The **Absence and Tardy Letter Text Editor** is a form used to setup the absent letters and to input the number of absences/tardies needed to generate letters to parents/guardians regarding absences and/or tardies. The first letter is usually generated when a student has five or more absences during the current semester. The second letter is usually generated after ten or more absences, and the third after fifteen or more absences.

### Access the Letter Text Editor

**STEP 1.** Click Attendance  
**STEP 2.** Click Configurations  
**STEP 3.** Click Letter Text Editor
Select or Add a Letter

STEP 1: If the letter you want to use is already loaded, select it. **(Note:** You can click the CHANGE button and click in either text box and edit the letter.)

STEP 2: Click Print Attendance Letters.

STEP 3: If you are adding a letter, click Add.

Adding A Single Letter

Click Add One Letter.
Editing the Letter

STEP 1: Name the Letter (for example Tardy 1 for students with at least 5 tardies, Tardy 2 for students with at least 10 tardies, Tardy 3, etc).

STEP 2: Add 1 for Part.

STEP 3: Enter Total Attendance codes needed to get this letter.

STEP 4: Copy/paste or type text here.

STEP 5: Copy/paste or type text here.

STEP 6: Click Insert

NOTE: When the letters are printed, a heading is automatically created with the school name, address, city, etc., and the date at the top, and the parent/guardian name, address, city, state, and zip code. The remainder of the letter must be setup starting with a greeting; e.g.: Dear Parent. The term [FN] can be used anywhere in the letter to insert the student's first name. The terms [PG] for Parent Guardian and [HE/SHE], [HIS/HER], and [HIM/HER] for the appropriate term according to the sex of the student can also be used. Other valid codes are [SX] (Sex), [BD] (Birthdate), [GR] (Grade), [LN] (Last Name).
Print Attendance Letter

Letter Text Editor

Correspondence Language Association (Leave blank to indicate default)

Total Attendance codes needed to get this letter: 15

Dear Parent:

This letter is to inform you of [FN]'s tardiness to class, which has occurred fifteen or more days this trimester. Shown below is a list of the dates [FN] was reported tardy.

(Details specific to each student appears in the center of the letter)

Text for the bottom portion of the letter

Please help us to insure that [FN] receives a quality education by getting to class on time in the future.

Sincerely,

Ms Jenny Roberts
Principal

Click Print Attendance Letters.
STEP 1: Select Letter (ie. Tardy1).

STEP 2: Leave as Print All Parts for this ID

STEP 3: Enter Date Range

STEP 4: Keep Checked to add this letter to letter log.

STEP 5: Select Print Options

STEP 6: Keep Checked to include all prior letter dates on letter to parent.

STEP 7: Select which absence codes you want to count (You will see NMUSD absent codes- these are demo data)

STEP 8: Click Print Letters

STEP 9: Once the letters print (PDF is created) the other three buttons at the bottom will become available- you can return and print labels as well as a list of students that met criteria for this letter.