Attendance Letters to Parents

Information Technology Department
Revised August 29, 2019
Training and Support

You may contact the following offices for assistance with the Excessive Absences, Truancy, and Tardy Letter procedures (Aeries Attendance Letters to Parents):

**Youth Services Attendance Team**
Attendance Division
(909) 880-6807

**Attendance Accounting**
Posting of Student Attendance
(909) 381-1152

**Reports**
Reports Team
(909) 386-2550
Email: reports@sbcusd.k12.ca.us

**Information Technology**
Training Specialist
(909) 386-2550
Email: aeries@sbcusd.com

**Information Technology**
Security Team
(909) 386-2550
For Aeries Access
Email: securityspecialist@sbcusd.com

Changes made in this version:

08/29/2019:

- Correspondence Language, anything other than code 01 for Spanish will get English. Updated any reference to this.

08/13/2019:

- Updated verbiage in the Attendance Letters
- Changed instructions for Attendance Notes. They are only used for SART Agreements, none of the other Attendance Letters.
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Elementary - Attendance Letters to Parents Flow Chart

Beginning of Year:
- Create Desktop Folders to Save Files
- Edit all Letters to match approved content.

Refer to Attendance Letter Schedule from Youth Services

(9 days from start of school): 1st Truancy Letters go out (3 + Unexcused Absences)

(1st WEEK of every month) Run the 1st Truancy Letters for new offenders

(11 days from start of school): 1st Excessive Absence Letters go out (5 + Excused Absences)

(2nd WEEK of every month) Run the 1st Excessive Absence Letters for new offenders

(12 days from start of school):
- Edit the 2nd Truancy Letters to include the meeting date and time
- 2nd Truancy Letters go out (6 + Unexcused Absences)
- Generate Aeries SART Contract for meeting

(3rd WEEK of every month) Run the 2nd Truancy Letters for new offenders
- Make sure to edit the meeting date and time
- Generate Aeries SART Contract for meeting

(16 days from start of school):
- Edit the 2nd Excessive Absence Letters to include the meeting date and time.
- 2nd Excessive Absence Letters go out (10 + Excused Absences)
- Generate Aeries SART Contract for meeting

(3rd WEEK of every month) Run the 2nd Excessive Absence Letters for new offenders
- Make sure to edit the meeting date and time
- Generate Aeries SART Contract for meeting.

(16 days from start of school): 1st Tardy Letters (Optional) go out (10 + Tardies)

(1st WEEK of every month) Run the 1st Tardy Letters (Optional) for new offenders

(21 days from start of school):
- Edit the 2nd Tardy Letters (Optional) to include the meeting date and time
- 2nd Tardy Letters go out (15 + Tardies)
- Generate Aeries SART Contract for meeting

(3rd WEEK of every month) Run the 2nd Tardy Letters (Optional) for new offenders
- Make sure to edit the meeting date and time
- Generate Aeries SART Contract for meeting

Refer to Attendance Letter Schedule from Youth Services
Secondary & Combo - Attendance Letters to Parents Flow Chart

Beginning of Year:
- Create Desktop Folders to Save Files
- Edit all Letters to match approved content.

Refer to Attendance Letter Schedule from Youth Services

(9 days from start of school): 1st Truancy Letters go out (3 + Unexcused Absences)

(1st WEEK of every month) Run the 1st Truancy Letters for new offenders

(12 days from start of school):
- Edit the 2nd Truancy Letters to include the meeting date and time
- 2nd Truancy Letters go out (6 + Unexcused Absences)
- Generate Aeries SART Contract for meeting

(3rd WEEK of every month) Run the 2nd Truancy Letters for new offenders
- Make sure to edit the meeting date and time
- Generate Aeries SART Contract for meeting

(16 days from start of school): 1st Excessive Absence Letters go out (10 + Excused Absences)

(2nd WEEK of every month) Run the 1st Excessive Absence Letters for new offenders

(16 days from start of school): 1st Tardy Letters (Optional) go out (10 + Tardies)

(1st WEEK of every month) Run the 1st Tardy Letters (Optional) for new offenders

(21 days from start of school):
- Edit the 2nd Excessive Absence Letters to include the meeting date and time
- 2nd Excessive Absence Letters go out (15 + Excused Absences)
- Generate Aeries SART Contract for meeting

(3rd WEEK of every month) Run the 2nd Excessive Absence Letters for new offenders
- Make sure to edit the meeting date and time
- Generate Aeries SART Contract for meeting

(21 days from start of school):
- Edit the 2nd Tardy Letters (Optional) to include the meeting date and time
- 2nd Tardy Letters go out (15 + Tardies).
- Generate Aeries SART Contract for meeting

(3rd WEEK of every month) Run the 2nd Tardy Letters (Optional) for new offenders
- Make sure to edit the meeting date and time
- Generate Aeries SART Contract for meeting

Refer to Attendance Letter Schedule from Youth Services
To easily remember these dates, setup an Outlook Calendar event for each letter like the example below:

![Outlook Calendar event setup example]

When done correctly, this will pop up in Outlook on the first Monday of every month to remind you to run the letters (use the dates that apply for your letters).
Chapter Objectives

Upon the completion of this chapter, you will be able to:

- State Excessive Absences, Truancy, and Tardy Letter procedures and guidelines
- Create a desktop shortcut to the Excessive Absences, Truancy, and Tardy Letter folders
- Customize the Excessive Absences, Truancy, and Tardy Letters with your school’s information
Lesson 1: Overview

Explanation of excessive absence, truancy and tardy (optional) letters in Aeries.

Every year you will receive the Attendance Letters to Parents Schedule from Youth Services.

There are 12 letters total; 6 in English and 6 in Spanish. These letters are legal documents created and approved by the District’s Youth Services Department. NO edits are to be done to these letters other than what is instructed for you in this manual.

