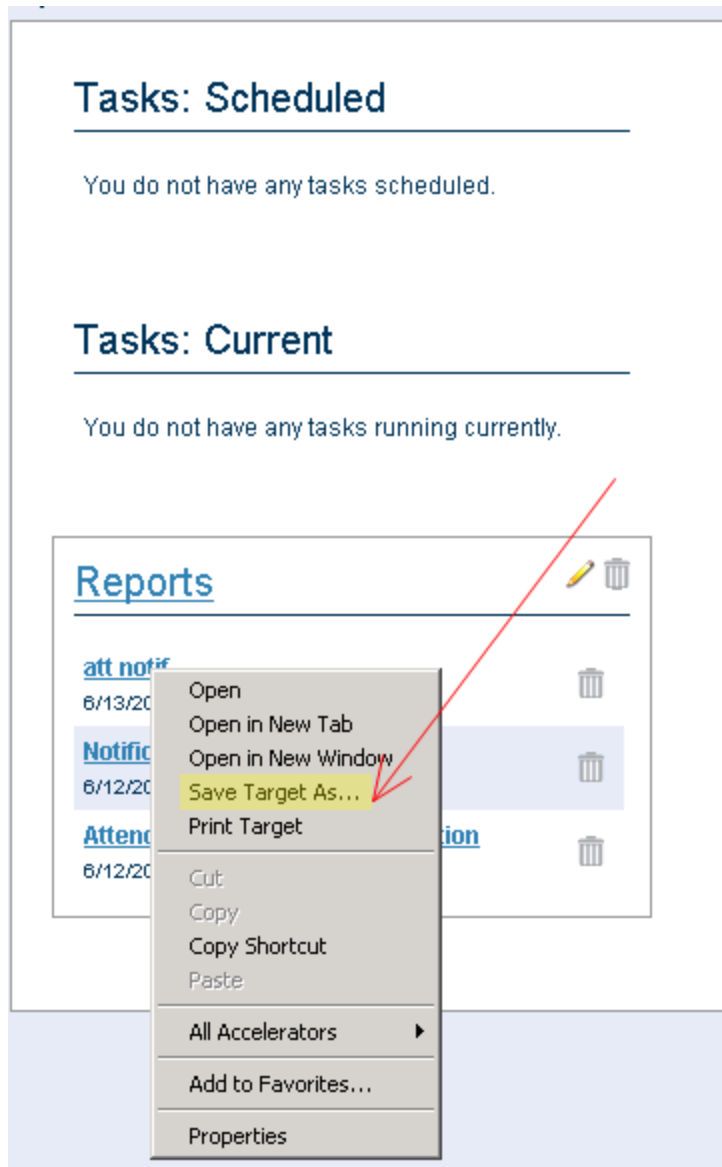
4. Download Merge File to PC

The notification calculation will generate a merge data file that will be used in conjunction with your form files. You will need to save the file to your PC in order to merge with the Microsoft Word form files.

The attendance configuration has been setup to create a merge date file named 'att_notif'.

