

Utica Absent/Tardy Letters



Management Technology Helpdesk

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Utica Absent/Tardy Letters for PowerSchool

The absent and tardy letter programs interface to the Utica PowerSchool system. The new version prints attendance letters for both absentee and tardy reporting.

Future version changes in consideration, being researched include:

- Program startup from PowerSchool on the web, avoiding the setup program requirement.
- A standard PowerSchool working environment to simplify where files are stored and created.

Version Change History 1.1

- All excused and un-excused absent history only displays values when the period and condition are met or exceeded for the letter number printed.
- The excused absent check, with a subsequent un-excused absence, verifies that the quantities are met before printing the date in the letter.
- Suspended ("S") is changed to an un-excused absence in the reporting.
- Tardy over ten minutes ("Y") is changed from a tardy to an un-excused absence.

Version Change History 1.2

- Un-excused absent reporting is independent of the excused absent reporting when printing the letters. The program requires running for each school day. The un-excused absences are printed when the limit is reached for the school day reported, using the Date-To parameter.
- Excused absent reporting prints the date the limit was reached instead of printing the number of absences in the period.
- Excused absent reporting, letter history 3, 4, and 5 is still saved in the history file to verify the letters are not printed more than once.

Version Change History 1.3

- New screen to update the student letters sent file has been created. The update form allows the attendance clerk to make an attendance correction in PowerSchool, resetting the letter number sent back for a course period, allowing a new letter to be sent when the absent/tardy condition occurs again.

Version Change History 1.4 September 2010

- Correction to spelling in letter

Version Change History 1.5 November 2010

- Increased size of letter foot file to 1.5 inches by 7 inches, allowing for school principal signature lines. This should provide cost saving by not having the principal sign each letter. Improved documentation on letter number assignment history.

Version Change History 1.6a April 2011

- Removed absent code E from the list of valid absent codes to include in the absent history. Utica asked to put the E code value back.

Current Version 1.9

May 2015

Install and Go...

You need to create a file folder, preferably on the network, to house the letters you will create. Name the folder to identify the absent/tardy letters. Copy the files “hdrUtica.jpg” and “ftrUtica.jpg” from your jarUticaLetter file folder into the new folder. These are Utica memo header and footer graphics. The header and footer files can be changed to your requirements. The documentation is also found in the folder.

- For the Output file directory - Browse to the folder you created on the network to house your data
- Use the drop down to choose the school
- Select either Absent letters or Tardy letters
- Click on the Date from date button and a calendar will be displayed where you can select your date
- Do the same for the Date to information
- Make sure the date that appears on the letter is correct
- You must enter a phone number that appears in the letter
- When the information is complete select Next
- Choose your Absent letter options and select Print
- The Select an Option box appears displaying the number of letters the program created and asks if you want to save the changes.
- Before you run this report again on the same day, refer to the full documentation to see what will be overwritten.

Create a File Directory to Store Your Letters, Parameters, and History

The letter files are created in “PDF” format and are saved with the school number and date created. The PDF files can always be opened and re-printed. PDF files have the capability to search for a student name and re-print a selected letter (page).

Each school building has a parameter file, saving the last report input parameters.

History files are created by school number, recording the letters sent by period, for each student. The program uses the history file to determine if a letter has already been sent for a specific course period.

All the letter files must be backed up each day in-order to recover updating or deleting a history file inappropriately. A suggestion is to define one file folder on a common server to store the files. In Utica each user has a folder that is copied and backed up; therefore creating a separate folder for each user is an alternative.

A summary of the files maintained:

File name	Description
pdfAbsLetter<xxxx>on<yyyy- mm-dd>	Absent letter for building xxxx created on date yyyy-mm-dd
pdfTdyLetter<xxxx>on<yyyy- mm-dd>	Tardy letter for building xxxx created on date yyyy-mm-dd
parmFile<xxxx>.TXT	Saved report parameters for a school building
absHistory<xxxx>.TXT	The absent history file contains the student id with the letters sent by period
tdyHistory<xxxx>.TXT	The tardy history file contains the student id with the letters sent by period number.
hdrUtica.jpg	This is the Utica memo header that is inserted at the top of the letter. This file must be present in the directory identified.
ftrUtica.jpg	This is the Utica memo footer that is inserted at the footer of each letter. This file must be present in the directory identified.

