



Attendance Letters

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BASIC PARAMETERS

P318 SALF CONDITION TEXT

Used to define the condition codes for tracking the major areas of students being absent. These codes are used by P314 to define the control values and by SALF to display or change the status of a students' absent letter flag. This is a display only screen and records should not be changed or deleted from the screen.

SIS - P318 [DISPLAY]	TCCSA Test School School Control Parameters P314/SALF Condition Text	Aug 26, 2000 01:34 PM
	Code:	Description:
1	C	Calculated Days Absent
2	P	Absences in Same Period
3	S	Sum of Absence Types
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
Command: DISPLAY		
Message:		

Data Fields:

Code - Defines the type of condition of absent categories to enter on P314 and SALF.

Description - This is the description of the condition code to display on P314 and SALF.

P314 ABSENCE LETTER CONTROL

Used in connection with the R320. Control values are defined corresponding to one or more of the following types of absences: Calculated Days Absent, Sum of Absence Types and Absences in the Same Period (R317 only). Control values are used to indicate the number of absences which must be reached or exceeded before an absence letter will be generated. The control values for the various absence letter flags are also displayed in SALF - Student Absence Letter Flags with the absence letter flags and dates that letters were generated. Once entered, control values must not be changed until B124 - Attendance Reset is run to reset all the flags. This insures that dates displayed for letters generated in SALF correspond to the correct control values.

SIS - P314		TCCSA Test School		Aug 26, 2000	
[DISPLAY]		School Control Parameters		01:38 PM	
		Absence Letter Control Flags			
Condition: C					
	Seq:	Number Absences:	Absence Types:	Reset for	B124:
1	1	5.0	A	Y	
2	2	10.0	A	Y	
3	3	15.0	A	Y	
4					
5					
6					
7					
8					
Command: DISPLAY					
Message					

Data fields:

Condition - Enter one of the following condition codes from P318.

- C Calculated Days Absent
- P Absences in Same Period
- S Sum of Absence Types

Sequence - Enter a sequence number between one and thirteen for the order the records should be kept in.

Number of Absences - Enter the number of absences that a student must have before receiving a letter based on the following

categories:

Note: The number of absences must be kept in numerical ascending order!!

“C” Calculated Days Absent - Enter a value from 0.0 to 99.5 for each of the 13 absence letter flags that have been defined to indicate the number of calculated days a student must be absent before an absent letter is generated by R320. Enter 0.0 if a flag is not to be used. Enter 0.0 for all defined flags if Calculated Days Absent is not to be used to generate absence letters.

“P” Absences in the Same Period - Enter a value from 0 to 99 for up to 13 absence letter flags to indicate the number of times a student must be absent in the same period for an absence letter to be generated by R317. Enter a 0 if the flag is not to be used. Enter a 0 for all the flags that have been defined if you are using the Attendance by Day module or if Absences in the Same Period is not to be used to generate absence letters.

“S” Sum of Absence Types - Enter a value from 0 to 99 for up to 13 absence letter flags to indicate the total number of times a student must be absent before an absence letter is generated by R320. Enter a 0 if a flag is not going to be used. Enter a 0 for all the flags that have been defined if Sum of Absence Types is not to be used to generate absence letters.

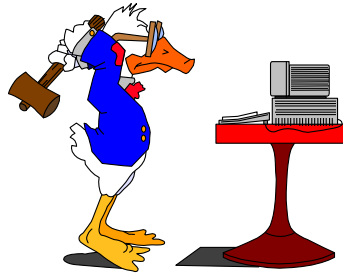
Absent Types - Enter one to four absent types from P126 - Student Absent Types. The Absent types will be matched against the absent types that are entered on R320. You can have the same number of days absent with different absent types, e.g., you might have two records like the following.

Seq:	Number Absences:	Absence Types:	Reset for B124:
1	5.0	A	N
2	5.0	S	N

In this case you could run R320 once for absence type “A” and another time for

absence type "S". The flags would be set based on the number of days being in the range and the absence types matching. The order the absence types are entered in P314 does not have to be the same order that they are entered on the R320 submission screen.

Reset for B124 - Enter "Y" if you want to individually reset absence letter flags when you execute B124 - Absence Letter Control Flag Reset. When you run B124 and have set individual flags in P314, then answer the question "Use P314 or Reset All Flags (U/A)" with a "U".



P412 GENERIC TEXT FOR LETTERS

Used to define the text to be optionally printed in connection with Absence letters produced by various reports.

****Multiple versions of this parameter may be entered.**

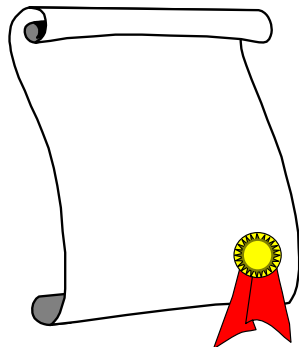
Note: We recommend you make the version number match the number of days.

SIS - P412 [DISPLAY]	TCCSA Test School School Control Parameters Generic Text for Letters	Aug 26, 2000 01:57 PM
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Version No: 5

Line No:	Text:
1 1	
2 2	Dear Parent:
3 3	
4 4	This letter is to inform you that your child has been absent
5 5	from our school for 5 days.
6 6	
7 7	
8 8	
9 9	
10 10	
11 11	Sincerely,
12 12	
13 13	Mr. B. Nice, principal

Command: DISPLAY
Message



P170 CONTROL PARAMETERS FOR ABSENCE LETTERS

Used to define the information to be printed on absence letters generated by R320 (by day).

Note: We recommend you make the version number match the number of days.