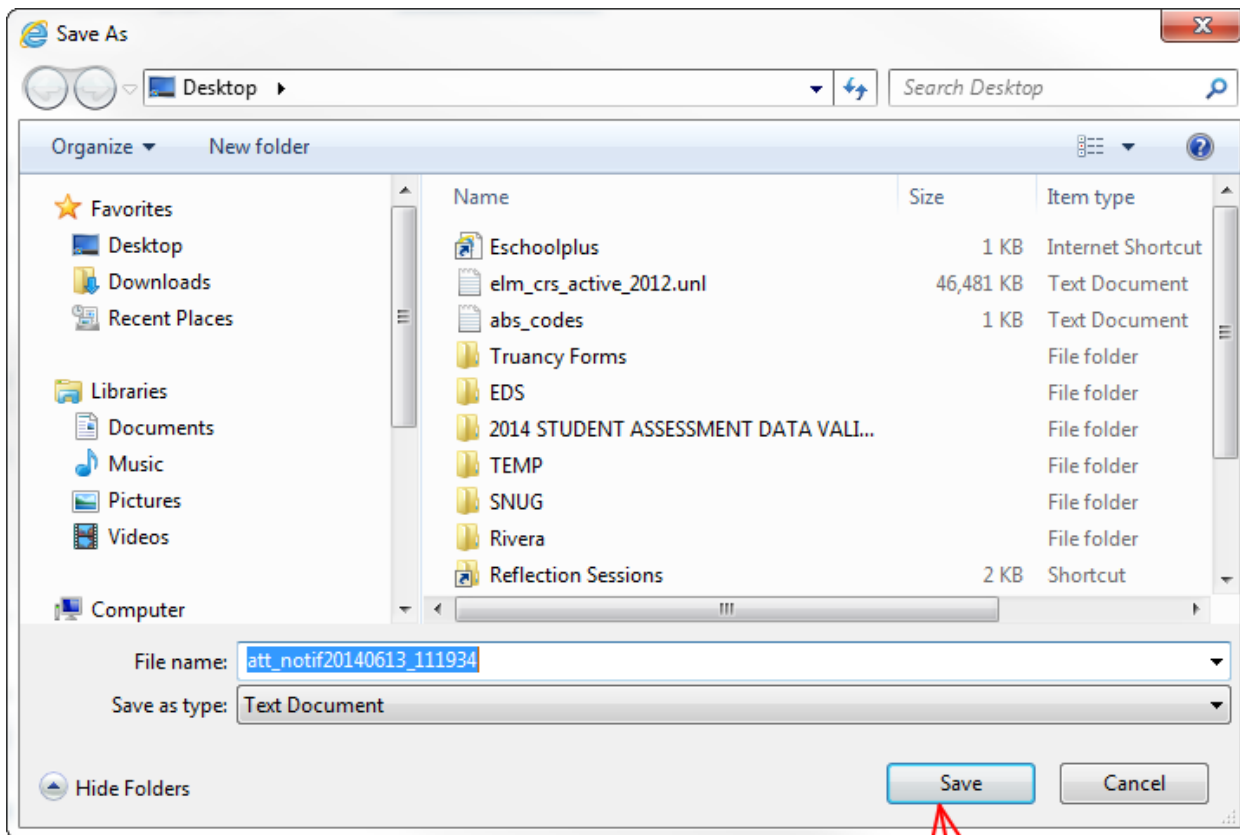
This is the file that needs to be downloaded to the PC.

On the eschoolplus home page, right click on the 'att_notif' file and select 'Save Target As...'



On the 'Save As' screen click on the 'Save' button. By doing this, it will allow you not to override your previous data file.

Make sure the file is saved in the same folder every time.

