

How to Create Absence Intervention Letters

Date	Section Number/Name	Change Description
8/5/21	Beginning	Update Note at the beginning on the location of the templates
6/17/21	Creating Absence Intervention Letter Templates in Word	Add tip regarding the RepeatForEach bookmark
4/7/20	Appendix D	Clarify steps
3/26/20	Appendix A	Add Medical Bookmarks
02/2/19	Appendix A	Added RepeatForEach Bookmarks
4/10/18	Appendix A	Update the Bookmarks
2/6/18	New Document	New Document

Change Log

NOTE: Templates are available to use as your Intervention Letter or as a starting point to customize your own Intervention Letter. They are located with the documentation under the Quick References – Templates section.

Change Settings in Word before Creating Letter Templates

- 1. Open a blank Word document.
- 2. Click on File in the upper left hand corner.



3. Click on Options.



4. Click on **Advanced**.

Word Options	
General	Advanced options for working with Word.
Display	Advanced options for working with word.
Proofing	Editing options
Save	Typing replaces selected text
Language	When selecting, automatically select entire word
Advanced	Allow text to be <u>dragged</u> and dropped
	Use CTRL + Click to follow <u>hyperlink</u>
Customize Ribbon	Automatically create drawing canvas when inserting Automatically create drawing canvas when inserting Automatical Automatic
Quick Access Toolbar	Use smart paragraph selection
Add-Ins	Use smart cursoring
Trust Center	Use the Insert key to control overtype mode
Trust Center	Use overtype mode

5. On the right side, under **Editing options**, UNCHECK **Use smart paragraph selection**.

Word Options	
General	Advanced options for working with Word.
Display	
Proofing	Editing options
Save	Typing replaces selected text
Language	When selecting, automatically select entire word
Advanced	Allow text to be <u>dragged</u> and dropped
Customize Ribbon	Use CTRL + Click to follow <u>hyperlink</u>
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Quick Access Toolbar	Use smart paragraph selection
Add-Ins	✓ Us <u>e</u> smart cursoring
Trust Center	Use the Insert key to control overtype mode
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6. Scroll down to find **Show document content** options and CHECK **Show bookmarks**.

Advanced	Properties follow chart data point ^①
Customize Ribbon SI	how document content
Quick Access Toolbar	Show <u>b</u> ackground colors and images in Print Layout view
	 Show text wrapped within the document window Show picture placeholders i Show dowings and text hower on screen Show bookmarks Show text boundaries Show crop marks Show field codes instead of their values Field shading: Never Use draft font in Draft and Outline views Name: Courier New Size: 10 Use fonts that are stored on the printer Eont Substitution Expand all headings when opening a document i

7. Click **OK** (lower right corner of screen).

Creating Absence Intervention Letter Templates in Word

 Enter placeholder text into the MS Word document, for example "SchoolName" is where the building name is going to be inserted as a bookmark. The placeholder text can be anything, for example BLDG for SchoolName or School. It is merely a placeholder. Be sure there are no spaces in the placeholder text.

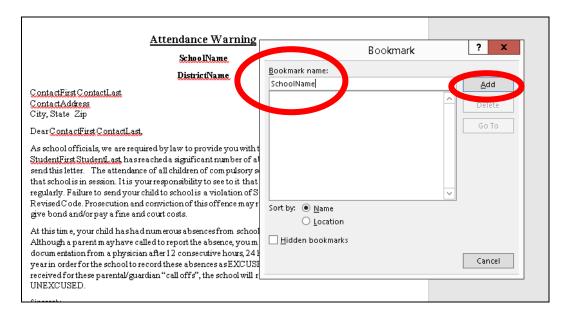
Note: The MS Word document <u>cannot</u> be Word 97-2003 .doc version. It must be .docx version.

	Attendance Warning
	SchoolName
	DistrictName
ContactFirst ContactAddr City, State	ress
Dear Contac	tFirst ContactLast,
StudentFirst send this lett that school i	fficials, we are required by law to provide you with the notice that your child, StudentLast, has reached a significant number of absences that makes it necessary to er. The attendance of all children of compulsory school age is expected every day s in session. It is your responsibility to see to it that your child attends school alure to send your child to school is a violation of Section 3321.38 of the Ohio

- 2. Next, you will need the actual Bookmark names. They must be typed exactly as listed in **Appendix A** of this document.
- 3. In your document, you will select the placeholder text by double clicking the word it will display as highlighted grey text (SchoolName), then click the Insert tab in the menu/ribbon and choose Bookmark. (Or you may use Ctrl+Shift+F5 which will also bring up the Bookmark dialog box.)