Report Selection Screen One

- Identify the file directory where the absent and tardy letters are created. This directory should be used each time you run the program.
- Absent or Tardy letter reporting selection.
- Choose the school building the letters are created for.
- Enter the from date and to date for the school semester
- Enter the building phone number that appears in the absent/tardy report.

After entering the report parameters, the program will save your input for the next time you run the program.

Always use the same absent and tardy letter option, by school building, each time you run the program.

Always verify the parameters selected are correct before printing the reports and saving your history file.

Special note: Due to Utica's special reporting requirements, the attendance letter program must be run for each school day during the week, properly recording the date tardy is recorded.

Utica Absent/Tardy Letters version 1.9

Output file directory: Enhancements\Documentation\Credit Review\ Browse

School building: 4267 Utica High School

Letter footer file: Browse

☒ Absent letters ☐ Tardy letters

Date from: 09-02-2014

Date to: The beginning of the school semester.

Date appears in letter: 06-03-2015

School department phone#

☒ Attendance office phone ☐ Main office phone

Options

Ltrs Sent

Click on the “Browse” button to select and choose the output file directory where your data is stored. There should be a copy of your special sign-in file here also.

Click on the date buttons to change the date. A pop-up calendar will appear to make a selection.

Report Selection Screen Two

Depending on the absent/tardy selection the proper reporting parameters are displayed.

- Choose your school reporting option
- Click on the Print button

Utica Absent/Tardy Letters version 1.9

< Back

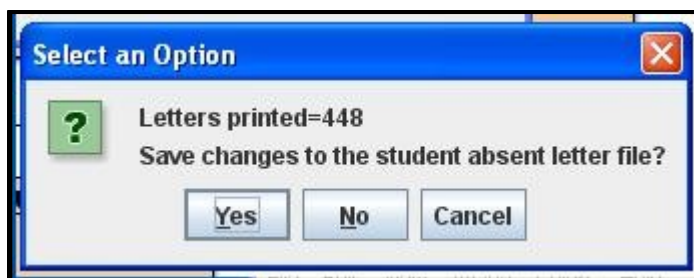
Print

%0 Absent letter options ☒ 3,7,15,2,7 ☐ 2,4,8,1,4

Save Your Letter Creation History

You have the option to save the history of the letters created. If the number of letters created is reasonable then save the file.

Another option is to not save the file on the first run, reviewing the output PDF file created. If the letters created are correct then run the program with the same parameters, saving the letter creation history. Once the letter history file is saved, the system does not allow a letter to be re-created for the same student and course period. This avoids sending duplicate letters to the parents that were created on a prior letter creation. The PDF file is used to re-print a selected letter.



Beginning of Semester Maintenance

The letter history file is saved for the current school semester. At the beginning of a new school semester, delete the “absHistory” and “tdyHistory” files. Deleting the files removes any letters sent to the student from the prior school semester. This procedure may be maintained by your technical support staff.


Several options were considered to avoid the beginning of semester requirement, but at the current moment this appears to be one of the safer solutions. Improvements to avoid performing this requirement will be included in a later version.

Absent/Tardy Codes and Calculations

All absent/tardy codes must be defined in PowerSchool for each school building and are reported in the following manner.