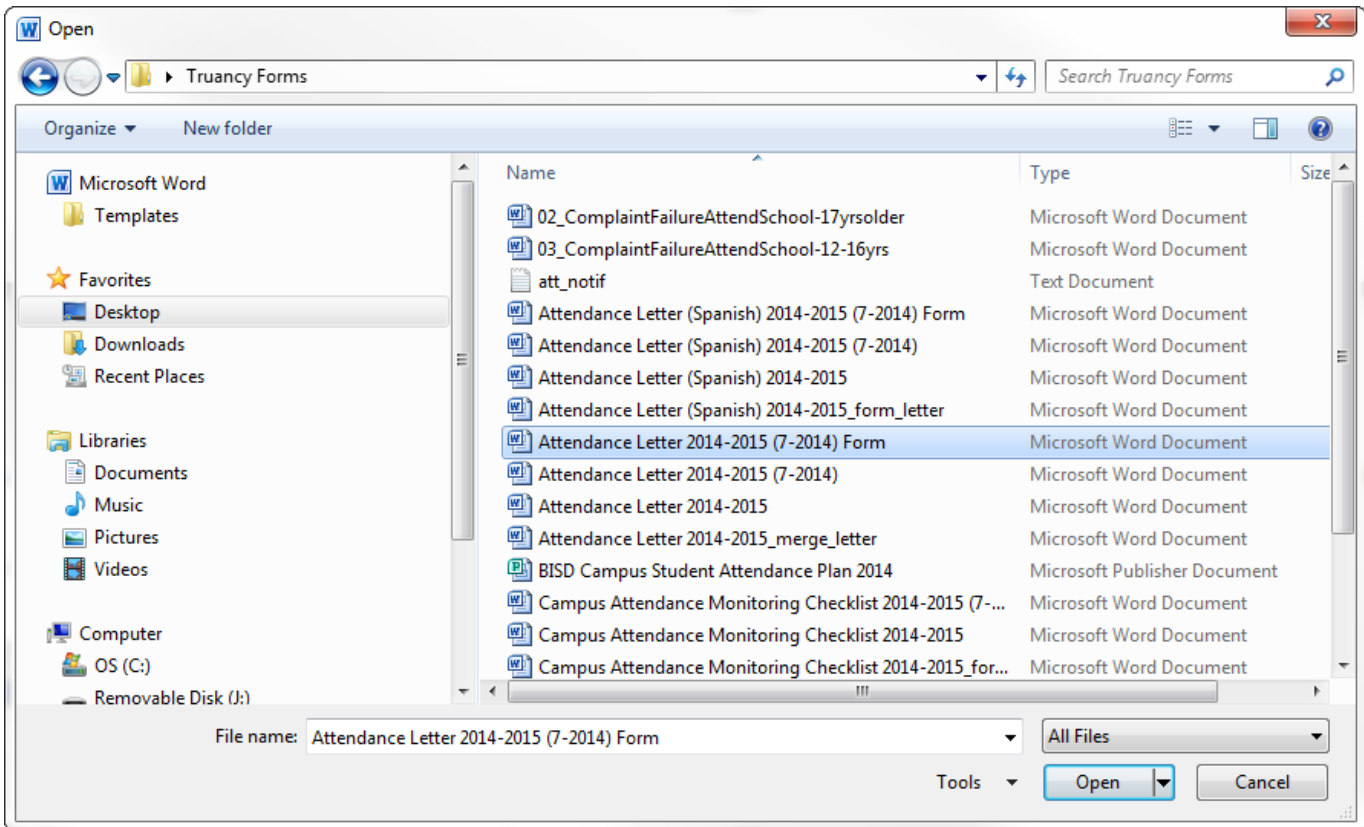


Click on the 'Save' Button

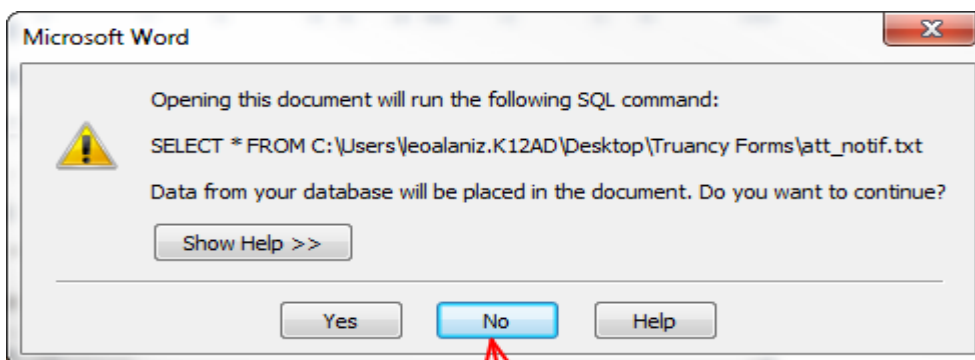
5. Merging Data File with form letter

First the form letter that will be used to merge the data file needs to be opened up with Microsoft Word.

For this example 'Attendance Letter 2014-2015 (7-2014) Form' was selected.



After the form letter is selected the following window will come up. Click on the 'No' to button to continue with the process.



Click on the 'No' Button

The form file will then open after the 'No' button is pressed. The form file is already preconfigured with the merge fields based on the 'att_notif##' data file.

In this example, the highlighted fields are part of available merge fields to pick from.

The non-highlighted field ('Gender', 'Age', 'DOB', 'Phone', ...) are not part of the merge file and must be manually entered after the merge process is completed.

Attendance Notice Letter

Date Issued: _____

Student: «student_name»	Gender:	Campus: «building»
School ID #: «student_id»	Grade: «grade»	Parent/Guardian: «parent_first_name» «parent_last_name»
DOB:	Age:	Address: «street_number» «street_prefix» «street_name» «street_type»
Phone:	IDEA: Yes / No ARD Date:	Attendance Liaison:

Dear Parent or Guardian «parent_first_name» «parent_last_name».

Student, «student_name», has been absent from **school for 3 days (or parts of days) within a four week period without proper excuse (T.E.C. §25.094)**. As the legal parent/guardian of this student, you are responsible for his/her attendance at the school in which he/she is enrolled.

