Introduction to:
Absence Letters
A Users Guide

February *2019*

Absence Letters

- Base Data Requirements
  - Letter Samples, Set-up, Installation
  - Setting Up Personnel
  - Electronic Signatures
- Data Validations
  - Primary Contact
- Letter Selection
  - Number of Days
  - Cumulative or Consecutive

- Selecting Parameter Values

- Processing Absence Letters

- Absence Letter Results
  - Editing

- Printing Absence Letters

- Saving Absence Letter Results

- Generating Absence Letter Reports
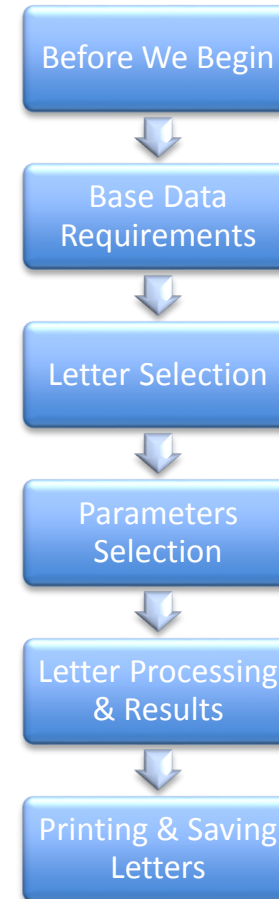
- Absent Letter Sent Deletion

Absence Letters

Before We Begin

The absence letter functionality in ClassMate easily allows the administrative staff to generate a variety of absence letters specifically designed to meet the criteria of your schools' attendance policies and procedures.

Prior to using the **Absence Letter** functionality the letters must be designed & specific criteria established to drive the development of your custom letters. After the letters are developed and loaded into your ClassMate system, users will receive training on the functionality.

This process must be started 1 Month prior to scheduled Absence Letter Training.

Before We Begin

⬇

Base Data Requirements

⬇

Letter Selection

⬇

Parameters Selection

⬇

Letter Processing & Results

⬇

Printing & Saving Letters

Absence Letters

Before We Begin: Setting Up Absence Letters
Base Data Pre-Requisites

- **Absence Letter Samples**

  - Provide up to 3 electronic copies of all absence letters to be installed in ClassMate.

    Additional letters can be added for an additional fee.

- **Identify Personnel**

  - Establish the administrator (s) whose name will appear on the letters

  - Digitized Signature created and loaded into ClassMate for each identified administrator

- **Letter Customization**

  - Create new electronic version (s) of letters to be installed.

  - Identify when the letter is to be used. (5 day, 10 day, etc)

  - Identify if the letter is to be used for Consecutive Days (Process A) or Cumulative Days (Process C)

  - Identify the administrator name and signature to be used for each letter

  - Ensure all spelling and grammar are correct

  - Identify any additional copies (cc: District)

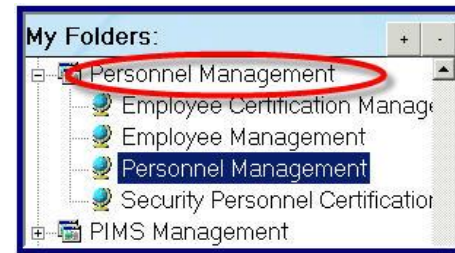 **Letter Development and Installation is completed by ClassMate System engineers**

Absence Letters

Getting Started
Base Data

Double Click **My Modules** > Double Click **Personnel Management Module**
> Click **Personnel Management**

In the **Personnel Management module** ensure the names of the administrators identified for the absence letters and their digitized signatures have been properly setup. The identified administrators name and if desired their signatures will automatically be included on the absence letters.

- Select **Location Personnel Tab**
- Ensure the Administrators Identified for inclusion on the letters have been created and have correct Job Title field populated
  - * Please check the box next to Principal as some reports are created to pull "Principal" checkbox as opposed to Job Title
- Select the **Digitized Signature Icon** located in lower right corner to add the signature for that administrator

Absence Letters


Getting Started

Base Data

Absence Letters

Getting Started
Base Data

Digitizing and Loading Personnel Signatures

- On a sheet of white paper using a **BLACK** felt tip pen, have administrator sign their name in a 2 inch (400 pixels) by 2 inch (200 pixels/inch) space.
- The signature will appear **EXACTLY** as signed on the letters. Please review for accuracy.
- Scan the signature as a **JPEG** file
- **Save** the file . You will browse to this location for uploading the signature.

