

# Generating Attendance Letters using CIMS

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Last Updated: December 2008

## ATT.580a – Print Absence Letters/Labels (And summary list)

CIMS is excellent to use to send letters/email to parents to make them aware of absence milestones, ie:

- Student misses same course more than 5 times
- Student misses same course more than 9 times (different letter)

The goal will be to send a letter at each milestone and not between, ie: if a student misses MATH12 5 times - send a AB5 letter. At 6, 7, or 8 absences do not send - but when 9 absences are hit - autoproduce and send the AB9 letter.

ATT.580a will produce a letter that includes:

- Absence details by calendar date and periods missed (optional)
- Absence summary by course
- ATT Tag containing history of all letter(s) sent home (optional)
- Letter contents as defined in ATT.280 letter formats

At the time that you send /generate the letters it is important to create/update the ATT tag. This is what holds all information regarding when and what letter was sent for what course. When letters are run requesting 'Skip if letter already sent' - it looks to the ATT tag to assess whether a letter has been sent.

MYSTERY LAKE SCHOOL DIVISION  
R.D. PARKER COLLEGIATE  
AUG. 20, 2006 TO APR. 05, 2007

TO THE PARENT/GUARDIAN OF:  
JO\*OFFICE\* A. BEADY  
C4 - 5 CAMBRIDGE  
THOMPSON MB RON OKL

MR. TEACHER/ADVISOR: J. HOLDEN  
CONTUIS, BRANDY 677-6450  
FLETT, RONNIE 677-2023

This is a notification that you have reached twelve (12) absences in at least one course this semester. This includes the unexplained, explained and school excused absences.

Please look over the enclosed attendance report for all absences in all courses.

Regular attendance is important in achieving success in high school. Student with excessive absenteeism are more likely to have difficulty, often resulting in failing grades.

It is important to point out that the attendance policy states that students who have 22 or more absences for a full credit class or 11 absences for a half credit class (25% of the total class time) may receive a "NO CREDIT" in the course.