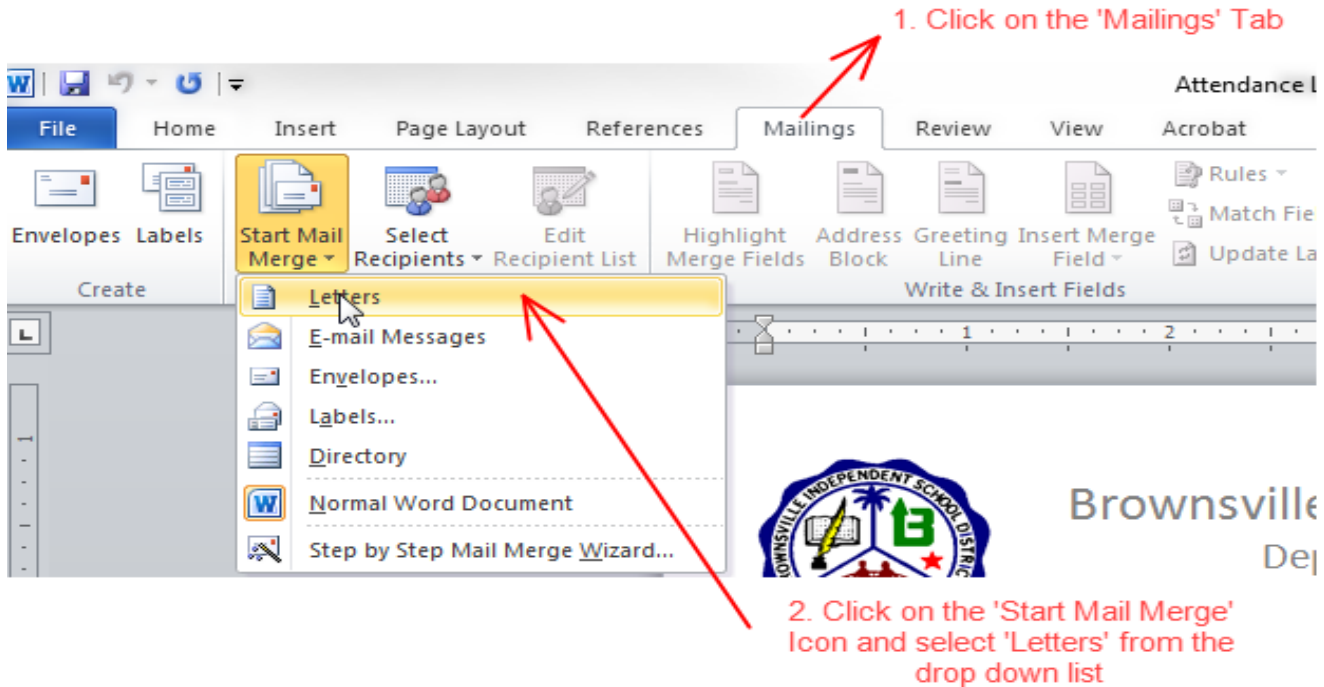
As per Texas Compulsory Attendance Law (T.E.C. §25.085) and (T.E.C. §25.093) failure to comply will result in legal prosecution. The court ordered penalties/sanctions for violating these laws are:

- Court Costs & Fines from \$100 - \$500
- Parent Escorting Student to Classes
- Student Performing Community Service Hours
- Student Suspension of Driver's License
- Parent attending Counseling Classes &/or Parental Involvement Meetings
- Refer to Juvenile Court