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4. In the Bookmark Dialog box, enter the Bookmark name you are linking to the placeholder word you have typed in your document. For example, if you select SchoolName, which is the placeholder word for the name of the building, you will use the Bookmark listing in Appendix A of this document, find and use the bookmark called **SchoolName** and then click **Add**.



5. Repeat these steps for each placeholder word in your attendance letter.

Note: You may use a bookmark multiple times in a letter. See Appendix C for detail.

6. Once you have completed linking the Bookmark to the placeholder word, Save your Word document.

NOTE: You must have the District in context for the upload to work. Letter Templates may only be uploaded at the district level.

NOTE: If you have different wording for your letters at each building, you may want to name the files with a building specific code since all files will be uploaded to one location at the district level. For example, when you are saving your letters in Word, save them using the 4 character SI building code for your building.

Example naming convention of letters: XXEL Warning Letter.docx XXMS Intervention Letter.docx XXHS Warning Letter.docx **TIP:** If you are getting multiple pages for the same student, make sure the RepeatForEach tag is before the items that would be grouped, like the list of absences at the end.

Your student was	absent the followin	g days for the listed <u>ar</u>	<u>nount</u> of	hours:			
Absence Date	Excused	Unexcused	Out <u>Of</u> Scl	Bookmark		?	×
[[CalendarDate]]	[ExcusedAbsenceHours	[UnexcusedAbsenceHours]		Bookmark name:			
	tOfSchoolSuspAbsenceH			RepeatForEach_DailyAbsence		A	dd
				ContactLastName ContactLastName ContactAddress ContactCity ContactState ContactZip StudentIrstName RepeatForEach DailyAbsence CalendarDate ExcusedAbsenceHours UnexcusedAbsenceHours OutOfSchoolSuspAbsenceHours Sort by:Name	<	_	elete o To
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Manage Report Templates

You can use report templates to generate intervention letters for students. Refer to the appropriate section as follows:

- "Upload Report Templates"
- "Download Report Templates"
- "Delete Report Templates"

Upload Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the Report Template Administration screen, click New Template.

StudentInformation > Management > District Administration > Report Template Administration	*	[Find Students]	<u> </u>	[Go To]
Report Template Administration			Ne	w Template 📀
There are no records to display.				

2. On the Upload Template window, in the Select Report... drop-down list, select Absence Intervention Letter.

The **Available Bookmarks in Report** section displays the bookmarks in the current report that you can select to customize your template.

- 3. In the **Template Description** field, enter the description that you want to display in StudentInformation to identify this template.
- 4. Click **Browse**, and navigate to and select the file you want to use as a template.

Manage Report Templates

5. Click Upload.

Upload Template		×
Absence Intervention Letter		
Available Bookmarks In Report: StudentId StudentNumber StudentName StudentLastName StudentFirstName StudentMailingAddress		*
GradeLevel ProgramName		~
Attendance Warning Letter Template Browse AttendanceWarningLetterTemplate.docx		
	Cancel	d

The uploaded template displays in the list.

Studentinform	nation > Management > District Adr	ninistration > Report Template Adm	ninistration	(Find Students) Q	(Go To) Q
Repor	rt Template Admini	stration			New Template 🕂
	Template Name -	Description	Report Type	Report Name	System Defined
Actions	AttendanceWarningLetterTe	Attendance Warning Letter T	Attendance	Absence Intervention Letter	
Showing 1 to	o 1 of 1 items.				10 items per page

Delete Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to delete, click **Actions** and select **Delete**.

stration			New Template 🕂
Description	Report Type	Report Name	System Defined
Attendance Warning Letter T	Attendance	Absence Intervention Letter	
	Description	Description Report Type	Description Report Type Report Name

2. On the confirmation window, click Yes.

Delete Report Template?	×
Are you sure you want to delete this report template: 'AttendanceWarningLetterTemplate.docx'?	
	Yes

Download Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to download, click **Actions** and select **Download**.