Cod	Description	Category
A	Unexcused	Un-excused
C	Court	Excused absent
E	Early dismissal	Excused absent
F	Funeral	Excused absent
H	Hospital	Excused absent
I	Illness	Excused absent
O	Other	Excused absent
R	In school	Excused absent
S	Suspended	Un-Excused absent
U	Unexcused	Un-excused
V	Vacation	Excused absent
X	Excused	Excused absent
===	=====	=====
Q	Excused tardy	Excused tardy
T	Tardy	Un-excused
Y	10-minute tardy	Un-excused absent

Sample Absent Letter



Utica Community Schools

09/08/2009

To the parents of John Wayne Adair
1234 Home Blvd, Apt 2
Hometown, HI 12345

Re: Attendance for John in grade 12

Please be advised that as of the above date your student has been placed on credit review or is in jeopardy of being placed on credit review as indicated below. School Board policies regarding attendance are quoted on the reverse side.

☒ Credit Review because of three (3) unexcused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6
		08-02	02-18		
		04-13			
	11-12	10-16	06-11		

Student Signature _____

☐ Credit Review because of unexcused absence subsequent to seven (7) or more excused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6

Student Signature _____

☐ Credit Review because of fifteen (15) excused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6

Student Signature _____

☒ Warning because of two (2) unexcused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6
		08-02	04-13		
	11-12	10-16	06-11		

☐ Warning because of seven (7) excused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6

Please contact the attendance office (123-4567) if you have any questions regarding the above information.

Sincerely,

Mike Kennedy
Cluster Attendance
Coordinator

Steve Beyer
Assistant Principal


T. Yoder
Assistant Principal

Judith Mann
Administrative Intern


Adlai Stevenson High School

38701 Dodge Park Road • Sterling Heights MI 48313 • (586) 797-1900 • fax (586) 797-1903

Sample Tardy Letter



Utica Community Schools



09/08/2009

To the parents of Corby Adams
4658 Norway Dr
Jackson, MS 39206

Re: Tardiness for Corby in grade 10

The Utica School District Rules and Regulations #5115.00 regarding student attendance states that a parent or guardian will be notified regarding excessive tardiness to class. A student who accumulates twelve (12) tardies to class will be subject to a one-day suspension. A student who accumulates sixteen (16) tardies in a class will be subject to a two-day suspension with a mandatory parent conference. A student who accumulates twenty (20) tardies will be subject to a three day suspension.


This letter will serve as the official parent/guardian contact as specified above to notify you that your student has accumulated excessive tardies as indicated below in the following classes as of 09/08/2009.

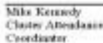
Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6
2	1	3	20	0	0


It is the intention of this policy to have the student change their attendance behavior for the rest of the semester. Further tardies may result in suspension time.


Please discuss the importance of good attendance with your student. If you have additional questions contact me.


Sincerely,




Mike Kennedy
Cluster Attendance
Coordinator



Steve Byrne
Associate Principal


P. Yoder
Associate Principal


Jeffrey Sturm
Administrative Intern

Adlai Stevenson High School

19701 Dodge Park Road • Sterling Heights MI 48311 • (586) 797-1900 • fax (586) 797-1901



Absence/Tardy Letter Number Sent Corrections

The attendance clerk can update the letter history file (letters sent), correcting a letter sent for a course period, allowing the attendance letter be sent a second time during the school semester. Corrections to the letters sent are made when student attendance is removed or changed in PowerSchool. The letter sent history file is updated, reflecting the correction(s) made for a student.

Letter Number Assignment

Letter numbers are assigned according to the levels reached in the warning or credit review letter.

Letter number	Limitation
1	Warning because of XX unexcused absences
2	Credit Review because of XX unexcused absences
3	Warning because of XX excused absences
4	Credit review because of unexcused absence subsequent to XX or more excused absences.
5	Credit review because of XX excused absences

Letter Number Relationship to Warnings and Credit Review

Please be advised that as of the above date your student has been placed on credit review or is in jeopardy of being placed on credit review as indicated below. School Board policies regarding attendance are quoted on the reverse side.

☐ Credit Review because of three (3) unexcused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Student Signature

2

☐ Credit Review because of unexcused absence subsequent to seven (7) or more excused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Student Signature

4

☒ Credit Review because of fifteen (15) excused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Student Signature
10-06	10-06	10-06				

5

☐ Warning because of two (2) unexcused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Student Signature

1

☐ Warning because of seven (7) excused absences as indicated in the table.