Student Attendance Review Team (SART) Agreements are generated by the school site. SART is the result of the 2nd Attendance letter. The parent receives the 2nd letter, the SART Agreement is given at the meeting date listed on letter 2.

Student Attendance Review Board (SARB/800) Agreements are generated by Youth Services when students have missed 10% of the time they are enrolled. This is based on the state of CA new attendance metric of “Chronic Absenteeism.” Under this definition, all absence codes are counted. For example: a student is enrolled 98 days and has missed 9 days of school, the student has missed 10%. The student will be invited to a SARB meeting by the Youth Services Dept.

School sites will generate and mail to the parent(s) the 1st and 2nd Excessive, Absence and Truancy Letters.

You will see numbers filled-in brackets [ ] in the letters, the information that populates these come from Aeries. DO NOT edit this information.

⚠️ You must enter an Attendance Note for every SART Agreement generated. See Chapter 6, Lesson 2.
Excessive Absences Letter Guidelines

- **Excessive Absences** are Excused Absences.
- All schools should send out the 1<sup>st</sup> Excessive Absences letter in the second week of each month and the 2<sup>nd</sup> Excessive Absences letter in the third week of each month.
- You must print three copies of each batch of letters AND save each batch of merged letters in your current year Shortcut (2) folder (or name you change it to) for audit purposes.
  -- The first printed copy is mailed to the parent or guardian.
  -- The second printed copy is placed in the students cum folder.
  -- The third copy of the printed letter is filed in the 3-ring binder.

Truancy Letter Guidelines

- **Truancies** are Non-Excused absences.
- All schools should send out the 1<sup>st</sup> Truancy Letter in the first week of each month and the 2<sup>nd</sup> Truancy Letter in the third week of each month.
- You must print three copies of each batch of letters AND save each batch of merged letters in your current year Shortcut folder (or name you changed it to) for audit purposes.
  -- The first printed copy is mailed to the parent or guardian.
  -- The second printed copy is placed in the students cum folder.
  -- The third copy of the printed letter is filed in the 3-ring binder.

Tardy Letter Guidelines (OPTIONAL)

- All schools should send out the 1<sup>st</sup> Tardy Letters in the first week of the month and 2<sup>nd</sup> Tardy Letters in the third week of each month.
- You must print two copies of each batch of letters AND save each batch of merged letters in your current year Shortcut (3) folder (or name you changed it to) for audit purposes.
  -- The first printed copy is mailed to the parent or guardian.
  -- The second printed copy is placed in the students cum folder.

<table>
<thead>
<tr>
<th>Letter Criteria</th>
<th>Secondary&amp;Combo</th>
<th>Elementary</th>
<th>Mail out monthly in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Excessive Absences Letter</td>
<td>10+ Absences</td>
<td>5+ Absences</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Excessive Absences Letter</td>
<td>15+ Absences</td>
<td>10+Absences</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Truancy Letter</td>
<td>3+ Absences</td>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Truancy Letter</td>
<td>6+ Absences</td>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tardy Letter (optional)</td>
<td>10+ Tardy</td>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tardy Letter (optional)</td>
<td>15+ Tardy</td>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week</td>
</tr>
</tbody>
</table>
There are four **Excessive Absences** letters

<table>
<thead>
<tr>
<th></th>
<th>Secondary&amp;Combo</th>
<th>Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Excessive Absences Letter</td>
<td>10+ Absences</td>
<td>5+ Absences</td>
</tr>
<tr>
<td>2nd Excessive Absences Letter</td>
<td>15+ Absences</td>
<td>10+ Absences</td>
</tr>
</tbody>
</table>

**1st Excessive Absence Letters** are for the following absence reason codes:

- **B**-Early Dismissal – Excused (Elementary only. For Combo sites, use the Secondary codes)
- **E**-Excused

and/or

- **K**-Personal Needs

**2nd Excessive, Absence and Truancy Letters** for the same absence reason codes and have received the 1st Excessive Absence Letter.

There are four **Truancy** letters

<table>
<thead>
<tr>
<th></th>
<th>Secondary &amp; Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Truancy Letter</td>
<td>3+ Absences</td>
</tr>
<tr>
<td>2nd Truancy Letter</td>
<td>6+ Absences</td>
</tr>
</tbody>
</table>

**1st Truancy Letters** for the following absence reason codes:

- **Elementary**
  - **A**-Absent
  - **N**-Non-Verified
  - **U**-Unexcused
  - **X**-Truant
  - **W**-Tardy-Unexcused 31+

- **Secondary and Combo sites**
  - **A**-Absent
  - **N**-Non-Verified
  - **U**-Unexcused
  - **X**-Truant

**2nd Truancy Letter** for the same absence reason codes and have received the 1st Truancy Letter.

There are four **Tardy** letters (Optional)

<table>
<thead>
<tr>
<th></th>
<th>Secondary &amp; Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Tardy Letter</td>
<td>10+ Tardies</td>
</tr>
<tr>
<td>2nd Tardy Letter</td>
<td>15+ Tardies</td>
</tr>
</tbody>
</table>

**1st Tardy Letter** for the following absence reason code:

- **All sites**
  - **T-TD UNEX**

**2nd Tardy** Letter only after the 1st letter has been sent out.

⚠️ **T-TD UNEX, DO NOT USE ANY OTHER ABSENT CODE TO GENERATE TARDY LETTERS.**
Window Envelopes vs. Mailing Labels

If you will be using window envelopes (recommended) to mail your Excessive Absences, Tardy, and Truancy letters, make sure you order them in advance so they will be ready by the time you process the letters. Order the #10 window envelope via the district Printing Work Order Online service.

You will use http://sanbern.bizds.com as your website address to access Navigate.

You will use your network login and password to access Navigate.