- Select **Black Pen Icon** located in bottom right corner
- Browse to select the signature file from the saved location
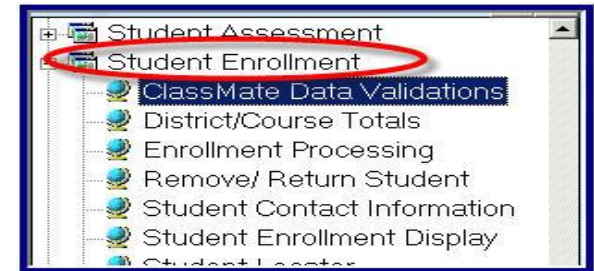- Click the **Black Disk Icon** to Save
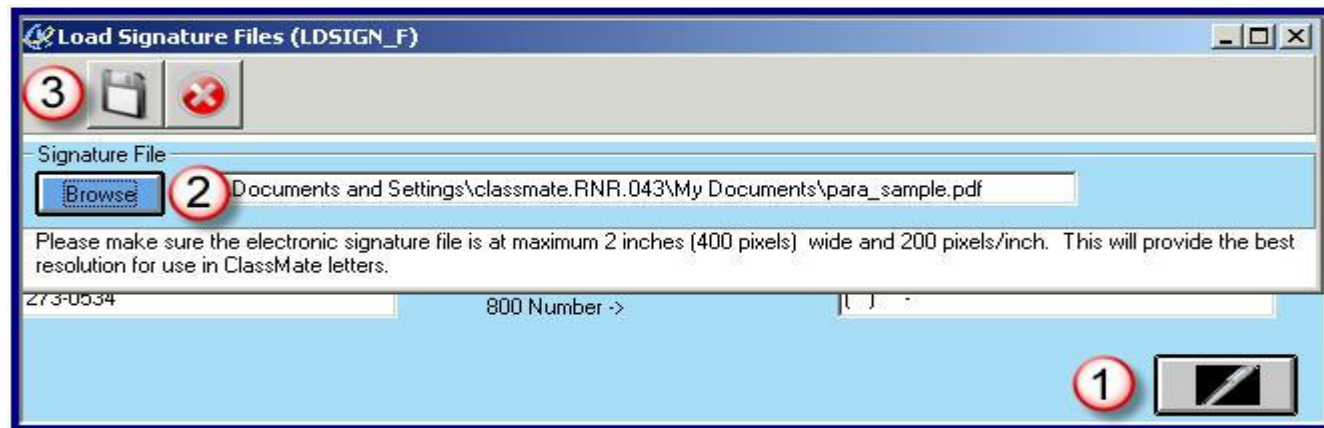
Absence Letters

Data Validations for Primary Contact

Absence letters will not generate for a student if a Primary Contact has not been identified in Student Contacts

Double Click **My Modules** > Double Click **Student Enrollment** >

Click **Classmate Data Validations**

- In the **Attendance Validations Category**
- Select **Primary Contacts** as **True**
- Click the **Blue Validation Button** in the top right corner

The Primary Contact Data Validation will produce a listing
of students that **DO NOT** have a primary contact
identified in ClassMate.
You do not need to correct any students on the P01
Validation (these students are missing a contact in
Student Registration). You will only need to correct and
enter a contact for students who show on the P02
Validation.
Enter a primary contact for the identified students and
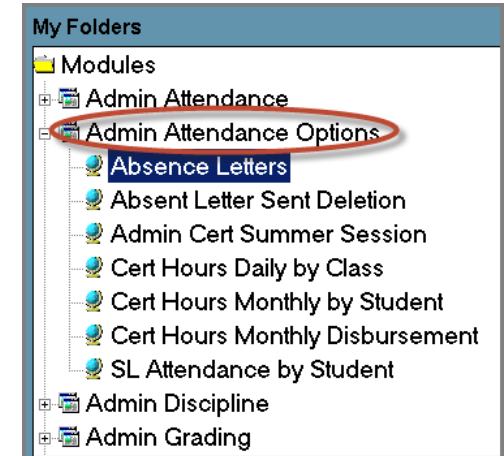re-run the validation until there is no data to display.
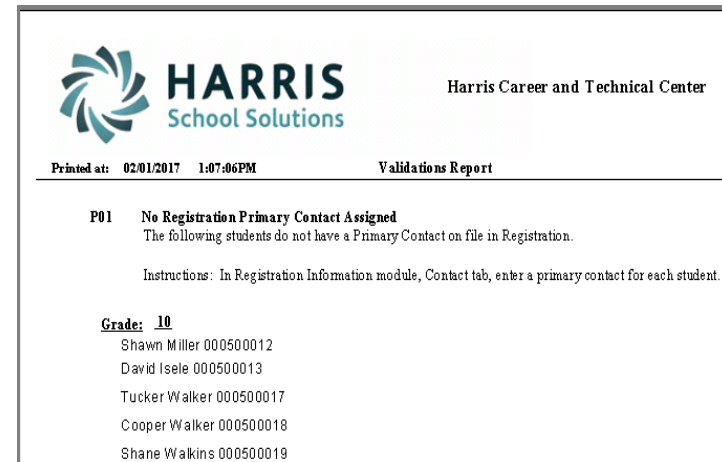
Absence Letters

