

Printing Attendance Letters

The Absentee Letters Report has been modified in version 5.0.373 (and later). In order to use that report successfully, follow these steps:

Part 1. Prepare New Letters

The program now uses List & Label to send letters to parents concerning excessive absences. You must “design” your letters using that program. There are 4 sample letters called RptAbsLtr1.LTR, RptAbsLtr2.LTR. etc.

1. Go to the Reports button | Grade reports | Report Cards/Transcripts
 2. Under Report Type, choose Attendance Letters from the drop down list.
 3. Under Report Name, click on the button with the 3 dots.
 4. Highlight the Letter you want to modify (start with RptAbsLtr1.LTR)
Click OK.
 5. Click on the DESIGN button.
 6. The design window contains many exciting parts. Restrain your enthusiasm and don't touch anything except the body of the letter. Look for a large white rectangle that looks like a piece of paper. There should be a box which starts off with “Dear Parent/Guardian:” Double click in that box.
 7. The Text-Properties window should open. Find the first sentence of the paragraph you want to change. Double click on those words.
 8. The Edit Text window should open. The large white box in the lower portion of the window should contain the paragraph you want to change. Click in that box and start to erase, type over, add more words, etc.
- NOTE: Do NOT erase the double quotes which appear at the beginning and the ending of the paragraph. Do not use double quotes in your letter.
9. When all the changes have been made, click OK on every window to get back to the Design screen.
 10. To exit from the Design phase, click on the File menu | Exit. Yes you want to save your changes.

Part 2. Setup

When all letters have been edited, go to the Setup menu. Choose Attendance Setup, and click on the Policies tab. If you have not already done so, fill in the Number of Absences for each stage of letters you want to generate.

One at a time, drop down the list that contains the letter names. Choose the appropriate letter name for each stage of your policies.

Part 3. Absentee Letters Report

The next time you execute the Absentee Letters Report, your edited letters should print.