

Attendance Letters

10/30/2025 9:50 am EDT

This article will walk the user through setting up attendance letters for tracking student attendance. The Attendance Letter Wizard walks users through the creation of attendance queries and letter formats. There are six types of letters and it is the PSUs decision to determine which letter(s) best fits their needs.

Letter Types

Course Marks (Can use Attendance Code or Status/Excuse attendance type) - Use this letter type to list the total number of attendance events in a course/section. This letter type can be used for skinnied courses and courses scheduled over multiple periods.

Period Marks (Can use Attendance Code or Status/Excuse attendance type) - Use this letter to list the total number of periods where an attendance event exists. This letter type works best where only a count of periods is needed, not course information.

Single Day (Can use Attendance Code or Status/Excuse attendance type) - Use this letter to list attendance events for selected days. The Single Day Count sub report shows the date of absences.

Exact Day (Can only use the Status/Excuse attendance type) - Use this letter type to list attendance events for the day. This letter uses the Student Day instructional minute values entered on the calendar information screen.

Whole Day/Half Day Absences (Can only use the Status/Excuse attendance type) - Use this letter to list attendance events by the whole day/half day. This letter uses the Whole Day & Half Day minute values entered on the calendar information screen.

Absenteeism Level (Should only be used with the approximation aggregation type) - Use this letter to identify students who are approaching or have reached the PSU's definition of being chronically absent. This letter will list the student's percentage of being chronically absent. (More information about how to use this letter type can be found within the Infinite Campus article [Create Absenteeism Level Type Letter](https://kb.infinitecampus.com/help/create-absenteeism-level-type-letter). (<https://kb.infinitecampus.com/help/create-absenteeism-level-type-letter>))

Navigation: *Attendance Office > Attendance Communication > Attendance Letters*

1. Click on **New** to create an attendance letter.



2. On the Letter Criteria Screen:

- Enter a **Name** for the letter.
- Check the **Allow Letter Requalification** box if the PSU allows the students to requalify for a second, third, or more letters after the initial qualification. (Optional)
- Select the Type of letter **from the dropdown** (the letter type determines how attendance events are counted).
- Select the **Attendance Type** (the options are status excuse or attendance code).

3. When selecting the **Attendance Type**:

- For the Attendance Code option, an attendance code must be selected from the dropdown list (the weight value will auto populate).

- For the Status/Excuse option, a weight value will auto populate or may require a manual weight entry depending on the letter type.

***Name** 3 Day Letter ☒ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Course Marks **Attendance Type** Status/Excuse

Status	Excuse	Weight
A: Absent	U: Unexcused	1.0

***Qualification Criteria for Letter** 3

4. In the **Qualification Criteria for Letter** box, enter the number of attendance events a student must have in order to receive the letter (3, 6, 10, etc.).

***Name** 3 Day - Whole/Half Example ☒ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Whole/Half Day Absences **Attendance Type** Status/Excuse

Status	Excuse	Weight
Absent	Excused	
Absent	Unexcused/Unknown	1
Tardy		

***Qualification Criteria for Letter** 3

5. Select the appropriate reporting interval and which teachers and sections to include in the letter. You may elect to include all teachers and sections.

Interval ☒ by Year ☐ by Term ☐ by Course ☐ by Course/Term ☐ by Date Range

Filter students by selecting teachers and/or sections:

Teachers (Total 46)	Sections (Total 450)	Sort by ☒ Number ☐ Name
All teachers	All Sections	
Adams, Parker	10562Y06-1 ELA Grade 6	
Amaral, Sean	10562Y06-2 ELA Grade 6	
Baker, Kerry	10562Y06-3 ELA Grade 6	
Baker, Samantha	10562Y06-4 ELA Grade 6	
Baker, Skylla	10562Y06-5 ELA Grade 6	
Bartlett, Jill	10562Y06-6 ELA Grade 6	
Beck, Gregory	10562Y06-7 ELA Grade 6	
Bettis, Chelsea	10562Y06-8 ELA Grade 6	
Bissonnette, Samuel	10562Y06CS1-1 ELA Grade 6	

CTRL-click or SHIFT-click to select multiple

- Optional:** When using the Period Marks or Course Marks letter types and a Status/Excuse attendance type, sections can be excluded.