Studentinformation > Management > District Administration > Report Template Administration Image: Contemplate Administratin Image: Contemplate Administratin					
Download Delete	Description	Report Type	Report Name	System Defined	
Actions AttendanceWarningLetterTe	Attendance Warning Letter T	Attendance	Absence Intervention Letter		
Showing 1 to 1 of 1 items.				10 items per page	

2. Open or save the file.

Appendix A

Bookmarks for Absence Intervention Letters

StudentId	[StudentId]
StudentNumber	[StudentNumber]
StudentName	[StudentName]
StudentLastName	[StudentLastName]
StudentFirstName	[StudentFirstName]
StudentMailingAddress	[StudentMailingAddress]
GradeLevel	[GradeLevel]
ProgramName	[ProgramName]
Counselor	[Counselor]
HomeroomTeacher	[HomeroomTeacher]
ContactFirstName	[ContactFirstName]
ContactLastName	[ContactLastName]
ContactFullName	[ContactFullName]
ContactFullAddressFormatted	[ContactFullAddressFormatted]
ContactAddress	[ContactAddress]
ContactAddress2	[ContactAddress2]
ContactCity	[ContactCity]
ContactState	[ContactState]
ContactZip	[ContactZip]
DistrictName	[DistrictName]
SchoolName	[SchoolName]
SchoolYear	[SchoolYear]
SchoolYearld	[SchoolYearId]
Schoolld	[Schoolld]
DistrictId	[DistrictId]
SchoolAddress	[SchoolAddress]
Principal	[Principal]
SchoolPhoneFormatted	[SchoolPhoneFormatted]
SchoolPhone	[SchoolPhone]
YearlyAbsenceHours	[YearlyAbsenceHours]
YearlyAbsenceDays	[YearlyAbsenceDays]
YearlyExcusedAbsenceHours	[YearlyExcusedAbsenceHours]
YearlyExcusedAbsenceDays	[YearlyExcusedAbsenceDays]
YearlyUnexcusedAbsenceHours	[YearlyUnexcusedAbsenceHours]
YearlyUnexcusedAbsenceDays	[YearlyUnexcusedAbsenceDays]
YearlyOutOfSchoolSuspAbsenceHours	[YearlyOutOfSchoolSuspAbsenceHours]
YearlyOutOfSchoolSuspAbsenceDays	[YearlyOutOfSchoolSuspAbsenceDays]
YearlyAbsenceMedicalHours	YearlyAbsenceMedicalHours
YearlyAbsenceMedicalDays	YearlyAbsenceMedicalDays

Daily Absences

AttendanceTrackingDailySummaryId	[AttendanceTrackingDailySummaryId]		
CalendarDate	[CalendarDate]		
AbsenceDays	[AbsenceDays]		
AbsenceHours	[AbsenceHours]		
ExcusedAbsenceDays	[ExcusedAbsenceDays]		
ExcusedAbsenceHours	[ExcusedAbsenceHours]		
UnexcusedAbsenceDays	[UnexcusedAbsenceDays]		
UnexcusedAbsenceHours	[UnexcusedAbsenceHours]		
OutOfSchoolSuspAbsenceHours	[OutOfSchoolSuspAbsenceHours]		
OutOfSchoolSuspAbsenceDays	[OutOfSchoolSuspAbsenceDays]		
RepeatForEach_DailyAbsence	RepeatForEach_DailyAbsence		
MedicalExcusedAbsenceHours	MedicalExcusedAbsenceHours		
MedicalExcusedAbsenceDays	MedicalExucsedAbsenceDays		

Monthly Summary

AttendanceTrackingMonthlySummaryId	[AttendanceTrackingMonthlySummaryId
MonthlySummaryMonthName	[MonthlySummaryMonthName]
MonthlySummaryMonthNumber	[MonthlySummaryMonthNumber]
MonthlySummaryYear	[MonthlySummaryYear]
MonthlySummaryAbsenceHours	[MonthlySummaryAbsenceHours]
MonthlySummaryAbsenceDays	[MonthlySummaryAbsenceDays]
MonthlySummaryExcusedAbsenceHou	[MonthlySummaryExcusedAbsenceHou]
s	rs]
MonthlySummaryExcusedAbsenceDa	[MonthlySummaryExcusedAbsenceDay]
ys	s]
MonthlySummaryUnexcusedAbsence	[MonthlySummaryUnexcusedAbsenceH]
Hours	ours]
MonthlySummaryUnexcusedAbsence	[MonthlySummaryUnexcusedAbsenceD]
Days	ays]
MonthlySummaryOutOfSchoolSuspAb	[MonthlySummaryOutOfSchoolSuspAb
senceHour	senceHour]
MonthlySummaryOutOfSchoolSuspAb	[MonthlySummaryOutOfSchoolSuspAb
senceDays	senceDays]
RepeatForEach_MonthlySummary	RepeatForEach_MonthlySummary
MonthlyAbsenceMedicalHours	MonthlyAbsenceMedicalHours
MonthlyAbsenceMedicalDays	MonthlyAbsenceMedicalDays

