

PowerSchool Tardy Letter Creation

Tardy letters are mailed to parents when a student has exceeded tardy limitations for a class (period). Tardy letter processing is very similar to the absence letter reporting. A screen summarizes attendance points in a class period, within a school semester, for each tardy letter reporting limit.

PowerSchool tardy reporting consists of:

- Attendance points are used to sum the number of times late to class in a semester.
- Student fields TDY_LETTER_MISD and TDY_LETTERDATE_MISD indicate the last tardy letter sent to the parents and the date the letter was sent.
- An online form lists all students in the school semester, reaching a defined set of attendance points.
- An online form is used to update the student tardy letter and tardy letter date.
- A PowerSchool report is run to create the tardy letters. The students printed in the tardy letters are selected, using the tardy letter date (TDY_LETTERDATE_MISD).
- The tardy letter refers to the student tardy letter number, changing the text in the letter according to the severity of the number of times late to class.

The tardy letter number and tardy date is updated for each student. This process can be tedious and is not required to be done each day. The selection screen has a “last attendance date”, which is used to identify new tardy records added since the last review period. Only students with new attendance changes, made in the current review period, are necessary to update.

PowerSchool Attendance Points

Attendance points are assigned to tardy codes for specialized absentee reporting. For example, four tardy records may equal on absenteeism record. It is important to convert tardy attendance points to the number of tardy records properly.

Start Page > School Setup > Attendance Codes

Click on the name of the absence code to update code parameters.

| Code | Description | Teachers Assign | Counts ADA | Presence | Sort |
|------|--------------------------|-----------------|------------|----------|------|
| | Present | Yes | Yes | Present | 1 ▾ |
| A | Absent | Yes | Yes | Absent | 2 ▾ |
| T | Tardy | Yes | Yes | Present | 3 ▾ |
| P | Parent Excused | Yes | Yes | Absent | 4 ▾ |
| U | Unexcused | | Yes | Absent | 5 ▾ |
| S | School Excused | Yes | Yes | Present | 6 ▾ |
| I | In School Suspension | | Yes | Present | 7 ▾ |
| O | Out of School Suspension | | Yes | Absent | 8 ▾ |
| X | Truant | | Yes | Absent | 9 ▾ |
| V | Vacation | | Yes | Absent | 10 ▾ |
| F | Field Trip | | Yes | Present | 11 ▾ |
| W | W test case | Yes | | Present | 30 ▾ |

In the example below, one Tardy is equal to 0.5 attendance points. One attendance point is counted as two (2) tardies.

Start Page > School Setup > Attendance Codes > Edit Attendance Code

| Label | Value |
|--|---|
| Code | T |
| Description | Tardy |
| Presence Status | <input checked="" type="radio"/> Present <input type="radio"/> Absent |
| Code Categories | <input type="checkbox"/> Excused <input checked="" type="checkbox"/> Tardy <input type="checkbox"/> Unexcused |
| Points | 0.5 |
| Teacher can assign | Yes |
| This attendance code earns ADA credit | <input checked="" type="checkbox"/> |
| This attendance code counts towards membership | <input checked="" type="checkbox"/> |
| Sort order for display | 3 |

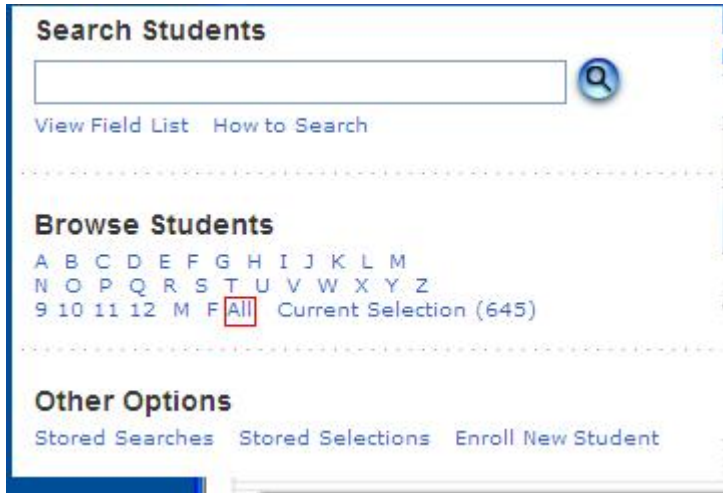
Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.

*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

Beginning of Semester Initialization

At the beginning of each school semester, blank out the TDY_LETTER_MISD and TDY_LETTERDATE_MISD student fields.