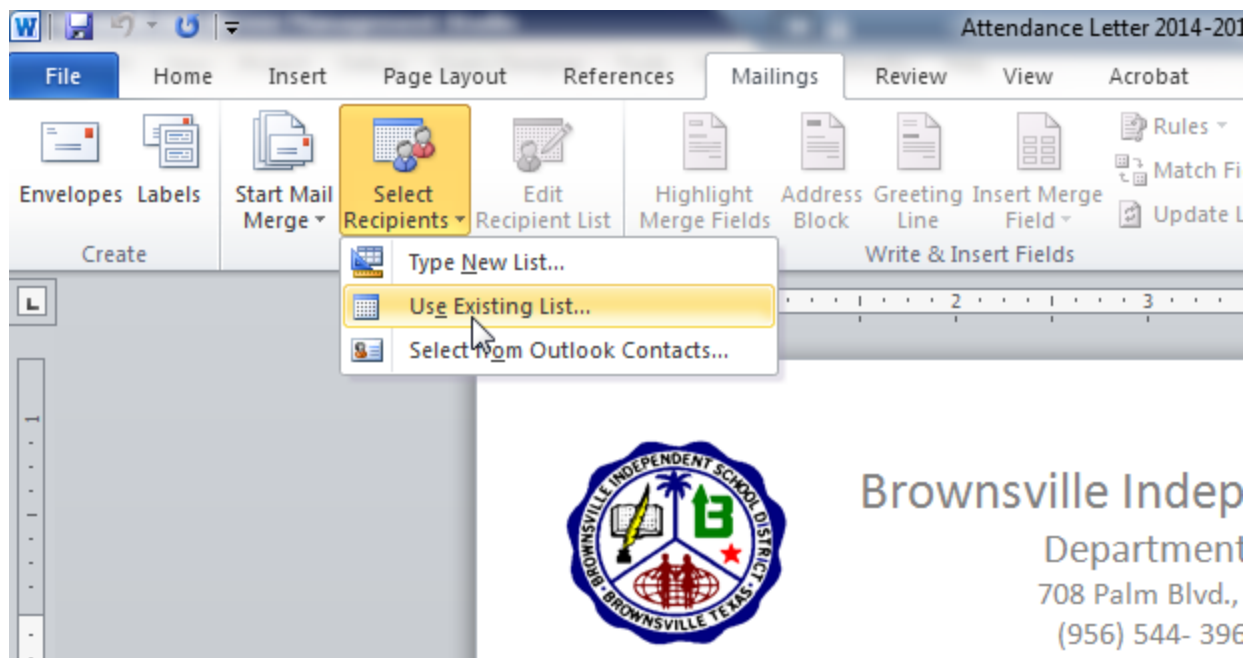
State Law (SB §1432) further requires that you immediately schedule a parent conference with school officials to discuss attendance problems. We want to work together to ensure your child attends school to receive the education needed to succeed.

Now the form file needs to be linked to the merge data file that was previously downloaded to the PC.

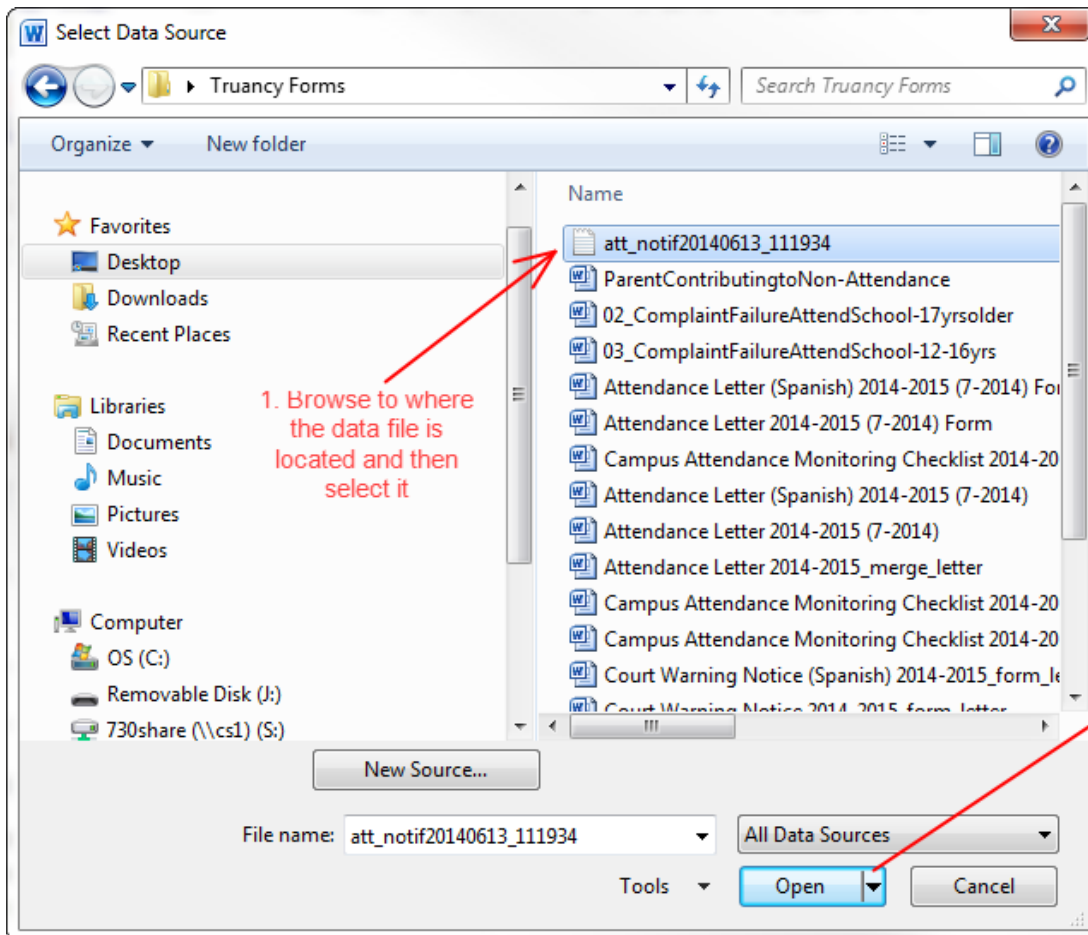
First, click on the 'Mailings' tab and then click on the 'Start Mail Merge' icon and select 'Letters' from the drop down list.