We must work together to help you succeed

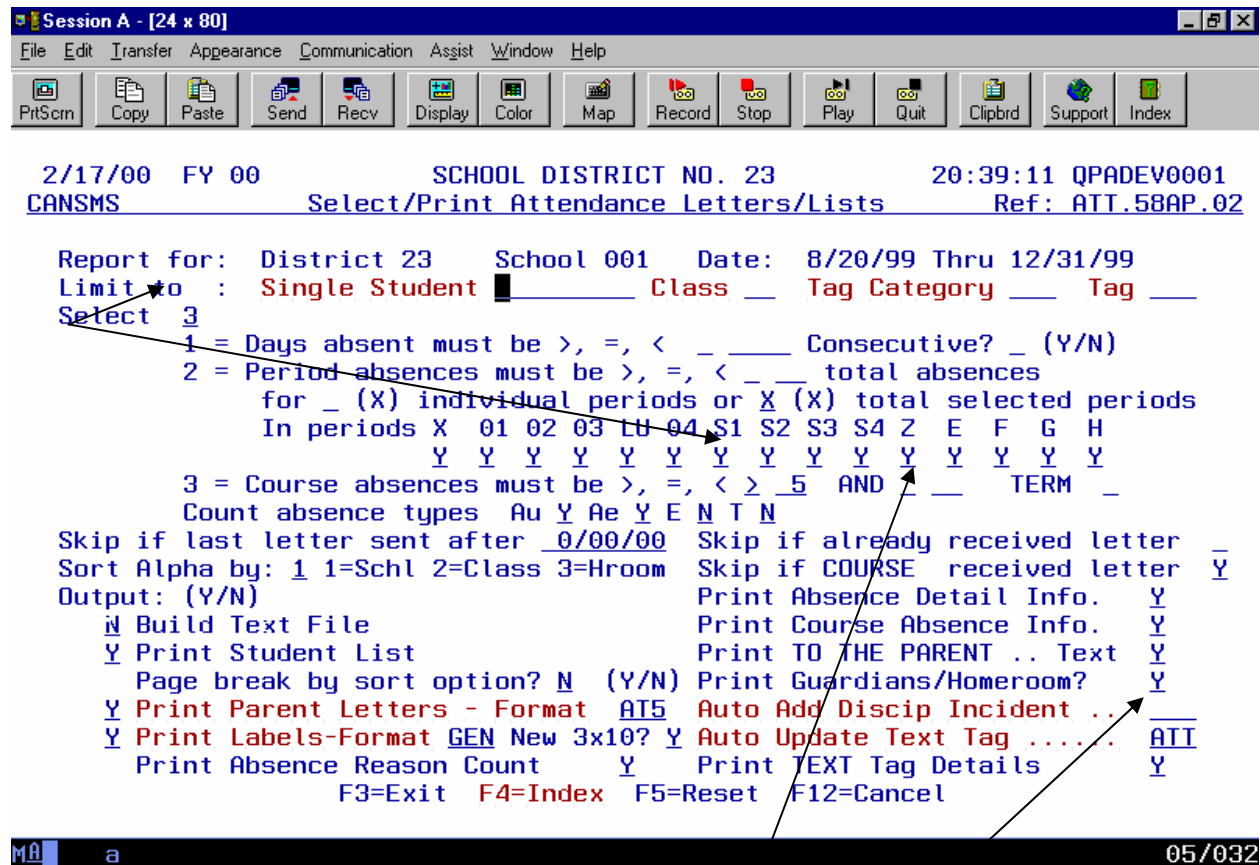
PER	SUBJECT	TEACHER	ABSENCES UNEXPL (Au)	ABSENCES EXPLND (Ae)	SCHOOL EXCUSED (E)	LATES (T)
E	ENGLISH 10F	E. BANCHEK	0075	0001	0000	0002
E	MATH 10F	M. ELENIAK	0074	0001	0000	0005
C	SCIENCE 10F	M. ELENIAK	0055	0001	0000	0000
D	SOC ST 10F	E. BANCHEK	0027	0000	0000	0000
A	PHYS ED 10F	J. VANDOLDT	0040	0001	0000	0000
A	HST 10S	*DROPPED	0001	0000	0000	0000
A	BAND 10C	J. HOLDEN	0028	0000	0000	0009
D	KEYS 15C	J. BEATTIE	0032	0001	0000	0004
D	KEYS 25S	J. BEATTIE	0032	0000	0000	0000
C	HST 10S	E. KWACHI	0026	0000	0000	0000
I						

Letters can be run daily or at the end of every week (depending on school goals, policy).

### Handling Student hitting absence milestone for multiple Courses - same Day

The one SPECIAL HINT is that each time a letter run is completed - it can only run for a course. If it say the end of the week and Student A has been away for the past 6 days - he has missed all 4 courses 6 times. When the letter batch is run - an ATT tag will get produced only for the first course. You will want to run the letter option 4 times and just disregard the additional letters. By doing this - you will get rid of the need for multiple letters all saying the same thing AND more importantly the ATT Tag will get updated appropriately.

### Filling in the Attendance Letter Prompts



- If you are experimenting DO Not request to update ATT tag \*\* Tag Att OFF!
- If you print different letters at say over 5 then over 10 make sure that 'Skip if course received letter' is 'Y' AND that you fill the AND < 10 in so that kids away for 10 absences do NOT receive an AT5 letter.
- When you print say the AT5 letter, you can request the format twice - once for over 18 (Print TO THE PARENT .. Text) = "N" ... then do it again for those under 18.

## Producing Letters - Considerations

- Order of running letters is important. Each week when you run letters - run them in order of worst to best. Do the 9AB letters then the 5AB letters for example.
- As indicated previously, run the same option once - and produce letters/labels/emails. Once that is successful - run that same format an additional x times (x being the normal number of courses a student takes). All of the additional runs can be deleted. The goal here is to update that student for all courses hitting the milestone and send only one letter.
- For each run if you are concerned with the over 18 issues (Manitoba only - adult kids not wanting letters to be addressed to the parent/guardian) - then you will run letters twice - first for the 18+ tag and then for everyone but the 18+ tag changing the prompt as to addressing the letter.