Generating and Printing Absence Letters

Schools often have several different letters. It is required that a letter be selected prior to generating letter results

Getting Started

Double Click **My Modules** > Double Click **Admin Attendance Options** > Click **Absence Letters**

Absence Letter Selection

① Select a **Location** from the Location drop-down

② Select an **Absence Letter** from the **Letter Selection l**ist by clicking the grey box to the left of the desired letter.   The letter listing display will reflect the custom reports at your site.

③ **# Days:** Will default to the letter selection reflecting number of days absent
   Dates: **Start date** will default to the first day of school (this normally will not change but can be edited)
   End date will be the defined by the letter generation schedule (Defaults to current date OR current date minus the # of days that an Excuse can be accepted (set up in ClassMate Custom Control), however the date can be edited.

④ **Operator:** Select = letter generation will be equal to the number of days
   Select < letter generation will be less than the number of days
   Select > letter generation will be greater than the number of days
   Select <= letter generation will be less than/equal to the number of days
   Select >= letter generation will be greater than/equal to number of days

Absence Letters

Selecting Parameter Values

Select an **Absence Letter** from the **Letter Selection** list by clicking the grey box to the left of the desired letter. The letter listing display will reflect the custom reports at your site.

⑤ **Class Type:** Select a class type from the drop down menu. Options include: All, Vocational, Academics Supplemental & Other

⑥ **Grades:** Select a grade level. Options include: All, 9-16, ASP or SUG

⑦ **Category:** Select a category. Options include: All, Absent Excused or Absent Unexcused

⑧ **Tardy Totals:** Select to include Excused, Unexcused or do not include by not making any selections

⑨ **Withdrawn:** Select to include Withdrawn Students

Absence Letters

Generating & Printing Absence Letters: Helpful Hints

Add Button:	Use the "Add" button to select multiple parameters
Delete Button:	Use the "Delete" button to remove parameters
All:	Selecting "All" will include all items listed in the drop down
Tardy Totals:	Utilize the check boxes to select or deselect an option

Absence Letters Process

Letter Selection → Operator Selection → Generate Letter Results → Letter Results Editing → Print Letters → Save Letter Result

Absence Letters
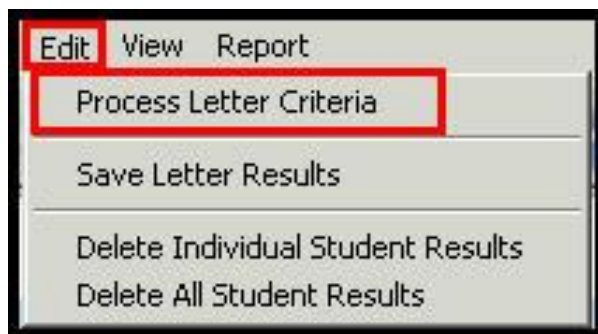
Absence Letter Selection

Absence Letters

Processing Absence Letters

Once an Absence Letter is selected and parameters have been chosen, letters are ready to be processed.
There are two ways to process Absence Letters.

Method 1

Go to Edit > Process Letter Criteria

Once the letters are generated, the
"Process completed successfully"
dialogue box will appear.

