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

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

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. 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

![Truancy Dashboard Image]

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.