Select all the students in the school building.



Start Page > Special Functions > Group Functions > Student Field Value

Enter the tardy letter attribute and tardy letter date. Check the “Clear Field Value” option. Press submit to blank the absence reporting fields.

645 students are selected

| Option | Value |
|--------------------------|---|
| Field To Change (Fields) | TDY_LETTER_MISD |
| New Field Value | clearfieldvalue |
| | <input checked="" type="checkbox"/> Clear Field Value |
| | Insert * to use the current field value with the new field value. |
| Options | <input type="checkbox"/> Do not overwrite existing data. |

WARNING: This change is irreversible.

Submit

645 students are selected

| Option | Value |
|--------------------------|--|
| Field To Change (Fields) | <input type="text" value="TDY_LETTERDATE_MISD"/> |
| New Field Value | <input type="text" value="clearfieldvalue"/> <input checked="" type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value. |
| Options | <input type="checkbox"/> Do not overwrite existing data. |

WARNING: This change is irreversible.

Tardy Letter Selection Criteria

The school districts presently have several different options when printing tardy letters:

1. Choice of excused and unexcused tardy codes. The PowerSchool selection form provides the selection of tardy codes used.
2. The from and to date range, for the school semester, is an input parameter in the PowerSchool selection form.
3. Print only one letter per semester. The input form has the option of ignoring students who have a letter number previously mailed, providing the same functionality as only printing one letter per semester.
4. Print a letter as needed. This option prints a letter, in each class period, reaching the tardy letter criteria. A new tardy letter occurrence is determined by checking the last absence date is within the last reporting period.

ATT703x - Tardy Letters Ver 3.07

File Help

Letter 1 | Letter 2 | Letter 3 | Letter 4 | Elementary Options

Letter 1
Tardy Limit:
4

Include Reason Codes
 5 Unexcused Tardy
 6 Excused Tardy

Date Range
 From: 01/22/2008
 Thru: 03/28/2008

Send Letter #1
 As needed
 Only 1 per semester

Introductory Text: Edit Intro Text

The staff believes that punctuality is a positive lifetime habit which students should develop. We would like you to be aware that your child has **four or more tardies** in the class(es) listed below:

Summary Text: Edit Summary Text

The Board of Education has approved stringent consequences for chronic tardiness, up to and including loss of credit upon receiving the 11th tardy. A student could be passing a class academically, but still lose credit due to excessive tardiness. Please help your child by reviewing the tardy policy found in the Student Code of Conduct book.

Please review the above attendance record with your child. If you have any questions, feel free to

User: System Setup School Year: 2007/2008 School:

PowerSchool Tardy Report using Attendance Points

This report selection screen is run for each set of tardy letters:

1. Tardy letter 1
2. Tardy letter 2
3. Tardy letter 3
4. Tardy letter 4

For each letter, select the following input parameters:

- Select the valid tardy codes used in your school for reporting purposes. Identify the excused and unexcused tardy codes and if they are included in the tardy calculation.
- The Start/End date should be the school semester.
- The Min/Max frequency is entered according to the letter number and tardy criteria, determined by your school. Adjust the Min/Max attendance points according to the number of attendance points assigned to each tardy code used.
- PowerSchool meeting attendance is by classroom and/or period. PowerSchool daily attendance is only taken once a day. Please select “daily” or “meeting” attendance. Do not select both check boxes.
- If your school only prints one letter per semester, then enter the letter number for the selection. This will ignore students with a mailing previously sent, using the same letter number.
- If you print a letter as needed, then using the “last date >” will filter out any attendance periods that have not changed since the last review period. This may be used to determine if a new letter must be sent for an infraction in a different class period.

The input screen saves data input, except for the daily/meeting attendance check box.

Daily/Period Attendance Report using Attendance Points

| Attendance Code(s) | Start/End Date | Min/Max Frequency | Grade | Show Daily | Show Meeting |
|--|----------------|---|-------------------------|--------------------------|--------------------------|
| A F I O P S T U V W X | 01/01/2000 | 4 | All Grades | <input type="checkbox"/> | <input type="checkbox"/> |
| | 01/01/2010 | 12 | Last date >= 01/01/2000 | | |
| Attend letter not equal to X (Enter X to view all) | | Tardy letter not equal to X (Enter X to view all) | | | |
| Selected codes to look for (clear) 'A','F','I','O','P','S','T','U','V','X','X' | | | | | Student |
| Attendance Codes: Blank=Present A=Absent T=Tardy P=Parent Excused U=Unexcused S=School Excused I=In School Suspension O=Out of School Suspension X=Truant V=Vacation F=Field Trip W=W test case | | | | | |
| | | | | | Submit |

An output report is printed on the screen showing the

- Student name
- Grade level
- Class name
- Teacher name
- Last attendance record date
- Student absence and tardy letter number
- Sum of attendance points by period (course name).

