

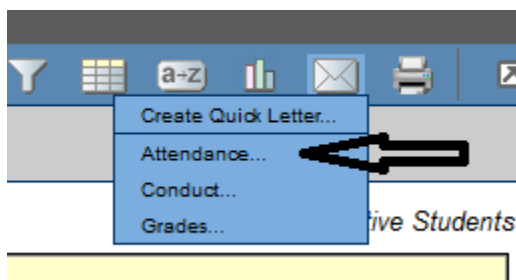
**Attendance Letter**

Start at the Student Top Tab

Quick Letter icon (on the right hand side of the page)



Click on 'Attendance' from the menu



Brings up a window to fill in the parameters. The operator is 'greater than or equal to'. I chose '5' for the value of absences and '5' for the value for lates for the purposes of this example.

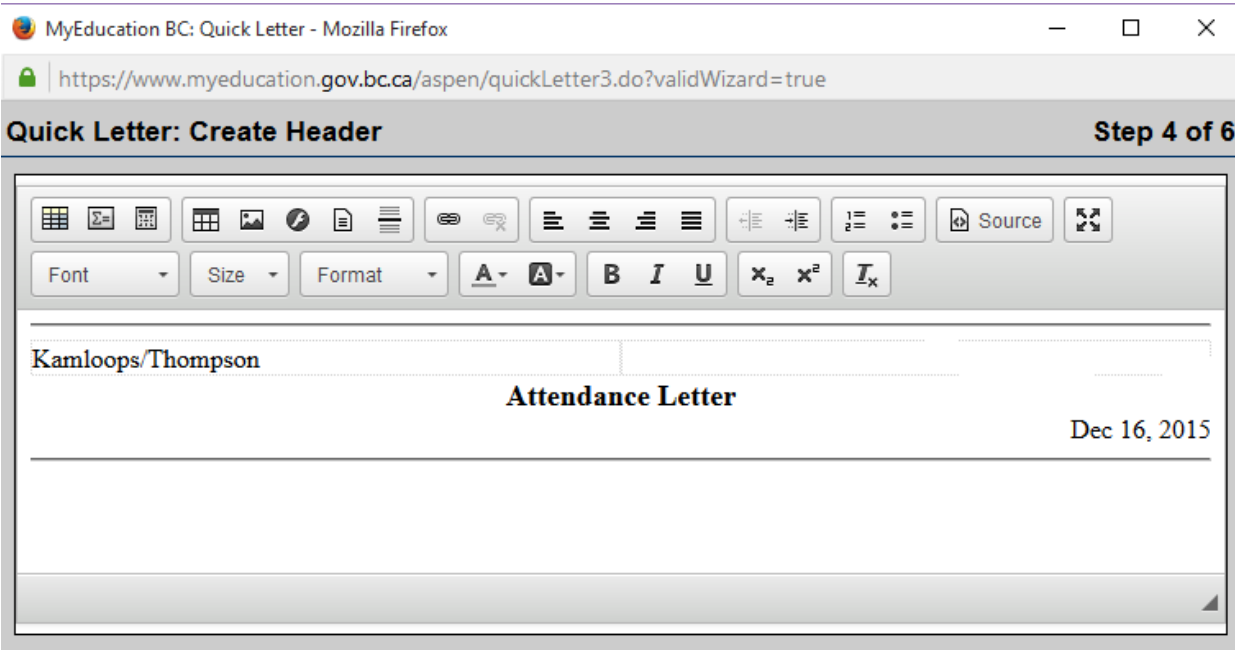
<b>Organization</b>	Kamloops/Thompson					
<b>School</b>						
<b>Start date</b>	<input type="text" value="01/12/2015"/>	<input type="text" value="16/12/2015"/>	← set start date back to September			
<b>End date</b>						
<b>Students to include</b>	Current selection ▾					
<b>Search value</b>	<input type="text"/>					
<b>Criteria</b>	<b>Code</b>	<b>Reasons</b>	<b>Operator</b>	<b>Value</b>	<b>Exclude excused</b>	<b>Connector</b>
	Absences	▾	greater than or equal to	0.0	<input type="checkbox"/>	And ▾
	Tardies	▾		0.0	<input type="checkbox"/>	And ▾
	Dismissals	▾		0.0	<input type="checkbox"/>	And ▾
	▾	▾		0.0	<input type="checkbox"/>	And ▾
	▾	▾		0.0	<input type="checkbox"/>	And ▾
	▾	▾	greater than or equal to	0.0	<input type="checkbox"/>	And ▾
	▾	▾		0.0	<input type="checkbox"/>	And ▾

↑ choose your value      ↓ choose 'or' if you want lates

Click on 'next' in the bottom left hand corner to bring up the letter header.