Your network login is your first and last name, no spaces. Your password is your work station password.

If your site has not been trained, Printing Services will provide the training at the Printing Services Print Shop or at your site. Please call Printing Services at 388-6120 to set up training.

If you will not be using window envelopes, instructions on how to print mailing labels are in Chapter 2, Chapter 3, and Chapter 4 of this manual.
Lesson 2: Creating a desktop shortcut to your letter folders

Three shared folders have been setup on your P drive for you to save your completed letters. More than one person at your site should have access and also create these folder shortcuts. Follow the instructions in this lesson to create a folder desktop shortcut for each of the Excessive Absences, Truancies, and Tardies Letters to make it easier to save and retrieve your letters.

Before you generate letters for the first time in a new school year, check the Letter Log to make sure that Yes appears in the Cnt? column on the first day of school and that No appears in all records prior to the first day of school (last year’s). Refer to Chapter 5, Letters to all students for instructions on how to use the Letter Log. Call Youth Services if you think the Yes and No are incorrect here.

To get permissions to use these folders, you must have your administrator email securityspecialist@sbcusd.com and request this access.

1st Step is to delete any old desktop letter folders. These will be shortcuts that have the little blue arrow symbol on them and past year’s dates. This will not delete the actual letters from the server and they are backed up by IT.

Setup the Current Year’s Folders

Windows 7

Click on the Start button and then on Computer from the menu.

-or-

Windows 10

Click on the Start button and type PC.
Click on This PC.

1. Double click on the (P:) Drive icon. The name of your P drive may be different than what is shown in this screen shot.

2. Double click on the Aeries folder.

3. Double click on the Aeries Attendance Letters to Parents folder.

4. Double click on the Truancy folder.

5. Right click on the current year’s folder (2019-20) and select Send to > Desktop (create shortcut).
6. Go back by clicking on **Aeries Attendance Letters to Parents** in the menu bar, and then repeat the steps above for **Excessive Absences** and **Tardy Letters**.

7. Check your desktop to verify that you see all three shortcut folders with the **current year**.

   If you created the folders following the order above,
   
   The folder without a number is your **Truancy Letters** Folder.
   
   The (2) represents the **Excessive Absence Letters** folder.
   
   The (3) represents the **Tardy Letters** folder.

**Rename Folders**

1. Right click on a folder.

2. Select **Rename**. The blue highlighting lets you know you are in edit mode.

3. Leave the year, e.g., 2019-2020, and then replace Shortcut, Shortcut (2) and Shortcut (3) with **Truancy Letters**, **Excessive Absence Letters**, **Tardy Letters** as listed above.

4. Press the **Enter** key to save the new filename.
Lesson 3: Customizing the Letters

You will need to verify that all the wording in all the letters match the letters from Youth Services in the Appendix. These letters are legal documents and the wording is not to be changed.
You will need to check that your admin name, school name and phone number are correct in all 12 letters.

1. **Login** to Aeries.
2. From the Navigation Tree, click on the **Pages** icon, type the word **text** in the Filter Pages field.
3. Select **Letter Text Editor**.
4. Select the **Absences** letter, part 1, Corr Lang is blank or 00 (English).
   This is the 1st Absence letter in English. The 01 is Spanish.
   The 2nd letter is Absence, part 2, etc. This is the same for all the letters.
   *If the Corr Lang field shows Spanish in the demographics screen, the student receives a Spanish letter. All other codes will go out in English.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>1-letter</td>
<td></td>
</tr>
<tr>
<td>Absences</td>
<td>1-letter</td>
<td>01-Spanish</td>
</tr>
<tr>
<td>Absences</td>
<td>2-letter</td>
<td></td>
</tr>
<tr>
<td>Absences</td>
<td>2-letter</td>
<td>01-Spanish</td>
</tr>
<tr>
<td>Tardy (optional)</td>
<td>1-letter</td>
<td></td>
</tr>
<tr>
<td>Tardy (optional)</td>
<td>1-letter</td>
<td>01-Spanish</td>
</tr>
<tr>
<td>Tardy (optional)</td>
<td>2-letter</td>
<td></td>
</tr>
<tr>
<td>Tardy (optional)</td>
<td>2-letter</td>
<td>01-Spanish</td>
</tr>
<tr>
<td>Truancy</td>
<td>1-letter</td>
<td></td>
</tr>
<tr>
<td>Truancy</td>
<td>1-letter</td>
<td>01-Spanish</td>
</tr>
<tr>
<td>Truancy</td>
<td>2-letter</td>
<td></td>
</tr>
<tr>
<td>Truancy</td>
<td>2-letter</td>
<td>01-Spanish</td>
</tr>
</tbody>
</table>

5. Click the **Change** button (bottom of screen) to enter the edit mode.
6. Click in the **Text for the bottom portion of the letter** area and scroll to find the principal’s name or **[Principal or Designee]** prompt.
7. Drag over the **[Principal or Designee’s name]** and enter your principal’s name or the staff member designated by the principal.
   For Spanish letters, the title should be in Spanish (see Chapter 6 – Appendix for letter examples).
8. Drag over the **[Title]** prompt and enter the correct title (e.g., Vice Principal).
9. Once updated, drag over the Admin’s (Principal) name and title and press the **Ctrl + C** key on your keyboard. This will copy the selected text into the clipboard. You will paste this copied text into the remaining English or Spanish letters (match the language).
10. Click the **Update** button to save your changes.
11. Select the next letter and click on the **Change** button.
12. Drag over the Principal’s name and title and then press the **Ctrl + V** key on your keyboard. This will paste the text you copied from the copy step above (English or Spanish to match letter).
13. Click the [Update] button to save your changes.

14. Repeat for the remaining letters English and Spanish.

If the text you copied disappears from the clipboard, redo the copy step above to copy the text back to the clipboard.