## Pre-Define your Letter Formats to make running them each week easy

Predefining formats is critical so that you don't have to manually each day for each letter type fill-in appropriate blanks. Plus mistakes can easily be made and once 100's of letters appear and tags get updated - it is hard to resolve.

Use ATT.281 to define a format for each of your milestones and for each group of milestones (only applicable if in Manitoba using over 18 tag).

ATT.281 brings up the Attendance Letter Prompts and let's you save your input. Then each week when you need to run your sets of letters:

11/09/07 FY 05 TAKE TWO INC. 11:27:55 QPADEV0003  
CANSMS Select/Print Attendance Letters/Lists Ref: ATT.58AP.01

Report for: District: 444  
School: 001

From: 8/20/04  
Thru: 11/09/07

Predefined Selection: 05A (optional)

Student: [blank]  
Class: [blank]  
Tag: [blank] Include or Omit? I (I/O)

Age Greater Than [blank]  
Age Less Than [blank]

F3=Exit F4=Index F5=Reset F12=Cancel

ME a 14/040  
1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4\_001

### **Hints - creating standard letter formats ATT.280**

When CIMS produces the attendance letter it automatically prints:

- Header information for student/parent name, address (good for window envelope)
- phone, homeroom information in case you are handing to teachers to deal with
- Contents of letter
- Absence details

Make your letter generic. You cannot slide in the kids name or have merge like fields. Also make your letter as brief as possible to ensure that the letter does not exceed single page if possible.

### **Hints - Test your Letter Formats before using**

If you want to test a letter format:

- a) create the letter
- b) Use ATT.580a and ask to run for just student# and input a student#
- c) Make sure to leave update attendance tag blank !!!!

### **Hint – Sending Letter to 3<sup>rd</sup> Guardian**

When CIMS is auto-generating letters you can at the same time produce an additional copy addressed to Guardian 3. IN order to be included in the mailing two things have to be in place:

- On STU.301 in the family screen – you must indicate to include 3<sup>rd</sup> Guardian

Guardian 3: (LF)	BELL	DONNA	Rel: STEP-MOM
Addr: - 123	RODEO DRIVE	City: CALGARY	
Phn1: C 250 123-1234	Phn2: P 250 234-2345	Prov: AB	Postal Code:
Employer	St: Zip:	Custody: 3RD	
Email dbell@taketwoinc.com		RepCard/Att MAIL? Y	

- When requesting to print letters make sure to answer prompt:

Print Parent Letters - Format 5AB  
3rdGuardian Copy? Y EMAIL Ltrs? N \*\*\* The email option is independent

### **Hint – Sending Email and letter attachment rather than printing**

If when printing the letters you select to “EMAIL Ltrs?” ‘Y’ – then the system will be smart enough to generate letters for those parents who do not have an email address on CIMS and auto-send the letter via email for those parents that do have email addresses. Your list will still be produced indicating all the letters that got done, but now it will also indicate which were emailed versus having a physical copy printed on your printer.

For each student as CIMS produces the letter it looks to the demographics for an email address. If it finds an email address for guardian1 – that letter will email immediately to that address rather than to produce a copy for you to print.

## ATT.520 Analyze Student attendance/presence by Course or Teacher

Excellent report to analyze absences by course, type of course (English only say), or by Teacher. This is a totally accurate representation of attendance ratios because it considers each day enrollment and does not calculate per day figures.