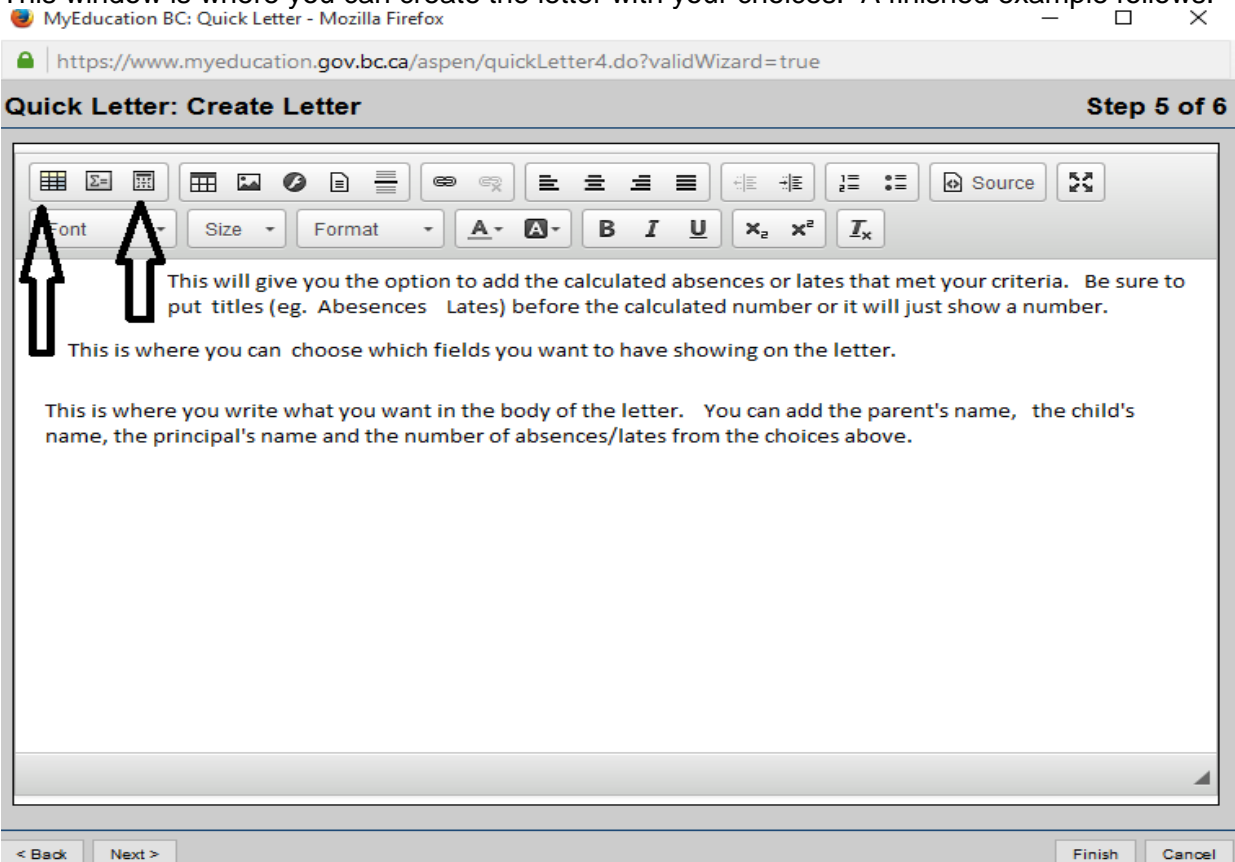


**Attendance Letter**



You can leave it as is or get creative. Click on 'next' in the bottom left hand corner.

This window is where you can create the letter with your choices. A finished example follows.





**Attendance Letter**

This is one example of having added fields and calculated totals. Click 'Next' when you are satisfied with your letter.

MyEducation BC: Quick Letter - Mozilla Firefox  
 https://www.myeducation.gov.bc.ca/aspen/quickLetter4.do?validWizard=true

**Quick Letter: Create Letter** Step 5 of 6

Dear Parent/Guardian of

Our records indicate that your child has missed or been late on a significant number of days. This will impact his/her ability to learn and keep pace with his/her peers. We understand that sometimes families face unique challenges so we would like to work with you to improve this record for the rest of the year. Please do contact the school to discuss this at your earliest convenience.

Sincerely,

Absences :  Lates:

body p

< Back Next > Finish Cancel

This will bring you to the last screen where you can either 'save as' or 'don't save'. Click 'Finish' to get the print screen. Each student letter is on its own page when printed.

MyEducation BC: Quick Letter - Mozilla Firefox  
 https://www.myeducation.gov.bc.ca/aspen/quickLetter5.do?validWizard=true

**Quick Letter: Options** Step 6 of 6

Options

Don't save  
 Save  
 Save as

Name

Owner

Type

Name Lane, Siobhan