Read through the text in all twelve letters to make sure there are no typos or blanks where site information was supposed to be entered (e.g., school name and phone number)
Chapter 2 - Processing Excessive Absences Letters

Chapter Objectives

Upon the completion of this chapter, you will be able to:

- Enter a meeting date and time in the 2nd letters
- Print letters for parents, student cum folder, and 3-ring binder
- Print list of students who received a letter
- Print mailing labels (optional)
Lesson 1: Entering meeting date and time into the 2nd Letters

We have you setup the 2nd letters with their meeting dates and times prior to running any letters to make sure you do this step. If you are only running the 1st letters, skip to Lesson 2.

This lesson will walk you through the steps to modify these letters to include the date and time of the meeting.

1. Login to Aeries.
2. From the Navigation Tree, click on the Pages icon, type the word TEXT in the Filter Pages field and then select Letter Text Editor.
3. Select the 2nd Excessive Absences Letter – English (blank or 00).
4. Click the button to enter the edit mode.
5. Click in the Text for the top portion of the letter area.
6. Scroll to the bottom of this area until you see the paragraph containing the meeting date and time.
7. Drag over the previous date and enter the new date of the meeting.
   When editing the Spanish letter, enter the date in Spanish (refer to the example on the following page).
8. Drag over the previous time and enter the new time of the meeting.
   Sample of secondary 2nd Absences letter (for Elementary the count would be 10)
9. Click the button to save your changes.
11. Repeat these steps for all the second letters before sending them out.

Make sure that the date and time of the meeting is identical in both the English and Spanish letters.
## Spanish Translations for Date and Time

<table>
<thead>
<tr>
<th>English</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>lunes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>martes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>miercoles</td>
</tr>
<tr>
<td>Thursday</td>
<td>jueves</td>
</tr>
<tr>
<td>Friday</td>
<td>viernes</td>
</tr>
<tr>
<td>January</td>
<td>enero</td>
</tr>
<tr>
<td>February</td>
<td>febrero</td>
</tr>
<tr>
<td>March</td>
<td>marzo</td>
</tr>
<tr>
<td>April</td>
<td>abril</td>
</tr>
<tr>
<td>May</td>
<td>mayo</td>
</tr>
<tr>
<td>June</td>
<td>junio</td>
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<td>July</td>
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<tr>
<td>August</td>
<td>agosto</td>
</tr>
<tr>
<td>September</td>
<td>septiembre</td>
</tr>
<tr>
<td>October</td>
<td>octubre</td>
</tr>
<tr>
<td>November</td>
<td>noviembre</td>
</tr>
<tr>
<td>December</td>
<td>diciembre</td>
</tr>
</tbody>
</table>

Use this syntax when entering the meeting date and time:

Day of the week, day, month, year, time

For example:

Tuesday, November 11, 2010 at 3:00 p.m = martes, 11 de noviembre de 2010 a la(s) 3:00 p.m.
Lesson 2: Processing the Excessive Absences Letters

You are now ready to generate the Excessive Absences Letters. This lesson includes steps to print the letters for the parent/guardian, student cum folder, and 3-ring binder. It also includes instructions on how to print mailing labels.

1. Login to Aeries.

2. From the Navigation Tree, click on the Reports icon, type the word parent in the Filter Reports field and then select the Attendance Letters to Parents.

3. In the Letter field, (top of screen), select Absences.

4. In the field directly to the right of the Letter field (Print All Parts of this ID), select letter 1 or 2:

5. In the Student Options area (left side), you are only changing the END DATE five days back. LEAVE:
   1. Use All-Day Attendance Codes instead of Periods selected at it is. Not at Elementary.
   2. Update Letter Log selected as it is.
   3. Update letter log table after printing letters selected.

7. In the **Print Options** area select the options shown in the screen shot above.
   The options selected here will print the district’s name, your school’s name, address, and phone number at the top of the letter. It will also print the date on the left side of the letter and print them sorted by the student’s name.

   If you will be using **district letterhead**, select the **None** option.

8. In the **Attendance Codes to Count** area, verify that the following codes are selected:
   - **B**-Early Dismissal – Excused (ED EXC) (elementary only)
   - **E**-Excused
   - **K**-Personal Needs absence codes.

9. Click the **Print Letters** button to generate the letters.

10. At the **File Download or View Report** message, click the **Open** button when prompted. The letters display in Adobe Reader.
    
    **Do not close this window!!** Continue with the steps below.

---

**⚠️** You must use the **Print Letters**, **Print List**, and **Print Labels** buttons in succession before you exit this screen. If you exit this screen after using the **Print Letters** button, the remaining buttons will not work for the batch of letters you just generated!

**⚠️** If you forget to print the letters before exiting this screen, you will have to delete the batch of letters then regenerate the letters to print them. Refer to **Chapter 4 Understanding the Letter Log Screen** for steps to delete a batch of letters.

---

**Save and Print the Letters and a list of students that received a letter**

**Perform the following steps in the exact order as presented!!**

1. While the letters are still displayed on the screen, click the **File > Save As** command from the Menu bar. If you receive the **This document will not allow you to save any changes…** prompt, click **OK**. If prompted for the file type, select **PDF**.

2. Find your **Desktop** in order to save to where you created the **Shortcuts to current year** folders. (refer to **Chapter 1, Lesson 2 – Creating a desktop shortcut to your shared folders**).

3. Double-click on the **correct folder**.

4. In the **File name** field, enter **1st or 2nd Exc Abs Letters with today’s date (type how many letters, not pages in parenthesis)**. See example below, (15).
5. Click the **Save** button.

6. Click the **Print** button.

   ♦ Print 2nd letters on a colored paper to draw attention to appointment date and time!