Next, click on the 'Select Recipients' icon and select 'Use Existing List' from the drop down list. This is where we will select the data file



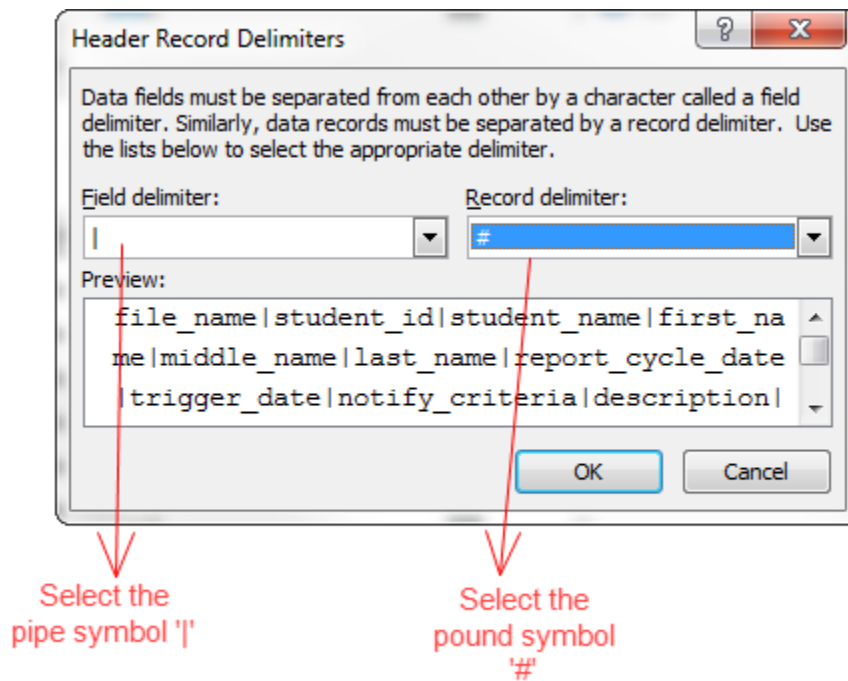
When 'Use Existing List' is select the 'Select Data Source' windows appears and then browse to the folder where the data merge file was saved. Select the date merge file and then click on the 'Open' button.