Consecutive Summary

AttendanceTrackingConsecutiveSummaryId	[AttendanceTrackingConsecutiveSummaryId]		
ConsecutiveStartDate	[ConsecutiveStartDate]		
ConsecutiveEndDate	[ConsecutiveEndDate]		
ConsecutiveAbsenceHours	[ConsecutiveAbsenceHours]		
ConsecutiveAbsenceDays	[ConsecutiveAbsenceDays]		
ConsecutiveSummaryTypeId	[ConsecutiveSummaryTypeId]		
RepeatForEach_ConsecutiveSummary	RepeatForEach_ConsecutiveSummary		

Threshold Summary

AttendanceTrackingThresholdTrigger DateId	[AttendanceTrackingThresholdTrigger DateId]
ThresholdTriggerDate	[ThresholdTriggerDate]
ThresholdTypeName	[ThresholdTypeName]
RepeatForEach_Threshold	RepeatForEach_Threshold

Appendix B Sample

Attendance Warning

SchoolName DistrictName

ContactFirst ContactLast ContactAddress City, State Zip

Dear ContactFirst ContactLast,

As school officials, we are required by law to provide you with the notice that your child, StudentFirst StudentLast, has reached a significant number of absences that makes it necessary to send this letter. The attendance of all children of compulsory school age is expected every day that school is in session. It is your responsibility to see to it that your child attends school regularly. Failure to send your child to school is a violation of Section 3321.38 of the Ohio Revised Code. Prosecution and conviction of this offence may result in the court ordering you to give bond and/or pay a fine and court costs. At this time, your child has had numerous absences from school. (See attached list of dates.) Although a parent may have called to report the absence, you may be required to provide written documentation from a physician after 12 consecutive hours, 24 hours in a month or 48 hours in a year in order for the school to record these absences as EXCUSED. If this documentation is not received for these parental/guardian "call offs", the school will record the absence as UNEXCUSED.

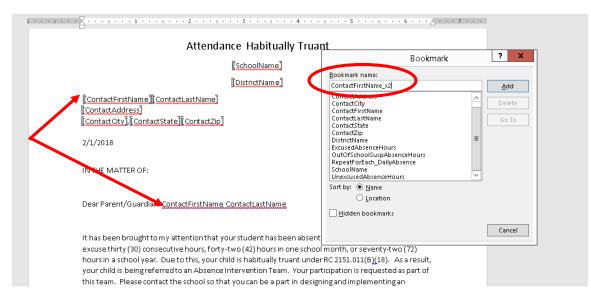
Sincerely, Principal

Appendix C Using a bookmark multiple times

To use a bookmark multiple times, use _x2, _x3, etc. at the end of the bookmark.

Example:

ContactFirstName will print the first name of the contact. ContactFirstName_x2 will print the contact's first name a 2nd time in the letter. ContactFirstName_x3 will print the contact's first name a 3rd time in the letter.



Appendix D

Insert a Letter Date that will display the date a letter is run

To insert a date field into the template so that the current date will print when a letter is run:

- 1. Place your cursor on the line that you wish the date to display in your letter
- 2. On the Insert tab, Text section, click the Insert Date & Time icon.
- 3. Select an Available Formats and click the Update automatically box.
- 4. Click OK.

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	sam searcher o <u>m</u> eens as i					
	ContactFirstName ContactLast	tName		Date and 1	Time	? ×
	ContactAddress	1	ble formats:		Language:	
L	ContactCity][ContactState][Co	ntact2ip] evalua	Die Formats:		English (Unite	d Stated V
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e	xcuse thirty (30) consecutive ho	urs, forty-two (08:13	50			
	ours in a school year. Due to thi					
у	our child is being referred to an	AbsenceInterv			V V Update aut	tomatically
	his team. Please contact the sch bsence Intervention Plan for you		is Default		OK	Cancel
is	sue may result in a referral to Cl	inton County Children	Services and the A	bsence Interventio	on Plan	