Exclude students scheduled in the following sections:

Sections (Total 450)	Sort by ☒ Number ☐ Name
No Sections	
10562Y06_1 ELA Grade 6	
10562Y06_2 ELA Grade 6	
10562Y06_3 ELA Grade 6	
10562Y06_4 ELA Grade 6	
10562Y06_5 ELA Grade 6	
10562Y06_6 ELA Grade 6	
10562Y06_7 ELA Grade 6	
10562Y06_8 ELA Grade 6	
10562Y06CS1_1 ELA Grade 6	

CTRL-click or SHIFT-click to select multiple

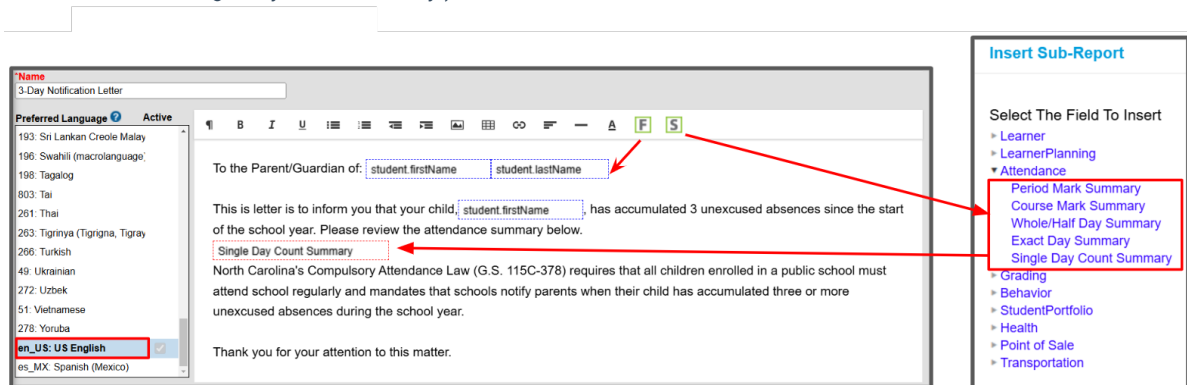
6. Click **Save & Continue** to advance to the letter format screen.

Letter Format Screen

The following information automatically prints on attendance letters and does not need to be added: school address and phone number, date the letter was generated, student's ID number, grade level and birthdate, and student's mailing address (as entered on the Address Information screen).

1. Create the letter in the editor. (Note: if you need letters in additional languages, it must be translated first and then can be copied into the editor.)

- Use the **Campus Field** icon to insert data fields to include in the letter (i.e. student first name, student last name, etc.).
- Use the **Campus Sub-Report** icon to insert the attendance summary report.
 - Optional: You may choose to use a sub-report that is different from the letter type (For example: a whole/half letter type can be used with a single day count summary.)

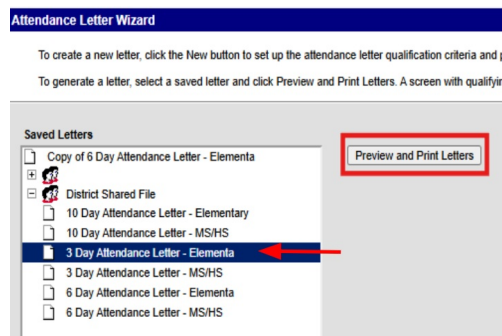


2. When finished creating the letter, click **Save Format(s)**.

3. Click **Done** to return to the main wizard screen.

Generating & Printing Letters

1. Select the letter to generate from the Saved Letters list and click Preview and Print Letters to see the list of student meeting the letter criteria.



2. Review the list of students (withdrawn student that meet the letter criteria will appear in red text):

- Choose **Export** to create a CSV list to share with other staff (if necessary).
- Choose **Preview** to review the list of students and other information in draft mode for accuracy..



appear.

It is highly recommended to Preview the letters prior to printing the letters for distribution. The preview mode will allow the user to review the student demographic information for accuracy (i.e., missing or incomplete addresses). Students with a missing address will have the words NO MAILING ADDRESS display where the address should

High School 4321 Campus Way Any Town, MN 55555 (612) 555-1234	Report generated: 09/21/2018 Student # 123456 Grade: 10 Birthdate: 06/10/2003
Parent/Guardian of: Student, Carly NO MAILING ADDRESS	

- Choose **Print Letters** when ready to generate the official letters for printing and distribution.