Proper entry of the input selection parameter should only display the students with attendance points exceeding the tardy criteria.

| | Student | Grade | Class | Teacher | Last date | Abs ltr | Tdy ltr | Attend Pts |
|----|-----------------------|-------|---------------------------|--------------------------|------------|------------|------------|---------------|
| 1 | Adams, Corby | 10 | Home Repair (LS1000.9) | Schmidt, Andrew G | 11/24/2009 | | | 7.5 |
| 2 | Adams, Corby | 10 | Computer OS (CS3000.1) | Sullivan, Henrique J | 11/12/2009 | | | 4.5 |
| 3 | Ahlberg, Emmy | 10 | Chemistry 1 (SCI2000.1) | Sheen, Brian T | 11/13/2009 | | | 4 |
| 4 | Ahlberg, Emmy | 10 | Home Repair (LS1000.3) | Schmidt, Andrew G | 10/15/2009 | | | 6 |
| 5 | Aikinson, Andy G | 12 | French 2 (LFR2000.3) | Kyser, Kenneth | 11/6/2009 | | | 5 |
| 6 | Allred, Alfred P | 10 | Concert Choir (MUS1000.1) | Berndt, Gordie E | 11/25/2009 | | | 8 |
| 7 | Allred, Alfred P | 10 | Keyboarding (CS1000.1) | Kook, Steve M | 11/18/2009 | | | 4.5 |
| 8 | Allred, Alfred P | 10 | Phys Ed 10 (PE10.1) | Maxedon, Kerry | 11/3/2009 | | | 7 |
| 9 | Allred, Christopher N | 11 | English 2 (ENG2000.3) | Mantezimbe, Yoruba | 12/10/2009 | | | 7 |
| 10 | Almanza, Harold | 11 | Chemistry 1 (SCI2000.2) | Dombeck, Bartolomeu E | 11/12/2009 | | | 6 |

Special note when using the “as needed” option

It is very difficult in PowerSchool to maintain the letters sent by course period for each student. Eight (8) or nine (9) period numbers are required to maintain, with the last letter number on the attendance update form. If a new tardy is reported within the review period, the attendance letter could already have been sent in a prior review period. When reviewing the tardy history, determine if the tardy code was reported earlier, on the reporting limit; otherwise, the letter will be sent twice to the parent. One clue will be the letter number will already be set for the student, indicating at least one letter was already sent for one of the reporting periods.






The special tardy reporting programs will maintain a file of student letter numbers by period, avoiding this problem in the near future.

Click on the student attendance points to update the letter number and date

Clicking on the student attendance points will display a pop up form to update the letter number and tardy date. The form displays the student records, using the selection criteria to calculate the attendance points.

Note: please insure you enter a full 8 digit date with leading zeros. PowerSchool does not perform date formatting very well. Example: 06/07/2009 will make selecting the students for the tardy report much easier.

Press the submit button to change the letter number and date. The close button may be used to return to the report without updating the student data.

Attendance for Adams, Corby     

Adams, Corby 1U 4 AGHS1

| | | |
|---------|----------------------|-------------------------------------|
| | Letter | Letter date (mm/dd/yyyy) |
| Absence | <input type="text"/> | <input type="text"/> |
| Tardy | <input type="text"/> | <input type="text"/> |

| | Date | Class | Day | Period | Code | Points |
|----|------------|------------------------|-----|--------|------|--------|
| 1 | 6/26/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 2 | 6/30/2009 | Home Repair (LS1000.9) | A | 4 | I | .5 |
| 3 | 7/2/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 4 | 7/6/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 5 | 7/8/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 6 | 7/10/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 7 | 7/14/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 8 | 7/16/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 9 | 8/3/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 10 | 9/14/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 11 | 9/16/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 12 | 10/27/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 13 | 10/29/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 14 | 11/2/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |
| 15 | 11/24/2009 | Home Repair (LS1000.9) | A | 4 | T | .5 |