Click **"OK"**

Method 2

Click the "Process Letter Criteria" icon

Absence Letters

Absence Letters Results

When Absence Letter processing is complete, a list of Student Letter Results will display.

Last	First	M	Sfx	Grade	Type	Age	Absent	Tardy	StartDate	EndDate	PGR	Student	LetterID	Program	Course	Class	#Days	Operator	ProcessDate	CreateUser
Burson	Eboni	K		10	V	16	6	0	08/29/2016	03/10/2017	0	00001229	000001				6	=	3/21/2017 10:43:44 AM	classmate
Cooper	Cory	T		10	V	16	6	5	08/29/2016	03/10/2017	0	00001213	000001				6	=	3/21/2017 10:43:44 AM	classmate
Cooper	Jasmine	M		10	V	15	6	2	08/29/2016	03/10/2017	0	00001225	000001				6	=	3/21/2017 10:43:44 AM	classmate
Burson	Amber	L		11	V	16	6	2	08/29/2016	03/10/2017	0	00001220	000001				6	=	3/21/2017 10:43:44 AM	classmate

Student Letter Results processed 03/21/2017 10:43:44 AM by classmate

Editing Absence Letters Results

Deleting Individual Student Results:

- Select an student by clicking to the left of the student's name
- Go to **Edit > Delete Individual student** to remove the student from the results list
- OR right click on student's name and select **Delete**
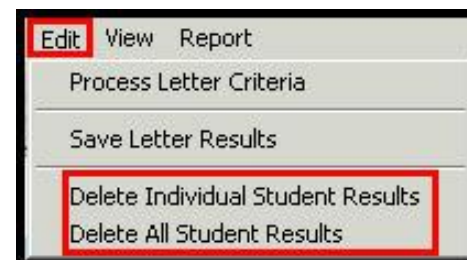
Deleting All Student Results:

- Go to **Edit > Delete All Student Results**
- This will delete all students from the results list

Note: It is a ClassMate best practice to correct any attendance errors discovered in the appropriate attendance module. Student attendance CANNOT be corrected in the Absence Letter Module
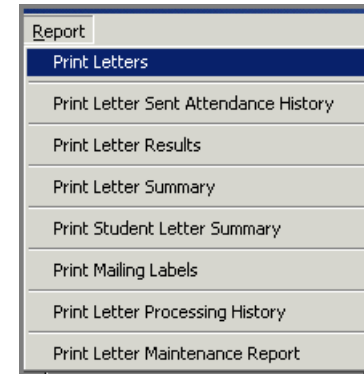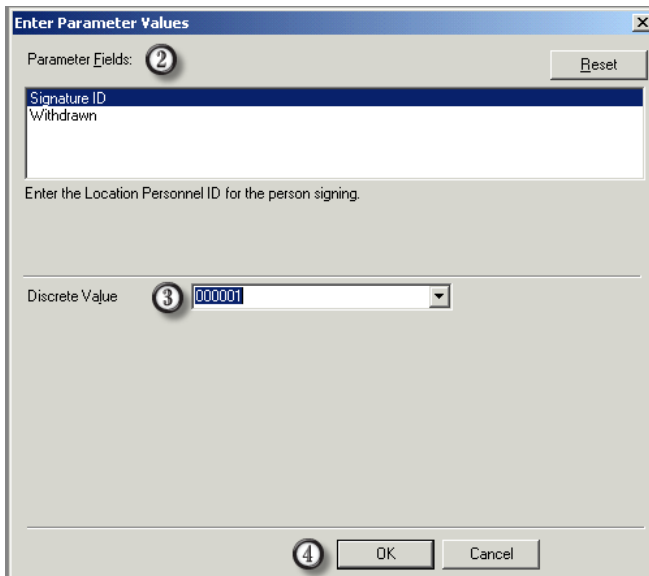
Absence Letters

Generating & Printing Absence Letters: Print Letter Results

After the processed letter results have been generated & reviewed, the letters can be printed.