- detail/Summary - means show section details or just a single line per teacher/course

Session A - [24 x 80]

File Edit View Communication Actions Window Help

4/22/04 FY 00 DEMONSTRATION SCHOOL DISTRICT 11:08:12 QPADEV0002  
 CANSMS Course Absence Summary Analysis Report Ref: ATT.520P.01

Report for: District: 006  
 School: 030

Limit to: Term(s): 1 - 4  
 Date Range: 090103 063004

Class Rolls Y Only? N  
 OR Attendance Taken Y Only? Y

Teacher(s): \_\_\_\_\_  
 Course(s): \_\_\_\_\_

Include Au? Y Ae? Y Ex? N  
 Sort by Teacher/Course or Course C (T) (C)  
 (D)etail/(S)ummary S

F3=Exit F4=Index F5=Reset F12=Cancel

MA a MW 04/032  
 Connected to remote server/host 192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1:

Microsoft Word - Document2 (Preview)

Date: 4/21/05 001 WACHOVIA SECONDARY SCHOOL - WACHOVIA SCH  
 Time: 9:47:48 COURSE ATTENDANCE ANALYSIS SEP. 01, 2004 to JAN. 20, 2005

Teacher(s)  
 Course(s)

Percentage	Enrollment	Total	Total	Total		
Course	Strt	End	Enroll	Absent	Present	Pres%
TED001 TECHEDDD 10S 1 D HURDER	19	20	1665	80	1585	95.20
SUB-TOTAL	19	20	1665	80	1585	95.20
TEG005 TECHEDMED10S 1 D HURDER	21	23	1921	167	1754	91.31
TEG005 TECHEDMED10S 11 D HURDER	1	1	82	34	48	58.54
SUB-TOTAL	22	24	2003	201	1802	89.97
TEG009 TECHEDART10S 1 J KRAMMS	9	10	755	52	703	93.11
SUB-TOTAL	9	10	755	52	703	93.11
TEM001 TECHEDMTL10S 1 J KRAMMS	19	19	1636	119	1517	92.73
SUB-TOTAL	19	19	1636	119	1517	92.73
VAG001 VARTSGEN 10S 1 J ELWOUND	31	32	2723	234	2489	91.41
VAG001 VARTSGEN 10S 2 M JAMESON	24	28	2354	270	2084	88.53
VAG001 VARTSGEN 10S 22 M JAMESON	0	1	24	0	24	100.00
SUB-TOTAL	55	61	5101	504	4597	90.12
WPD1C1 WEB PAGE11SB 1 N LAMBERT	22	19	1776	196	1580	88.96
SUB-TOTAL	22	19	1776	196	1580	88.96
WPD2C1 WEB PAGE12SB 11 N LAMBERT	1	1	82	1	81	98.78
SUB-TOTAL	1	1	82	1	81	98.78
GRAND TOTAL	5772	6310	470171	41337	428834	91.21

Page 1 Sec 1 1/1 At 14.7cm Ln 33 Col 1 REC TRK EXT OVR WPP

## ATT.522: Letter Tag/List report

Use this report to list summary/detail based on the ATT tag:

- eg: look for all students who got OVER5 letter this month in detail
- Run an annual summary list of how many letters of each type were distributed this year \*\*  
VERY COOL \*

11/09/07 FY 05 TAKE TWO INC. 11:48:48 QPADEV0003  
CANSMS Attendance Letters Sent (Tag) Report Ref: ATT.522P.01

Report for:  
District: 444  
School: 001  
Date Range: 11/09/07 - 11/09/07  
Tag: ATT  
Letter Tag Type: 3 1 = Days Absent  
2 = Periods Absent  
3 = Courses Absent  
Detail/Summary? D  
Limit to:  
Letter Format: 05A  
F3=Exit F4=Index F5=Reset F12=Cancel

MR a 07/032  
1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4\_001

## ATT.904 – Attendance Check critical to success

In order for letters to be effective the school must feel confident that attendance is being taken religiously by the teachers. Whether you are scanning bubble sheets or using Teacher Connect to input attendance – ATT.904 should become a daily practice at schools to ensure attendance is being completed. This report can be run every day – and followups should occur. If you are using TeacherConnect negligent attendance can automatically be messaged.

For some school staff meetings we have run ATT.904 for a date range (include complete \*YES and \*NO) and run a downsms to provide a nice summary of how each teacher has done for that date range in completing attendance.