Attendance Codes:
 =Present | A=Absent | T=Tardy | P=Parent Excused | U=Unexcused | S=School Excused | I=In School Suspension | O=Out of School Suspension | X=Truant | V=Vacation | F=Field Trip | W=W test case |

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Suggested input form for entering tardy criteria

The following is an example input form for a school that sends one letter per semester. Only unexcused tardies are included in the calculation:

1. Letter 1, four (4) or more tardies, or 2 attendance points
2. Letter 2, eight (8) or more tardies, or 4 or more attendance points
3. Letter 3, eleven (11) or more tardies, or 5.5 attendance points

| Letter# | Attendance codes | Start | End | Min | Max | Grade | Meeting/Daily | Attend letter <> |
|----------------|-------------------------|--------------|------------|------------|------------|--------------|----------------------|----------------------------|
| 1 | U | 09/01/2009 | 12/31/2009 | 2 | 3.9 | All | Meet | 1 |
| 2 | U | 09/01/2009 | 12/31/2009 | 4 | 5.4 | All | Meet | 2 |
| 3 | U | 09/01/2009 | 12/31/2009 | 5.5 | 999 | All | Meet | 3 |

The following is an example input form for a school that sends a letter for each class period infraction. The last date the process was done (review date) was on 10/1/2009. The last date parameter is set to the next day (10/2/2009). Only unexcused tardies are included in the calculation:

4. Letter 1, four (4) or more tardies, or 2 attendance points
5. Letter 2, eight (8) or more tardies, or 4 or more attendance points
6. Letter 3, eleven (11) or more tardies, or 5.5 attendance points

| Letter# | Attendance codes | Start | End | Min | Max | Grade | Meeting/Daily | Attendance letter <> | Last date >= |
|----------------|-------------------------|--------------|------------|------------|------------|--------------|----------------------|--------------------------------|------------------------|
| 1 | U | 09/01/2009 | 12/31/2009 | 2 | 3.9 | All | Meet | X | 10/2/2009 |
| 2 | U | 09/01/2009 | 12/31/2009 | 4 | 5.4 | All | Meet | X | 10/2/2009 |
| 3 | U | 09/01/2009 | 12/31/2009 | 5.5 | 999 | All | Meet | X | 10/2/2009 |

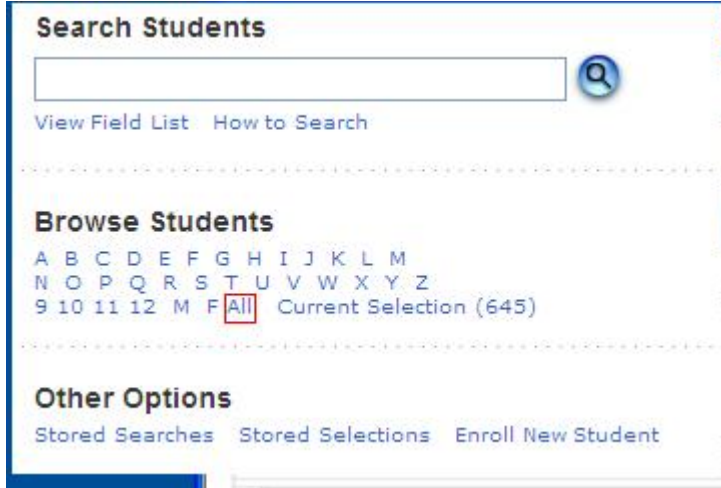
Input form for my school building

1. Identify the tardy codes to use for your school building. Choose excused and unexcused tardy codes with the proper attendance point conversion.
2. Remember to enter the start and end date for the school semester the tardy letters are printed.
3. Calculate the minimum and maximum number of attendance points for your letters.
4. All grades should normally be used.
5. If your school is a high school, then meeting attendance is most likely used. Daily attendance for elementary school and middle schools would be the most common.
6. If your school only prints one letter per semester, then use the attendance letter not equal options.
7. If your school prints a letter for each occurrence, then use the last review date to identify changes since the last review.