① Select **Report** > **Print Letters**

② Select from the Parameter Fields provide. Parameters will be defined by the letter customization

③ Select a **Discrete Value** from the drop-down

④ Select **OK** to print the letters

Note: Each customer has a different set of parameters, depending on the requirements of the letter.
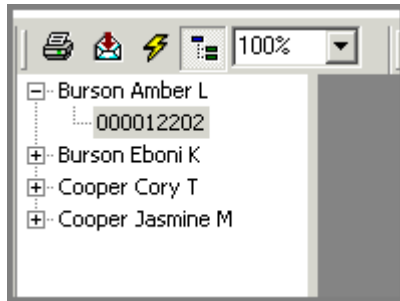
Absence Letters

Generating & Printing Absence Letters: Absence Letters
After the processed letter results have been generated & reviewed, the letters can be printed.
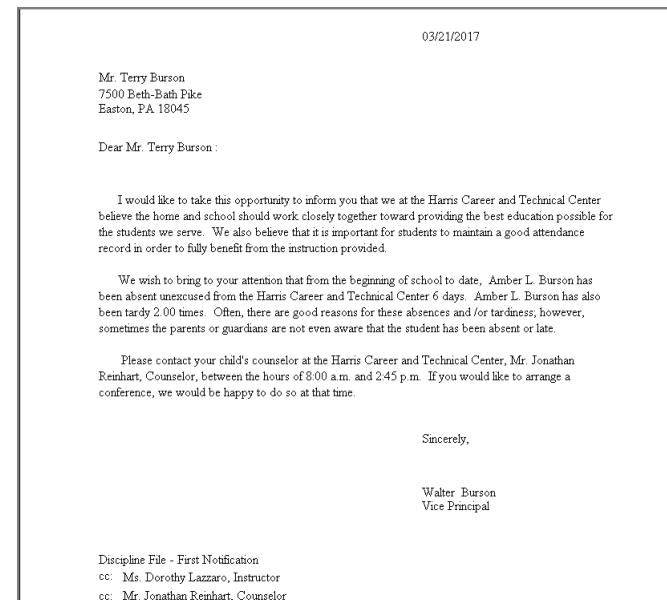
Absence letters are now ready to print. Students will appear in the report tree on the left

Click the "Printer" icon to print letters

After Absence Letters have been printed, the letter results **MUST** be saved to ensure students do not mistakenly receive duplicate letters. This will prevent absence letters and will also populate various reports available in the Absence Letter Report menu, such at the **Print Letter Attendance History Sent Report**

03/21/2017

Mr. Terry Burson
7500 Beth-Bath Pike
Easton, PA 18045

Dear Mr. Terry Burson :

    I would like to take this opportunity to inform you that we at the Harris Career and Technical Center believe the home and school should work closely together toward providing the best education possible for the students we serve. We also believe that it is important for students to maintain a good attendance record in order to fully benefit from the instruction provided.

    We wish to bring to your attention that from the beginning of school to date, Amber L. Burson has been absent unexcused from the Harris Career and Technical Center 6 days. Amber L. Burson has also been tardy 2.00 times. Often, there are good reasons for these absences and /or tardiness; however, sometimes the parents or guardians are not even aware that the student has been absent or late.

    Please contact your child's counselor at the Harris Career and Technical Center, Mr. Jonathan Reinhart, Counselor, between the hours of 8:00 a.m. and 2:45 p.m. If you would like to arrange a conference, we would be happy to do so at that time.

Sincerely,

Walter Burson
Vice Principal

Discipline File - First Notification
cc: Ms. Dorothy Lazzaro, Instructor
cc: Mr. Jonathan Reinhart, Counselor