Attendance Letter Wizard

Select the students that may receive a printed attendance letter. By default, students that have already received this letter will be unchecked, and a new letter will not be generated.

Click Print Letters to access options for sorting and posting information to the PLP Contact Log.

Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their grade level. Students whose enrollment or calendar end date is past the current date will have a red X next to their name.

☒	Name	Grade	Qualified
☒	Student, Asher	10	08/31/2015
☒	Student, Belinda	12	09/01/2015
☒	Student, Cash	12	09/01/2015
☒	Student, Delores	10	09/01/2015
☒	Student, Emmett (withdrawn)	12	09/08/2015
☒	Student, Francine	10	09/09/2015
☒	Student, Gideon	12	09/10/2015
☒	Student, Hattie	12	09/10/2015
☒	Student, Isaac	12	09/10/2015
☒	Student, Jasmine	12	09/10/2015
☒	Student, Kevin	12*	09/14/2015

Back Export Preview Print Letters

3. After selecting **Print Letters**:

- Choose the printed letter sort option from the dropdown list.
- Choose the name of the staff member printing the letters from the Contacted by dropdown.
- Choose **Yes** to update the attendance contact log.
- Click **Print** to generate the letter for mailing.

Sort printed letters by:

Student Name

Contacted by*:

Administrator, Demo

Update Attendance Contact Log:

Yes

Close

Print

4. When the Attendance Contact Log is updated, an entry will appear on the Contact Log screen with the most recent letter generated information.

Contact Log Crisp, Aubree Student #: 28467 DOB: 08/28/2016 Other School Pickup						
Contacted About	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Crisp, Aubree	Attendance	Mack, Jamesia	Recipients hidden, Attendance Letter	U.S. Mail	10/14/2025 03:20 PM	3 Day - Single Day Example, qualified date: 08/16/2024

Attendance Sub-Report Summary Output

The Attendance Sub-Reports summaries will produce the following information on the printed letter.

Course Marks Summary

The Course Marks Summary will display the number of attendance events in each course and a total of attendance events for each course.

Terms:	Term 1		Term 2		Term 3		Term 4		Total	
Course	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
99329Z0Y Actvty Period/ Homeroom	5	1	0	0	0	0	0	0	5	1

Period Marks Summary

The **Period Marks Summary** will display the number of attendance events in each period and a total of attendance events for each period.

Terms:	Term 1		Term 2		Term 3		Term 4		Total	
Period	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
ATT	5	1	0	0	0	0	0	0	5	1
CRS	0	0	0	0	0	0	0	0	0	0
Total	5	1	0	0	0	0	0	0	5	1

Single Day Summary

The Single Day Summary will display the date(s) where a student has an attendance event and provide a total of attendance events.

Term 1	Absent (Unexcused): 2024-08-13 Absent (Unexcused): 2024-08-15 Absent (Unexcused): 2024-08-16 Absent (Unexcused): 2024-10-07 Absent (Unexcused): 2024-10-17
Term 1 Days Total: 5	
Term 2	
Term 2 Days Total: 0	
Term 3	
Term 3 Days Total: 0	
Term 4	
Term 4 Days Total: 0	

Exact Day Summary

The Exact Day Summary will display the number attendance events based on student day minutes that meet an entered weight (for example - the number of student absent minutes for a day divided by the number student day instructional minutes) and provide a total number of attendance events.

Term 1		Term 2		Term 3		Term 4		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
5	1	0	0	0	0	0	0	5	1

Whole/Half Day Summary

The Whole/Half Day Summary will display the number of attendance events based on student attendance minutes that meet an entered weight (for example - the number of student absent minutes that meet or exceed the whole/half day values equals one day absent) and provide a total number of attendance events.

Term 1		Term 2		Term 3		Term 4		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
9	0	0	0	0	0	0	0	9	0

Additional Uses for Attendance Letters

PSUs can also use attendance letter processing when tracking student attendance for other reasons (i.e., tracking days beyond 10, extracurricular activities participation, etc.) by following the same steps listed above. In this instance, an exported list of the students who are included in the preview of attendance letters view in CSV format may be the desired output.

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