1. Browse to where the data file is located and then select it

2. Click on the 'Open' button

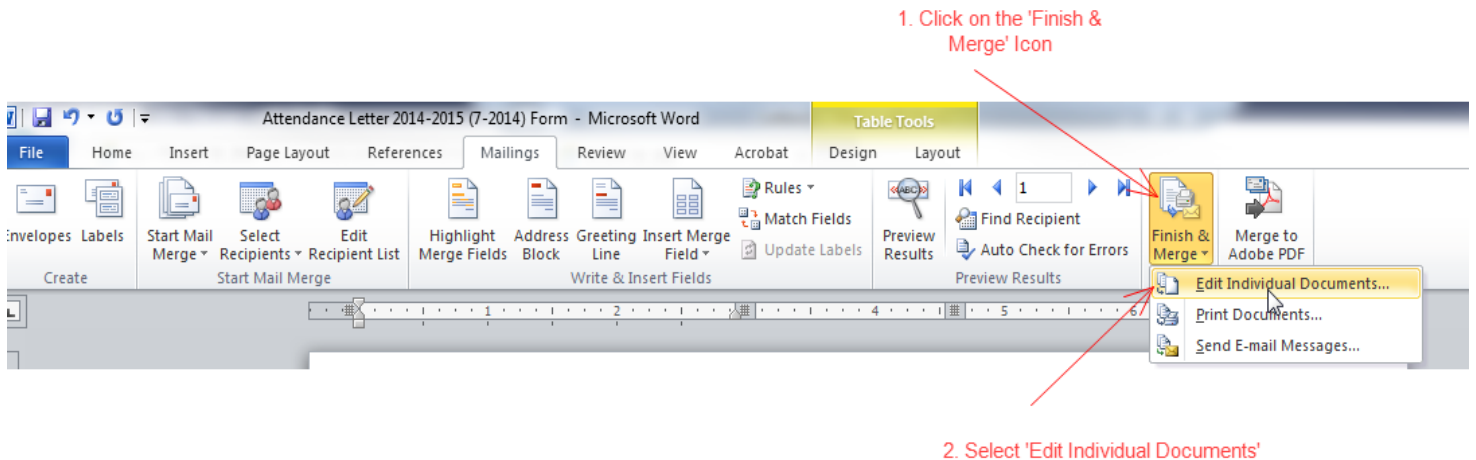
The next window is the Header Record Delimiters windows. The pipe symbol '|' must be selected for the field delimiter and the pound symbol '#' must be selected for the record delimiter. Then press the 'OK' button.



6. Creating individual student letters

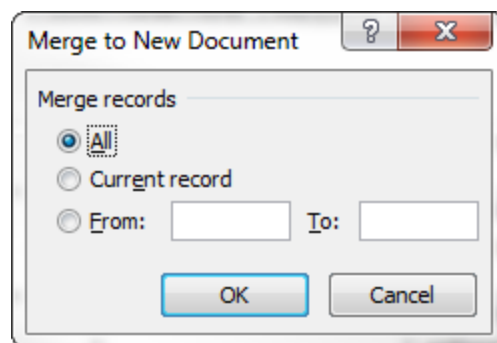
Now the form file has been linked to the merge data file and the student letters are ready to be generated.

Next, click on the 'Finish & Merge' Icon and select 'Edit Individual Documents' in order to manually enter the fields that were not part of the merge fields.



After selecting 'Edit Individual Documents', the 'Merge to New Document' window appears and it allows for the option of creating all the student letters or a certain range of records.

Select 'All' records and then click on the 'OK' button'.



The form file and the data file are now merging to create the individual documents. The end result is one letter for each record from the data file. For privacy purposes the fields have been highlighted in black.

Attendance Notice Letter

Date Issued: _____

Student: Alvarez, Justin Ray	Gender:	Campus: 1
School ID #: 4001007	Grade: 10	Parent/Guardian: Ernesto Alvarez
DOB:	Age:	Address: 375 Media Luna RD
Phone:	IDEA: Yes / No ARD Date:	Attendance Liaison:

Dear Parent or Guardian ~~Ernesto Alvarez~~,

Student, ~~Alvarez, Justin Ray~~ has been absent from **school for 3 days (or parts of days) within a four week period without proper excuse (T.E.C. §25.094)**. As the legal parent/guardian of this student, you are responsible for his/her attendance at the school in which he/she is enrolled.

As per Texas Compulsory Attendance Law (T.E.C. §25.085) and (T.E.C. §25.093) failure to comply will result in legal prosecution. The court ordered penalties/sanctions for violating these laws are:

- Court Costs & Fines from \$100 - \$500
- Parent Escorting Student to Classes
- Student Performing Community Service Hours
- Student Suspension of Driver's License
- Parent attending Counseling Classes &/or Parental Involvement Meetings
- Refer to Juvenile Court

State Law (SB §1432) further requires that you immediately schedule a parent conference with school officials to discuss attendance problems. We want to work together to ensure your child attends school to receive the education needed to succeed.