Absence Letters

Generating & Printing Absence Letters: Saving Letter Results

This is a mandatory step in the process

① Select **Edit**

② Select **Save Letter Results**

③ Select **Yes** when "Have all Letters been printed"
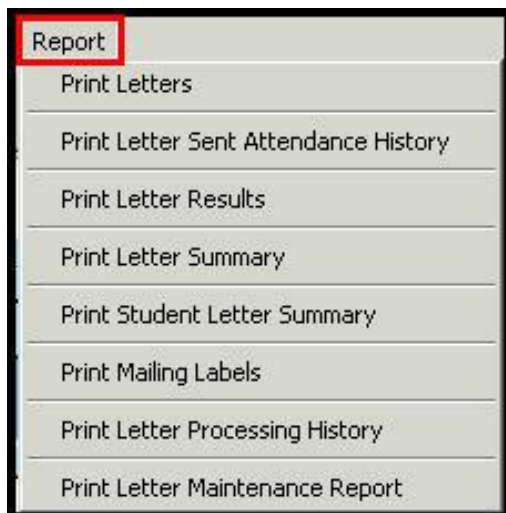
dialogue box appears
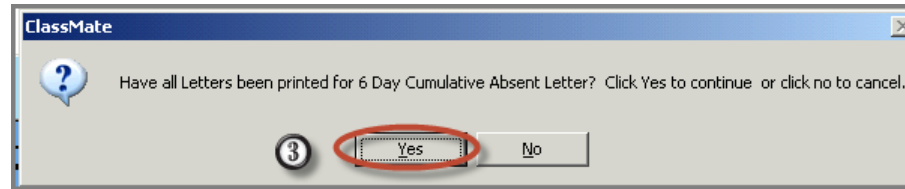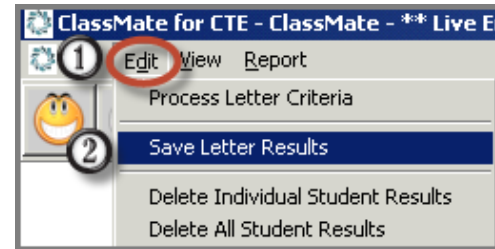
④ Select a **Ok** when the process completed successfully message displays
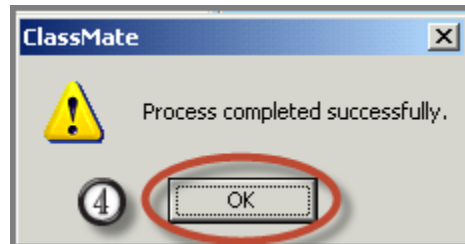
Absence Letters

Generating Absence Letter Reports

A variety of Absence Letter Reports are available through the **Absence Letter Reports Menu**

Absence Letters

Reprinting an Absence Letter / Deleting Letter Results: By student

Sometimes it is necessary to re-print an Absence Letter.

Since the Absence Letter module saves the results of any letter printed, you will need to delete the letter sent results for the individual student who needs to be re-printed, so that the letter can populate again.

This functionality is by student only.

Double Click **My Modules** > Double Click **Admin Attendance Options** >

Click **Absence Letter sent Deletion**
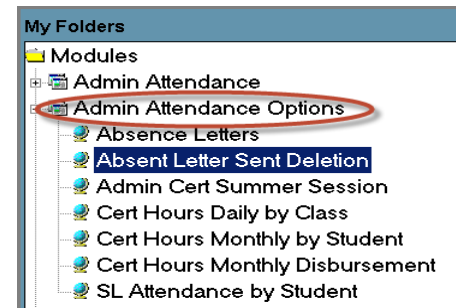
① Select the **Location**
② Select the **Student Name**
③ Select the **Saved Letter Result** you would like to delete & right click
④ Select **Delete**

The saved result will be removed from the list and users can then once again process letter results and the student will be included
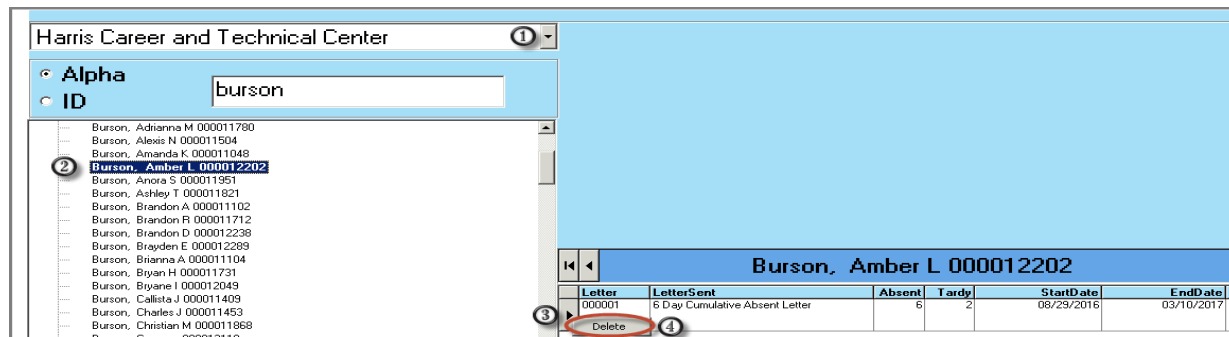
Absence Letters

Reprinting an Absence Letter

- Return to the Absence Letters module
- Enter in the criteria for the student that needs to be re-printed
- Re-print the letter
- Save the results again