



Generating the CPS Attendance Nudge Letter in IMPACT SIM

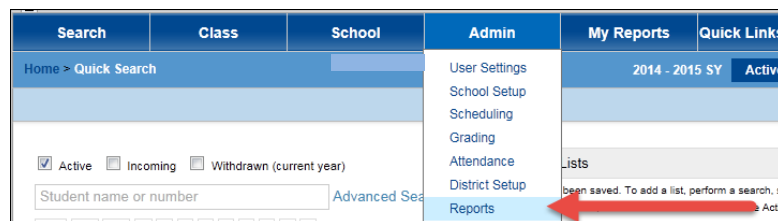
A nudge letter is a communication written in a supportive tone that is sent to students/families as a way to remind them that absences can impede their child's future trajectory. Research has shown that positive communication to a student's home that includes a child's specific attendance information, along with the impact of the absences on a child's future, decreases absences.

The **CPS Attendance Nudge Letter** is available in IMPACT SIM. Principals and Attendance Coordinators can generate the letters for distribution to parents/guardians.

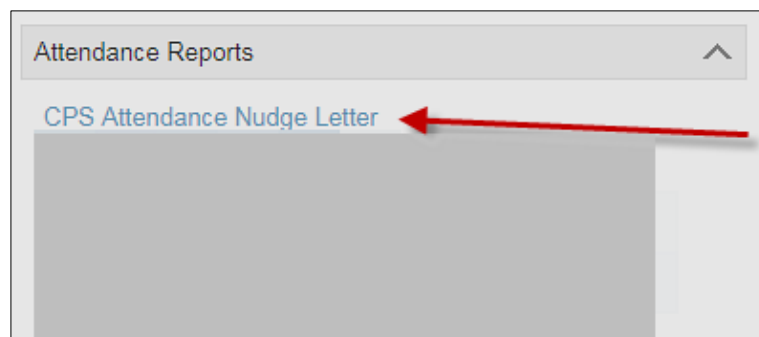
Please note: This letter does not replace the 5 and/or 10 day truancy letters that is required to be generated in IMPACT Verify. The Nudge Letter is a tool for schools to use in their efforts to improve attendance, reduce chronic absence and chronic truancy.

The following steps detail how to generate **CPS Attendance Nudge Letter** in IMPACT SIM, using either the Principal or Attendance Coordinator role:

1. On the horizontal *Menu bar*, under *Admin*, click *Reports*.



2. On the *School Reports* page, under the *Attendance Reports* section, click the *CPS Attendance Nudge Letter* link.





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3. On the *Report Options* page, schools can filter by **Attendance Percentage**, or click *Run* to generate report as is. The letter is available in English, Spanish, Polish, Chinese, and Arabic (see note below). Schools also have the option to print the letter with the CPS logo, or blank at the top to use school letterhead.

Note: Generating the report “as is” will create letters for the **entire** school, which may result in longer wait times. Schools may use the “Scheduling Options” filter to schedule the report to run during non-peak hours.

Report Options: CPS Attendance Nudge Letter
This report is used for notifying parents of current number/percentage of absences the student has, and to encourage better attendance over time.

Preferences

Report Printing Options: Print with CPS logo
 Print with letter verbiage only, blank at the top of letter

Letter Language: English
 Spanish
 Polish
 Chinese
 Arabic (Choose Word output for accurate formatting)

Attendance Percentage: 94.99% - 90%
 89.99% - 85%
 84.99% - 80%
 79.99% - 75%
 74.99% - 70%

Filters

Scheduling Options

Output Options

Report format: Microsoft Word (.doc)

Save Save + Run Run Cancel

Click *Run* to generate report “as is” for all students.

Note: For the “Arabic” format, please select “Microsoft Word” as the Report format in the “Output Options” menu.

The following pages detail how to also generate this report by **single or multiple students**, and by **Homeroom**.



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4. To generate the letter by single student:

- In the Report Options window, click on the arrow on the “Filters” section to open the options.
- Click on the arrow to open the “School Student” section.
- In the Category field, choose Generic. In the next set of fields choose “Student ID”->Equals-> Student ID #.
- Click on the “Add Criteria” button to populate your query, then click on “Run”.

Report Options: CPS Attendance Nudge Letter
This report is used for notifying parents of current number/percentage of absences the student has, and to encourage better attendance over time.

Filters

Select filter criteria from sections below:

School (Root View)

School Student

Category:

Add Criteria

Search Criteria

Match: All Criteria Any Criteria



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5. To generate letters for multiple students, a **“Saved List”** must be created:
- On the Home page, click on **“Advanced Search”** to conduct a student search.
 - Select the students in question, then go to Actions-> Save to List to create a new list, or add students to an existing list.
 - Generate the letter with the following criteria in the **“School Student”** filter:
 - Category: Generic
 - Values: School Student Saved Lists-> Equals-> (Name of the Saved List created)
 - Add the criteria, then hit **“Run”** to generate the letters.

View: (G) StudentSearchDefaultView Edit Active Incoming Withdrawn (current year)

Selected: 4 Search within results: Rows: 30 Page 1 of 3

Student Name (LFM)	ID	State Number	Gr(A)	HR(A)	Gender	Birth Date	Ethnic C
<input checked="" type="checkbox"/>							
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Actions

- Register/Enroll Student...
- Delete Student Enrollment
- Open Student
- Assign
- Mass Attendance...
- Transfer Homeroom...
- Apply To Program
- Add Behavior Incident
- Save to List...
- Print

Report Options: CPS Attendance Nudge Letter

This report is used for notifying parents of current number/percentage of absences the student has, and to encourage better attendance over time.

School Student

Category: Generic

School Student saved lists equals Attendance Nudge Le

Add Criteria

Search Criteria

Match: All Criteria Any Criteria

School Student saved lists equals "Attendance Nudge Letters 12/4/17"

Save Save + Run **Run** Cancel



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6. To generate letters by Homeroom:
 - Generate the letter with the following criteria in the “School Student” filter:
 - Category: Student Homeroom
 - Values: Homeroom-> Equals-> (Name of Homeroom)
 - Add the criteria, then hit “Run” to generate the letters.

Report Options: CPS Attendance Nudge Letter
This report is used for notifying parents of current number/percentage of absences the student has, and to encourage better attendance over time.

School Student ^

Category: Student Homeroom

Homeroom equals A105

Add Criteria

Search Criteria

Match: All Criteria Any Criteria

Homeroom equals "A105"

Save Save + Run Run Cancel

Important: If your school has use questions regarding this letter, contact Attendance and Truancy Senior Manager Zakieh Mohammed at ZAMohammed@cps.edu. For Technical issues with this report, please contact the CPS Service Desk at 773-553-3925 option 2 for assistance.



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