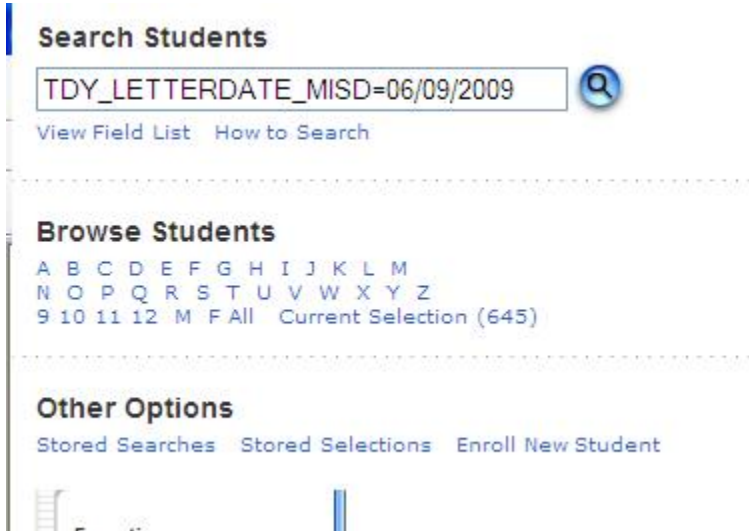
| Letter# | Attend codes | Start | End | Min | Max | Grade | Meetin g/Daily | Attend letter <> | Last date >= |
|---------|--------------|-------|-----|-----|-----|-------|----------------|------------------|--------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |

Printing the tardy letter

Select all the students for the initial selection.



From all the students, select students with the current tardy letter date. Enter the date as an eight (8) digit number.



For the selected student(s) print the tardy report.

Start page > Special Functions > Group Functions > Print Reports

Choose the tardy report created for your school building.
Verify the “courses enrolled during current term” option is set. Click on submit.

| Option | Value |
|---|--|
| Which report would you like to print? | TdyLetter |
| Adams, Corby | |
| For which students? | <input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records. |
| In what order? | <input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 8/10/2009 (takes extra time) |
| If printing student schedules, use... | <input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of 8/10/2009 |
| If printing fee list, only include transactions conducted during... (may be overridden in report setup) | Current School Year to |
| Watermark Text | |
| Watermark Mode | Overlay |
| When to print | ASAP |

[Submit](#)

A tardy letter is printed for your school building. The report may be changed to meet your particular school requirements. The decode statement is used in the report to change the letter text, depending on the letter number. The decode statement has a limit to the number of characters it will insert per letter.

An example decode statement is used to change the text in the letter:

^(decode;^(TDY_LETTER_MISD);1;one (1) unexcused tardy;2;two (2) unexcused tardies;3;four (4) excused tardies)

The decode statement consist of:

1. The decode statement ^(decode, followed by a semicolon.
2. The value to translate from, or in the example the letter number ^(TDY_LETTER_MISD), followed by a semicolon.
3. The first value to decode, followed by a semicolon (1 is the letter number one).
4. The related text for letter one, followed by a semicolon.
5. The second value to decode followed by a semicolon, etc.
6. The related text for the letter number etc.
7. The end of the decode statement has a closing right parenthesis “)”.

PowerSchool has an unknown limit on the text entered for each “decode” statement. Please limit the substitution text to one or two sentences. If necessary, a paragraph can be built using multiple “decode” statements.

Find

Apple Grove High School 1

August 10, 2009

To the parents of:
Corby Adams
4658 Norway Dr
Jackson, MS 39206

Re: Student tardiness for Corby in grade 10

As of 06/09/2009, Corby has received four (4) or more tardies in a class. Please be advised your student is in jeopardy of losing credit for His class.

| Term | Period | Course | Absent | Tardy | Points |
|-------|--------|---------------|--------|-------|--------|
| S1 | 1 | Open Study | 0 | 1 | 0.5 |
| 09-10 | 1 | World History | 0 | 1 | 0.5 |
| S1 | 2 | Pre-Calculus | 0 | 1 | 0.5 |
| S1 | 3 | Computer OS | 3 | 3 | 4.5 |
| S1 | 3 | Phys Ed 10 | 1 | 0 | 1 |
| S1 | 4 | Home Repair | 0 | 15 | 7.5 |
| 09-10 | 4 | English I | 2 | 5 | 4.5 |

Apple Grove High School 1 has stringent consequences for chronic tardiness in class. A student could be passing a class academically but still lose credit due to excessive tardiness. Please refer to Apple Grove High School 1 Student Code of Conduct book for further information on this policy. Class credit will be lost for a class with over eleven (11) tardies.

If your student reaches eight (8) total absences (unexcused plus excused) in any class(es), a second letter will be sent home as a reminder that credit will be lost upon the eleventh (11) absence.

Please review the above attendance record with your child. If you have any questions, feel free to call the Attendance Office.

8.50 x 11.00 in

Done Unknown Zone