7. Increase the number of copies to 3 and then click the **OK** button.

   **Distribute the 3 copies as follows:**
   - Place one copy in the student’s cum folder
   - Place one copy in a 3-ring binder
   - Mail one copy to the parent/guardian

8. **Close** the Adobe Reader and View Report windows.

**Do not close the Print Attendance Letters to Parents window yet!!!

9. While still in the **Print Attendance Letters to Parents** screen, click the **PrintList** button.

   ♦ Use this printout as a working copy to share with a counselor, or use for compiling your mandated costs. And, put in front of the batch of letters in the 3-ring binder.

10. At the **File Download** screen, click **OK**.

11. Click the **Print** and then the **OK** button to get a paper copy of this report.

12. **Close** the Adobe Reader and the View Report windows.

   Leave the **Print Attendance Letters to Parents** Report Options screen open if you need mailing labels.

**Print mailing labels (optional)**

*Follow these steps if you will not be using window envelopes.*

1. At the Print Attendance Letters to Parents Report Options screen, click the **PrintLabels** button.

2. At the **File Download** window, click **Open**. Mailing labels for your letters appear in the Adobe Reader screen.

3. Insert a stack of blank mailing labels into the printer (Avery Label 5160 or 3 across by 10 down equivalent).

4. Select the **File > Print** command from the menu bar.

   Make sure **Actual Size** is selected. This will ensure that the text **will line up correctly** on the labels.

5. Click the **Print** button and then click **OK**.

6. Click the **Close** button to close the Adobe Reader window.

7. Click the **Close** button to exit the View Report screen.

8. Close the **Print Attendance Letters to Parents** Report Options screen.

   ♦ If you need to re-run your letters because you forgot to change the date or enter the meeting date and time, you must first delete this batch of letters from the **Letter Log**. Refer to **Chapter 4 – Understanding the Letter Log Screen, Deleting a Batch of Letters** for step-by-step instructions on how to do this.
Chapter 3 - Processing Truancy Letters

Chapter Objectives

Upon the completion of this chapter, you will be able to:

- Enter a meeting date and time in the 2nd letters
- Print letters to parents, student cum folder, and 3-ring binder
- Print list of students who received a letter
- Print mailing labels (optional)
Lesson 1: Entering meeting date and time into the 2nd Truancy Letters

We have you setup the 2nd letters with their meeting dates and times prior to running any letters to make sure you do this step. If you are only running the 1st letters, skip to Lesson 2. This lesson will walk you through the steps to modify these letters to include the date and time of the meeting.

1. Login to Aeries.
2. From the Navigation Tree, click on the Pages icon, type the word TEXT in the Filter Pages field and choose Letter Text Editor.
3. Select Truancy 2 (English or Spanish).
4. Click the Change button to enter the edit mode.
5. Click in the Text for the top portion of the letter area.

6. Scroll to the bottom of this area until you see the paragraph containing the meeting date and time.
7. Drag over the previous date and enter the new date of the meeting. If you are editing the Spanish letter, enter the date in Spanish (refer to the example on the next page).
8. Drag over the previous time and enter the new time of the meeting.
Spanish Translations for Date and Time
Monday = lunes
Tuesday = martes
Wednesday = miercoles
Thursday = jueves
Friday = viernes
January = enero
February = febrero
March = marzo
April = abril
May = mayo
June = junio
July = julio
August = agosto
September = septiembre
October = octubre
November = noviembre
December = diciembre

Use this syntax when entering the meeting date and time:
Day of the week, day, month, year, time

For example:
Tuesday, November 11, 2009 at 3:00 p.m. = martes, 11 de noviembre de 2009 a la(s) 3:00 p.m.

9. Click the [Update] button to save your changes.
10. Select the 2nd Truancy Letter – Spanish (01) letter.
11. Repeat Steps 4, 5, 6, 7, 8, and 9.

Make sure that the date and time of the meeting is identical in both the English and Spanish letters.
Lesson 2: Processing the Truancy Letters

You are now ready to generate the Truancy Letters. This lesson includes steps to print the letters for the parent/guardian, student cum folder, and 3-ring binder. It also includes instructions on how to print mailing labels if necessary.

1. Login to Aeries.
2. From the Navigation Tree, click on the Reports icon, type the word parent in the Filter Reports field and then select the Attendance Letters to Parents.
3. In the Letter field, select Truancy.
4. In the field directly to the right of the Letter field (Print All Parts of this ID), select letter 1 or 2:

   - Use All-Day attendance codes instead of periods selected at it is. Not at Elementary.
   - Update Letter Log selected as it is.
   - Update letter log table after printing letters selected.
5. In the Student Options area (left side), you are only changing the END DATE five days back. LEAVE:
   a. Use All-Day Attendance Codes instead of Periods selected at it is. Not at Elementary.
   b. Update Letter Log selected as it is.
   c. Update letter log table after printing letters selected.

7. In the **Print Options** area select the options shown in the screen shot above.
   The options selected here will print the district’s name, your school’s name, address, and phone number at the top of the letter. It will also print the date on the left side of the letter and print them sorted by the student’s name.
   If you will be using **district letterhead**, select the **None** option.

8. In the **Print Options** area select the options shown in this screen shot.
   The options selected here will print the district’s name, your school’s name, address, and phone number at the top of the letter. It will also print the date on the left side of the letter and print them sorted by the student’s name.
   If you will be using **district letterhead**, select the **None** option.

9. In the **Attendance Codes to Count** area, verify that the following codes are selected:
   - A-Absent
   - N-Non-verified
   - U-Unexcused
   - W-Tardy-Unexcused 31+ (elementary only)
   - X-Truant absence codes.