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Student Signature

3

Please contact the attendance office (1234) if you have any questions regarding the above information.

Letter Sent Maintenance

Click on the letter sent maintenance button.

Maintenance Caution

Letters for unexcused absences (letter 1 and 2) are not dependent upon a letter being printed for excused absences (letters 3, 4, and 5). Letters 1 and 2 are printed on the day that they occur; therefore, the attendance/tardy program does not save a letter number for occurrences number 1 and 2.

If you search for a student to who only has unexcused absences (letter 1 and 2), then you may not find the student because no history was saved. Make absent corrections to PowerSchool. The letter program will adjust for letter sent condition 1 and letter sent condition 2.

Students with letter numbers three (3) and above are saved in the history file and available for correction, allowing a letter to be re-printed.

Find the student by last name, first name

The system selects student names with the matching number of characters entered. For example:

- "A" will list all the students with last name beginning with A.
- "Smith" will list all the students with a last name beginning with Smith only.

Enter the last name, first name to search for and press the Find button. The system only displays students with records in the letter history file.

Utica Absence/Tardy Letters

PowerSchool Absent Letters Sent version 1.9

Find student last name, first name: a

Period 1
Period 2
Period 3
Period 4
Period 5
Period 6
Period 7
Period 8

Find
Next>
Update
Cancel
Back

Enter student last name, first name. Press Find.

Press the Next> button to display student names

Student names are displayed in ascending order.

Utica Absence/Tardy Letters

PowerSchool Absent Letters Sent version 1.9

Find student last name, first name: AStudent, Firstname|grade=12

Period 1
Period 2
Period 3
Period 4
Period 5
Period 6
Period 7
Period 8

Find
Next>
Update
Cancel
Back

Press Next> for next student.

Period	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8
Period 1	4							
Period 2	3							
Period 3	3							
Period 4	3							
Period 5	3							
Period 6	3							
Period 7	1							
Period 8	0							
Period 9	0							

Make Changes to the Student Letter Number for the Course Period

Enter the correct letter number for the course period. Valid letter numbers are 0-5. The system does not maintain the letter number 1 and 2 for the un-excused absent reporting. Press the Update button to make the changes. The Cancel button will ignore the changes and refresh the form with the data in the history file.

If a value is incorrect an error message will appear in the bottom line of the form. The field in error is highlighted.

The screenshot shows the 'PowerSchool Absent Letters Sent version 1.9' window. The 'Find student last name, first name' field contains 'AStudent, Firstname grade=12'. The 'Period' list on the left includes Period 1 through Period 9. The corresponding letter numbers in the right column are: Period 1: 4, Period 2: 3, Period 3: 3, Period 4: 3, Period 5: 3, Period 6: 3, Period 7: 2, Period 8: 0, and Period 9: 0. The 'Period 7' row is highlighted in cyan, and the number '2' is enclosed in a red box. A red box at the bottom of the window contains the error message: 'Invalid letter number entered (0-5)'. On the right side, there are buttons for 'Find', 'Next>', 'Update', 'Cancel', and 'Back'.

- Press the Update Button to Record Your Changes

The form is refreshed with the data entered from the update.

The screenshot shows the same 'PowerSchool Absent Letters Sent version 1.9' window after the update. The 'Find student last name, first name' field still contains 'AStudent, Firstname grade=12'. The letter numbers in the right column are now: Period 1: 4, Period 2: 3, Period 3: 3, Period 4: 3, Period 5: 3, Period 6: 3, Period 7: 1, Period 8: 0, and Period 9: 0. The 'Period 7' row is no longer highlighted. A red box at the bottom of the window contains the message: 'Update completed.'. The buttons on the right remain the same.

- Press the Back Button to Return to the Absent/Tardy Letter Menu

At the very end you have the option to save all the updates made, similar to running the absent/tardy print letters.

