

# SSMS Star Student – Attendance Letters

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ATTENDANCE MODULE → REPORTS → ATTENDANCE LETTER

## **ATTENDANCE LETTERS:**

### **3<sup>rd</sup> Unexcused Absence Letter (Sent by School)**

1. Absence Parameters: 3 – 365, Uncheck Excused
2. Leave Tardy Parameters at Default (0-365)
3. Check: Check Attendance for All Schools in the Current School Year
4. Select Grade Level
5. Run
6. ***\*\*\*Note: Do not check Update Students Selected. Update Student Attendance Page when Letter is Sent.***
7. Review Letters and Print those you wish to send (some may be pending updated information).
8. When letters are signed and ready to send, go to the student's Attendance Page and Enter Letter# 30 or select from Drop-down. Save Record.
9. Retain file copy of each letter along with a copy of the Student Detail Report
  - a. Student Detail Report: Select Students
  - b. Select All Schools
  - c. Run

### **4th Unexcused Absence List (NO LONGER SENDING LETTERS)**

1. Run Excessive/Perfect Attendance Report
2. Absence Parameters 4 – 365, Uncheck Excused
3. Check: Check Attendance for All Schools in the Current School Year
4. If the student is special education or 504, please request that a meeting be set up and that a notice is placed in the student's record that the attendance issue is not a manifestation of the child's disability.
5. When student has reached the 4<sup>th</sup> Unexcused Absence, send a **copy** (please keep additional copy on file at school) of the 3-Day Letter to Kim Bishop via Interoffice Mail. Please call or email when letters are sent. If the student is special education or 504, please notify Kim that the review process has been initiated.

Email: [kbishop@dcbe.org](mailto:kbishop@dcbe.org)

Phone: 14100

### **4<sup>th</sup> Unexcused Absence Final Checklist:**

1. 3<sup>rd</sup> Unexcused Absence Letter (copy)
2. Special Education/504 – begin Manifestation process

### **5th Unexcused Absence Letter (Sent by School)**

1. Absence Parameters: 5 – 365, Uncheck Excused
2. Leave Tardy Parameters at Default (0-365)
3. Check: Check Attendance for All Schools in the Current School Year
4. Select Grade Level
5. Run
6. **\*\*\*Note: Do not check Update Students Selected. Update Student Attendance Page when Letter is Sent.**
7. Review Letters and Print those you wish to send (some may be pending updated information)
8. Print letters for the students who need a 5 day letter sent from the Central Office.
  - a. Pull the Student Enrollment Form and verify the Address
  - b. Go to the letter of the student you want to print
  - c. Click Print
  - d. Select Printer: **BOE ATTENDANCE**
  - e. Check: Current Page
  - f. Print the Letter
9. After letters are sent to the BOE\_ATTENDANCE printer, go to the student's Attendance Page and Enter Letter# 50 or select from Drop-down. Save Record.
10. Print a copy of the Student Profile to the BOE\_ATTENDANCE printer.
11. Print a copy of the Student Detail Report to the BOE\_ATTENDANCE printer.
12. Retain file copy of each letter along with a copy of the Student Detail Report
  - a. Student Detail Report: Select Students
  - b. Select All Schools
  - c. Run

### **5<sup>th</sup> Unexcused Absence Final Checklist:**

- \_\_\_\_\_ 1. 3<sup>rd</sup> Unexcused Absence Letter (should have been sent earlier)
- \_\_\_\_\_ 2. 5<sup>th</sup> Unexcused Absence Letter
- \_\_\_\_\_ 3. Student Profile (Student Information Module, Reports)
- \_\_\_\_\_ 4. Student Detail (Attendance Module, Reports)

**\*\*\*When a student has an unexcused absence after the compliance date on the 5<sup>th</sup> unexcused absence letter, the Central Office should be notified by sending, via the BOE\_ATTENDANCE printer, a copy of the student detail followed by a phone call or email to Kim Bishop.**

**Compliance Date Final Checklist:**

- \_\_\_\_\_ 1. Copy of Student Detail**
- \_\_\_\_\_ 2. Manifestation Notice if student is Special Education or 504**