10. Click the **Print Letters** button to generate the letters.

11. At the **File Download** message, click the **Open** button when prompted. The letters display in Adobe Reader.

**Do not close this window!!!** Continue with the **Save and Print the Letters** steps on following pages.

---

You must use the **Print Letters**, **Print List**, and **Print Labels** buttons in succession before you exit this screen. If you exit this screen after using the Print Letters button, the remaining buttons will not work for the batch of letters you just generated!

A student may receive a 1\(^{st}\) Truancy Letter for 6 or more absences if the student has not received a 1\(^{st}\) letter for 3 or more unexcused absences yet. Before the 2\(^{nd}\) letter is generated, a 1\(^{st}\) letter has to be generated and mailed no matter how many unexcused absences were attained before the 1\(^{st}\) letter is processed. A 1\(^{st}\) letter must always go out first.
Save and Print the Letters and a list of students that received a letter

Perform the following steps in the exact order as presented!!!

1. While the letters are still displayed on the screen, click the File > Save As command from the Menu bar. If you receive the This document will not allow you to save any changes… prompt, click OK. If prompted for the file type, select PDF.

2. Find your Desktop in order to save to where you created the Shortcuts to current year folders. (refer to Chapter 1, Lesson 2 – Creating a desktop shortcut to your shared folders).

3. Double-click on the correct folder.

4. In the File name field, enter 1st or 2nd Truancy Letters with today’s date (type how many letters, not pages, in parenthesis). See example below.

   ![File name example]

   File name: 1st Truancy Letters 08-15-10 [100]
   Save as type: Adobe PDF Files (*.pdf)

5. Click the Save button.

6. Click the Print button.

   Print 2nd letters on a colored paper to draw attention to appointment date and time!

7. Increase the number of copies to 3 and then click the OK button.

   Distribute the 3 copies as follows:
   Place one copy in the student’s cum folder
   Place one copy in a 3-ring binder
   Mail one copy to the parent/guardian


Do not close the Print Attendance Letters to Parents window yet!!!

1. While still in the Print Attendance Letters to Parents screen, click the Print List button.

   Use this printout as a working copy to share with a counselor, or use for compiling your mandated costs. And, put in front of the batch of letters in the 3-ring binder.

2. At the File Download screen, click OK.

3. Click the Print and then the OK button to get a paper copy of this report.


5. Leave the Print Attendance Letters to Parents Report Options screen open if you need mailing labels.

Print mailing labels (optional) Follow the steps on page 22 if you will not be using window envelopes
Chapter 4 - Processing Tardy Letters

(OPTIONAL)

Chapter Objectives

Upon the completion of this chapter, you will be able to:

- Enter a meeting date and time in the 2\textsuperscript{nd} letters
- Print letters for parents, student cum folder, and 3-ring binder
- Print list of students who received a letter
- Print mailing labels (optional)
Lesson 1: Entering meeting date and time into the 2\textsuperscript{nd} Tardy Letters

Tardy Letters are optional, these are not required by the District.
Before you mail the 2\textsuperscript{nd} Tardy Letter, you will need to enter the date and time of the meeting. This lesson will walk you through the steps to modify these letters to include the date and time of the meeting.

1. Login to 

2. From the Navigation Tree, click on the Pages icon, type the word TEXT in the Filter Pages field and then select the Letters Text Editor.

3. Select the 2\textsuperscript{nd} Tardy Letter – English.

4. Click the button to enter the edit mode.

5. Click in the Text for the TOP portion of the letter area.

6. Scroll to the bottom of this area until you see the paragraph containing the meeting date and time.

7. Drag over the ENTER DATE AND TIME OF MEETING prompt (or previous date if that is what appears) and enter the new date of the meeting. When editing the Spanish letter, enter the date in Spanish (refer to the example on the next page).

<table>
<thead>
<tr>
<th>Letter ID</th>
<th>Corr</th>
<th>Part</th>
<th>Long</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tardy</td>
<td>2</td>
<td>01</td>
<td></td>
</tr>
</tbody>
</table>

An appointment has been made for you on TYPE WEEK DAY, MONTH, YEAR at TYPE TIME AM OR PM to meet with a school official at TYPE SITE NAME to consider a proper plan for correcting this problem. We appreciate your cooperation in being prompt to your appointment. Please feel free to call the school at TYPE PHONE NUMBER if you have any questions.
Spanish Translations for Date and Time

<table>
<thead>
<tr>
<th>English</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday = lunes</td>
<td>April = abril</td>
</tr>
<tr>
<td>Tuesday = martes</td>
<td>May = mayo</td>
</tr>
<tr>
<td>Wednesday = miercoles</td>
<td>June = junio</td>
</tr>
<tr>
<td>Thursday = jueves</td>
<td>July = julio</td>
</tr>
<tr>
<td>Friday = viernes</td>
<td>August = agosto</td>
</tr>
<tr>
<td>January = enero</td>
<td>September = septiembre</td>
</tr>
<tr>
<td>February = febrero</td>
<td>October = octubre</td>
</tr>
<tr>
<td>March = marzo</td>
<td>November = noviembre</td>
</tr>
<tr>
<td></td>
<td>December = diciembre</td>
</tr>
</tbody>
</table>

Use this syntax when entering the meeting date and time:
Day of the week, day, month, year, time

For example:
Tuesday, November 11, 2018 at 3:00 p.m = martes, 11 de noviembre de 2018 a la(s) 3:00 p.m.

8. Click the button to save your changes.

9. Select the 2\textsuperscript{nd} Excessive Absences Letter – Spanish letter. Refer to the table in Step 3 to identify this letter.

10. Repeat Steps 4, 5, 6, 7, 8, and 9.

- Make sure that the date and time of the meeting is identical in both the English and Spanish letters.
Lesson 2: Processing the Tardy Letters

You are now ready to generate the Tardy Letters. This lesson includes steps to print the letters for the parent/guardian and student cum folder. And, if mailing labels are needed, it also includes instructions on how to print mailing labels.