Administrator's Signature / Date

Parent's Signature / Date

At this point, manual updates can be made to the 'Gender', 'DOB', 'Age', 'Phone' fields by looking up the student's information in eschoolplus.

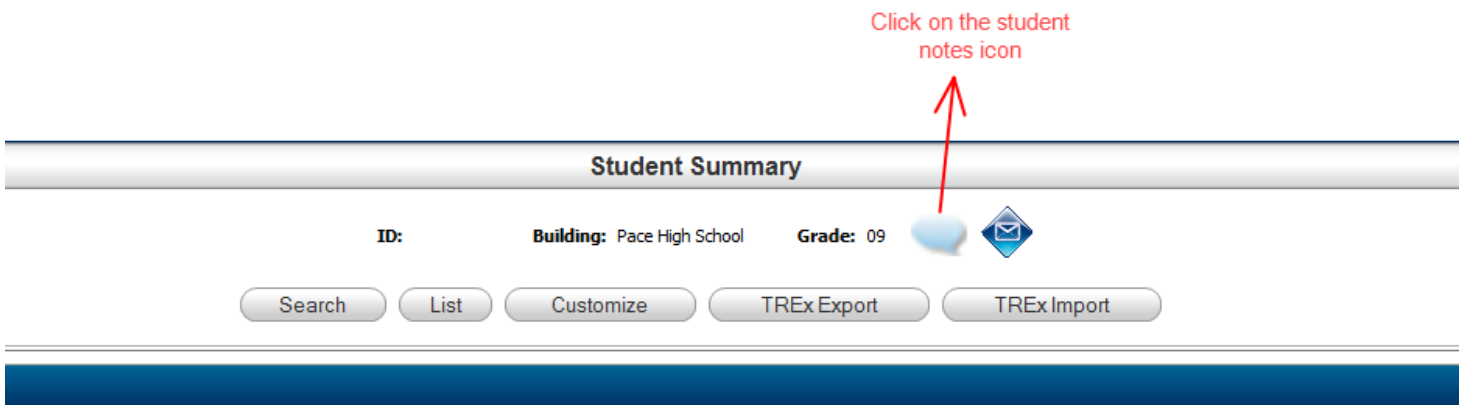
7. Inserting Student Notes

One of the features included in eschoolplus is the capability to insert student notes for a student. These notes can be added for any category or reason.

Student notes can be used to keep track of the student's progress in the truancy process.

For example, a note can be entered when the student qualifies for a truancy criteria.

In order to add a student note, first search for the student in eschoolplus and then click on the 'Student Notes' icon in the 'Student Summary' screen.



Next, click on the 'New' button on the 'Student Notes' screen to add a new note.

Student Notes

ID: **Building:** Pace High School **Grade:** 09

Entry Date	Entered By	Note Type	Note	Expand All	Collapse All
No notes exist for this student					

On the new 'Student Note' page the 'Note Type', the 'Entry Date' and the 'Entry Time' fields are required fields.

Student Note

ID: **Building:** Pace High School **Grade:** 09

1. Select Note Type → **Note Type:**

2. Enter Entry Date → **Entry Date:** 9/1/2014

3. Enter Entry Time → **Entry Time:** 09:54:48 PM

4. Enter additional information if needed → **Note:**

Sensitive
Personal

Note Type Search

Search For:

Search Results

Description	Code
Conversion from studentPlus	CONVERT
Truancy 10-180 Days Unexcused	TABS_10
Truancy 3-5 Days Unexcused	TABS_35
Truancy 6 Days Unexcused	TABS_6
Truancy 7-9 Days Unexcused	TABS_79

Student Notes field description.

Note Information

Note Type

Select the type of note you want to enter. Your district determines the types of notes you can enter.

Entry Date

Today's date defaults when you add a new note; however, you can enter a different date.

Entry Time

The time when you click New to add a new note defaults; however, you can enter a different time in HH:MM AM or HH:MM PM format.

Note

Enter the note text, up to 7500 characters. The first 40 characters display on the Student Notes page which lists the notes for the student.

Sensitive

Checked if the note contains sensitive information and should only be viewed by users with the appropriate security. Certain Note Types may be defined by your District to default as Sensitive when you add a note. Your security resources determine if you can add and view Sensitive notes. This box is inaccessible if you do not have the appropriate security.

Personal

Checked if the note should display only for you and users with the appropriate security to view other people's notes.