



Generating 5-, 10-, and 18-Day Letters Quick Guide

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The Truancy Analytics Dashboard (School) shows lists of students that require 5-, 10-, and 18-Day letters to be generated. In the Reports box on the right column, the Letters are listed at the top in blue.

1.a- Truancy Dashboard School View

TRUANCY ANALYTICS: TYLER ELEMENTARY

Students to view: Active Students

18 OR MORE Expand			
FullName	School	StudentID	Number of Absences
Zekur Milligan	Tyler Elementary	40442478	19

10-17 Expand			
FullName	School	StudentID	Number of Absences
Leon Harper	Tyler Elementary	57649240	10

5-9 Expand			
FullName	School	StudentID	Number of Absences
Duncan Garrity	Tyler Elementary	54598598	6
Andriy Abdelkarim	Tyler Elementary	54236936	5
Ceba Berquist	Tyler Elementary	59162450	5
Lashanda Berrios	Tyler Elementary	38154137	5
Ammar Abelson	Tyler Elementary	33659690	5
Truman Bevigani	Tyler Elementary	55408934	5

REPORTS
[5-Day Report Generation](#)
[10-Day Report Generation](#)
[18 or More Day Report Generation](#)
 Student with 5 or More Consecutive Abs.
 Student Truancy Referrals by Date
 Student Truancy Interventions By Date

STUDENT ATTENDANCE SUMMARY

Student Name:
 School:
 HR:
 Area:
 Total Unex. Abs.:
 Total Class Tardies:

1. Select 5-, 10-, or 18-Day Report Generation.
2. On the next screen, either select the students that you wish to generate the appropriate letter for, or check the box left of the “Name” at the top of the list to **Select All** the names.
3. Click the Generate Reports button at the bottom of the list.
4. The appropriate letters, with student names and addresses in the correct areas, will be generated in Adobe Acrobat (PDF).

1.b- Selecting a student to generate a 5-, 10-, and 18- day letter

5-DAY LETTERS

Filter Available Students: Report Generated

Name	Report Not Generated	Division	Last Date Generated
Lashanda Berrios	<input checked="" type="checkbox"/>	A105	10/14/2010 12:46:55 PM
Zekur Milligan	<input checked="" type="checkbox"/>	A005	10/14/2010 12:47:14 PM
Duncan Garrity	<input checked="" type="checkbox"/>	A401	10/14/2010 12:47:23 PM
Ammar Abelson	<input checked="" type="checkbox"/>	A401	10/14/2010 12:47:42 PM
Annas Betancourt	<input checked="" type="checkbox"/>	A110	10/14/2010 12:47:42 PM
Andriy Abdelkarim	<input checked="" type="checkbox"/>	A202	10/14/2010 12:47:42 PM
Ceba Berquist	<input checked="" type="checkbox"/>	A205	10/14/2010 12:47:42 PM
Truman Bevigani	<input checked="" type="checkbox"/>	A404	10/19/2010 10:10:19 AM
Leon Harper	<input checked="" type="checkbox"/>	A011	10/6/2010 11:05:40 AM

[Generate 5 Day Letters](#)



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5. In the Truancy Dashboard (**Student view**), all of the reports generated for any selected student will appear in the **Report Indicators** box.

1.c- Student view on the Truancy Dashboard

The screenshot shows the Verify.NET interface for Tyler Elementary. The page title is "TRUANCY ANALYTICS" and the student selected is Duncan Garrity. The interface is divided into several sections:

- Student Information:** Student Name: Duncan Garrity, School: Tyler Elementary, HR, Sped ID, DCFST, Homeless?.
- REPORT INDICATORS:** A table with columns: Report Type, Date Generated, GeneratedBy.

Report Type	Date Generated	GeneratedBy
Truancy5DayLetters	10/14/2010 12:47:23 PM	achadwell
Truancy5DayLetters	10/12/2010 9:35:32 AM	achadwell
- FULL DAY UNEXCUSED ABSENCES:** A table with columns: AttendanceDate, Attendance Code.

AttendanceDate	Attendance Code
9/11/2010 12:00:00 AM	Full Day
9/10/2010 12:00:00 AM	Full Day
9/9/2010 12:00:00 AM	Full Day
9/8/2010 12:00:00 AM	Full Day
9/7/2010 12:00:00 AM	Full Day
9/6/2010 12:00:00 AM	Full Day
- REPORTS:** Links for 5-Day Report Generation, 10-Day Report Generation, 18 or More Day Report Generation, Student with 5 or More Consecutive Abs., Student Truancy Referrals by Date, Student Truancy Interventions By Date.
- REFERRALS FOR INTERVENTIONS:** A table with columns: Student, Referral Date, Intervention Method, Notes. No records to display.
- INTERVENTIONS:** A table with columns: Student Name, Student ID, Notes, StartDate, Intervention Type. No records to display.
- Previous Messages:** phone call to home, Posted By: nora on 10/14/2010 10:29:42 AM.
- Add New Message:** A text input field and a Submit button.

6. From the **Student View** you can view all of their Full day unexcused absences, any referral for interventions, and interventions that have been done for this particular student.
7. You may also create messages for this student. For example, calls or letters you have made home to their guardians. This stamps your message with the name of the creator along with the time and date that the message was created.