1. Login to Aeries.
2. From the Navigation Tree, click on the Reports Pages icon, type the word Parent in the Filter Reports field and then select the Attendance Letters to Parents.
3. In the Letter field, select Tardy.
4. In the field directly to the right of the Letter field, select:
   - **10 or more days in this semester** (if you are processing 1st Tardy letters)
   or
   - **15 or more days in this semester** (if you are processing 2nd Tardy Letters)

Choose this option to process 1st Tardy letters. Secondary & Elementary are the same.

Choose this option to process 2nd Tardy letters. Secondary & Elementary are the same.

Continued on next page
5. In the **Student Options** area, you are only changing the END DATE five days back. Leave. **DO NOT TOUCH OPTIONS IN THE RED CIRCLE** above.

6. In the **Print Options** area select the options shown in this screen shot. The options selected here will print the district’s name, your school’s name, address, and phone number at the top of the letter. It will also print the date on the left side of the letter and print them sorted by the student’s name. If you will be using **district letterhead**, select the **None** option.

   In **the Attendance Codes to Count** area, verify that only the **TD-UNEX** code is selected.

   **⚠️ Only use TD-UNEX. DO NOT USE ANY OTHER ABSENT CODES TO GENERATE TARDY LETTERS.**

7. Click the **Print Letters** button to generate the letters.

8. At the **File Download** message, click the **Open** button when prompted. The letters display in Adobe Reader.

   **Do not close this window!!!** Continue with the **Save and Print the Letters** steps on following page.

   **⚠️ You must use the Print Letters, Print List, and Print Labels buttons in succession before you exit this screen. If you exit this screen after using the Print Letters button, the remaining buttons will not work for the batch of letters you just generated! If you forget to print the letters before exiting this screen, you will have to delete the batch of letters then regenerate the letters to print them. Refer to **Chapter 5 Understanding the Letter Log Screen** for steps to delete a batch of letters.**
Save and Print the Letters

Perform the following steps in the exact order as presented!!!

1. While the letters are still displayed on the screen, click the File > Save As command from the Menu bar. If you receive the This document will not allow you to save any changes… prompt, click OK. If prompted for the file type, select PDF.

2. Find your Desktop in order to save to where you created the Shortcuts to current year folders. (refer to Chapter 1, Lesson 2 – Creating a desktop shortcut to your shared folders).

3. Double-click on the correct folder.

4. In the File name field, enter 1st or 2nd Tardy Letters with today’s date (type how many letters, not pages, in parenthesis). See example below. (15) refers to the letters, not pages. Some letters may have 2-pages.

   ![File Name Input](image)

5. Click the Save button.

6. Click the Print button.

7. Increase the number of copies to 2 and then click the OK button.

   Distribute the 2 copies as follows:
   - Place one copy in the student’s cum folder
   - Mail one copy to the parent/guardian


   Do not close the Print Attendance Letters to Parents window yet!!!

6. While still in the Print Attendance Letters to Parents screen, click the Print List button.

   Use this printout as a working copy to share with a counselor, or use for compiling your mandated costs.

7. At the File Download screen, click OK.

8. Click the Print and then the OK button to get a paper copy of this report.


10. Leave the Print Attendance Letters to Parents Report Options screen open if you need mailing labels.

Print mailing labels (optional)  Follow the steps on page 22 if you will not be using window envelopes
Chapter 5 – Understanding the Letter Log Screen

Chapter Objectives
Upon the completion of this chapter, you will be able to:

- Navigate to the Letter Log screen
- View letter mailed to one student
- View letters mailed to all students
- Filter the Letter Log by date, user name, and letter ID
- Display letter detail
- Delete one letter/delete a batch of letters
- Retrieve batch of letters from desktop folders
- Print Letter Log
Lesson 1: Finding Letters that have been mailed to parents (in Aeries)

The instructions in this lesson will walk you through the procedure to display letters that have been mailed. It also includes instructions on how to delete a letter record for one student and delete an entire batch of letters in Aeries should you discover that you made a mistake or a letter was not mailed.

Step-by-Step

Display Letter(s) to one student

1. Login in to Aeries.
2. From the Navigation Tree, click on the Pages icon.
3. In the Filter Pages field, type letter.
5. Verify that you are on the Students tab.

6. Select a student from the drop-down arrow.

   A list of letters that have been mailed to the selected student’s parent/guardian appears in date order.
Display Letters to all students

1. Login in to Aeries.
2. From the Navigation Tree, click on the Pages icon.
3. In the Filter Pages field, type letter.
5. Click on the Letter ID tab. A list of letters for the current year appears.
6. Follow the text instructions surrounding the screen shot below to display letters for all years, specific date, specific user, and/or letter ID.

Check the Limit To Current Year option to display current year only.
Check the Limit Date option and then select a date from drop-down list to display one batch of letters.
Check the Limit User option and then select the desired user to display a batch generated by a single user.

Select the letter type that you want to view here (e.g., Excessive Absences, Truancy, or Tardy).
Select a student whose absence record you want to view. The code detail appears to the right.

To sort the list of records by Student Name, click to put a check mark in the Sort by Student Name check box.
Include inactives if you need records from students that have left your site.

To view the actual batch of letters that were mailed out by your site for a specific date, go to the Letter folders you created on your desktop.
Deleting a single Letter from the Letter Log

If a parent calls to clear an absence and this student has a letter in the batch that is about to be mailed, pull the letter and write across the face of it that the letter was pulled. Keep the letter filed in the 3-ring binder for audit purposes.

Do not delete this letter reference from the Aeries Letter Log.

Deleting a batch of Letters from the Letter Log

If you forget to change the date at the top of the letter or enter the meeting date and time on the 2nd Excessive Absences or Truancy Letters, delete the entire batch of letters from the Letter Log so you can correct the date and then regenerate the letters.