SIS - P170 [DISPLAY]	TCCSA Test School School Control Parameters Control Parameters for Absence Letters (R317,R320,R803)	Aug 26, 2000 01:29 PM
Version No: 5		
P412 Version: 5	Print Absence Data (Y/N): Y	
Lines to Skip:	Print Course ID or	
Print Address on Letter (Y/N): Y	Abbreviation-(R803) (I/A):	
Row: 12 Col: 24	Print Reason/Note-(R317,R320) (Y/N): Y	
Print on Letter Quality (Y/N): Y	Print Student's Schedule (Y/N): N	
	Term From: 1 To: 2	
Print Address Labels (Y/N): N		
Use Student or Parent Address (S/P):		
Date of Letter:		
Row: 20 Col: 32		
Suppress Headings:		
Command: DISPLAY Message		



On the Rows for both the Address and Date of Letter, the number needs to be between 6 and 74, and the columns between 1 and 85.

SALF STUDENT ABSENCE LETTER FLAGS

Used in connection with R320 absence letter. When a letter is generated for a student based on the control values set on the P314, the applicable flags are set to "Y" on the SALF screen and the date the letter was generated is displayed next to each relevant flag. The screen can be accessed in DISPLAY or CHANGE mode.

SIS - SALF [DISPLAY]	TCCSA Test School Student Absence Letter Flags	Aug 26, 2000 02:05 PM	
Student ID: 89012 DWARF, SLEEPY			
Condition: C Calculated Days Absent			
Number Absences:	Absence Types:	Letter Sent:	Letter Date:
1. 5		Y	09/03/01
2. 10		N	
3. 15		N	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
Command:			
Message:			

Data Fields:

Student ID - Enter the ID of the student whose absence letter flags are to be displayed.

Condition - Enter one of the following condition codes from P318:

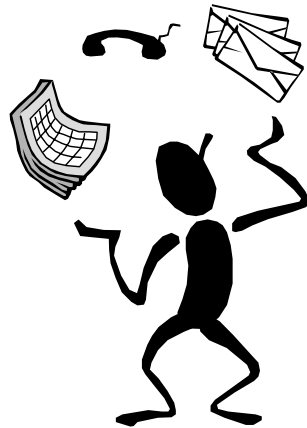
- C - Calculated Days Absent
- P - Absences in Same Period
- S - Sum of Absence Types

Number Absences - the number of absences are displayed from P314. This is a display only field.

Absence Types - The absence types are displayed from P314. This is a display only field.

Letter Sent - A "Y" is placed in this field by R320 when a letter has been sent for a student. If you change this field to an "N", the Letter Date field will be blanked out.

Letter Date - The date that the letter was sent is placed in this field by R320. If you blank this field, then an "N" is placed in the corresponding Letter Sent field.



BATCH JOB

B124 ABSENCE LETTER CONTROL FLAG RESET

Used in connection with SALF to delete absence letter information corresponding to the previous term or school year, or to be used to delete absence letter information for absence letters in a specific date range.

SIS - B124 [DISPLAY]	TCCSA Test School Batch Job Requesting	Aug 26, 2000 04:52 PM
Batch Job ID: B124	ABSENCE LETTER CONTROL FLAG RESET	
Version: 01	Default Version	
Version Date: 08/26/98		Run Day or Night (D/N): D
----- Batch Job Control -----		
From	To	
Date:		
P149 Version:		
Clear P149 (Y/N): N		
Use P314 or Reset All Flags (U/A): A		
----- Print Control -----		
Density: L		
Spacing: 1		
Copies: 1		
Printer: P1		
Save (Y/N): Y		
Submit For Processing (Y/N): N		
Message:		

Data fields:

Date From - Enter the starting date in the format defined in P116 that letter flags will be reset to "N".

Date To - Enter the ending date in the format defined in P116 that letter flags will be reset to "N".

Use P314 or Reset All Flags (U/A) - Enter "U" to use the P314 – Absence Letter Control Flags to individually reset the absence letter control flags. Make sure you have set the individual flags in P314 before you answer with a "U", of those flags that should be reset. If you enter an "A", then all of the flags will be reset in SALF no matter how the flags are set in P314.

REPORT TO PROCESS

R320 STUDENT HALF/FULL DAY ABSENCE LETTER

Used to generate absence letters to parents of students who have met specified absence criteria (based on control values set in P314) and/or optionally produce an office search report.

SIS - R320 [DISPLAY]	TCCSA Test School Report Requesting	Aug 27, 2000 10:43 AM
Report ID: R320	STUDENT HALF/FULL DAY ABSENCE LETTER	
Version: 05	Default Version	
Version Date: 07/26/94	Run Day or Night (D/N): D	
----- Selection Control -----		
Date:	From To	Student ID: 0
Grade:	08/22/01 09/04/01	Last Name: 1
	Types From To	Grade: 0
Calculated Days Abs:	A U 5.0 9.9	Homeroom: 0
Sum of Absence Type:		Program:
Min. Consecutive Days:		
Consecutive Pattern:		
----- Print Control -----		
Density: L	Print Office Report, Letter or Both (O/L/B): B	
Spacing: 1	Work Phone Contact Type:	Print all absence data (Y/N): Y
Copies: 1	P170 Version Number: 05	
Printer: P1	P149 Version:	
Save (Y/N): Y	Clear P149 (Y/N): N	
Submit For Processing (Y/N): N		
Message:		

Note: You can add multiple versions of this submission screen, ie a version 05 for a 5 day letter, version 10 for a 10 day letter, so that all you would need to change when submitting is the To date.