1. From the Navigation Tree, click on the Pages icon.
2. In the Filter Pages field, type letter and then select Letter Log.
3. Click on the Letter ID tab. A list of letters for the current year appears under the Letter ID listing.
4. From the Letter ID drop down arrow, click on the letter type you wish to view, e.g., Truancy 1 or 2.
5. From the Letter ID screen, click on the LIMIT DATE.
   Use the drop down and select the correct date of letters to be deleted.

   ![Letter Log Screen](image)

The Letter Transactions screen displays.

6. From the Letter Id screen, click on LIMIT USER. Select your name from the drop down list.
7. Click on a student’s letter to highlight it.

   ![Letter Transactions Screen](image)

   Do not delete another user’s letters. Contact Youth Services if you want assistance with deleting letters from Aeries.

8. Click on the Delete button OR CANCEL button (at the end of the letter listings).
9. At the Are you sure you want to delete this transaction message, click OK.
   When the screen refreshes back to the initial list, it is done.

   Be really, really sure you want to do this, it is not reversible!
Lesson 2: Retrieving your electronic batch of Letters

The instructions in this lesson will walk you through locating any batch of Excessive Absences, Truancy, or Tardy letters that were generated by your site in this year and any previous year.

Step-by-Step

1. Navigate to your computer’s desktop.
2. Point to the current year letter folders you created (desktop shortcuts).
3. Double-click on the desired folder to open it.
4. Point to the folder in the year the letters were generated (e.g., 2017-2018, 2018-2019) and double-click to open that year’s folder.
5. Double-click on the desired batch of letters (e.g., 1\textsuperscript{st} Exc Abs Letters 01-15-08 (22).pdf).
6. Click the Close button to close the My Computer window.
Lesson 3: Printing the Letter Log

The instructions in this lesson will detail the steps to print a letter log report for one student or many students.

Print Letter Log for one student

1. Login in to Aeries.
2. From the Navigation Tree, click on the Pages icon.
3. In the Filter Pages field, type letter.
   Verify that you are on the Students tab.
5. Select a student from the drop-down arrow.
   A list of letters that have been mailed to the selected student’s parent/guardian appears in date order.
6. Click the Print button (bottom right-hand corner of screen).
   The Print Options dialog box appears.
7. If you want to include details of each letter, click to place a check mark in the Include Letter Audit records on Letter Log report option. Refer to screen shot below for an example of letter details.
8. Click Run Report and then View Report.
Print Letter Log for multiple students

1. Login in to Aeries.
2. From the Navigation Tree, click on the Pages icon.
3. In the Filter Pages field, type letter.
5. Verify that you are on the Letter ID tab.
6. Check mark the box for Limit to Current Year.
7. Select the Letter ID type you wish to have print, e.g., Truancy 1 or 2.
   Note: You can select Limit Date and/or Limit User in order to limit the letters that appear.
8. Select any of the options at the bottom you wish to use.

9. Click the Print button (bottom right-hand corner of screen).
   The Print Options dialog box appears.
10. If you want to include details of each letter, click to place a check mark in the Include Letter Audit records on Letter Log report option.
11. Click Run Report.
12. Click View Report.
Chapter Objectives

Upon the completion of this chapter, you will be able to:

- Generating SART Agreements
- Entering Attendance Notes for SART Agreements
- Aeries Letter Text Editor approved content
- Solve common Excessive Absences and Truancy Letter problems
Lesson 1: SART Agreements

The steps in this section will generate a SART Agreement with the student information already inserted. Hand this Agreement out to the parent/guardian at your SART meeting along with a printout of the student’s attendance. There is a Spanish and an English Agreement.

You must enter Attendance Notes for all students receiving a SART Contract. See Lesson 2

1. Click on the Reports icon and then type SART in the Filter Field.
2. Select SB_English or Spanish Monthly SART Agreement and click on Run Report.
   You may be prompted to login to the Report Server.
3. Select the Year.
4. Select your School (if an option).
5. Select the correct date for the letter (date the 2nd Truancy or Excessive Absence letters were generated).
6. Select the SART Meeting Date from the calendar field. This is the date the SART meeting will be conducted and will show at the top of the SART Agreement.
7. Click the View Report button to generate the report.
8. Read through the Agreement(s) to verify that all the information is correctly entered.
9. Hold down your Ctrl Key AND Click the floppy disk icon and select PDF.
10. SAVE to a location that you will remember.
11. Activate the Red Flag on the student’s Attendance page to record the SART meeting by entering the following comment: See notes on XX-XX-XXXX (type in the SART meeting date).
    This Red Flag would alert staff the student is on an active SART Agreement.

If you need address labels, follow the steps below before you go to the letters:

Print SART Address Labels
1. Click on the title of the Agreement.
   This will drop the data into the Report Viewer window.
2. Click the Floppy Disk icon drop-down arrow and select Excel.
3. SAVE to a location you will remember.
4. Open it.
5. From within the Excel window, delete the first 3 rows so that only the column titles remain.
6. SAVE.
7. Start Word and setup a Mail Merge into Avery 5160 Label using the file you saved in the step above as your Data Source.
   Contact a Trainer in Information Technology at (909) 386-2550 if you need assistance setting up a Mail Merge in Word.
Print the SART Agreements

1. **Open the SART Agreement file you saved** previously and **Print** 1 copy.
2. Get all **signatures** and then make 2 copies:
   a. Place original in the students cum folder with the outcome of the SART meeting (showed/no show).
   b. A copy is given to the parent/guardian at the SART meeting.
3. You can close the PDF file window. See next page for example of the SART Agreement.
4. Return to Aeries and print the student’s Attendance Record and attach it to the SART Agreement.
   You can use the student’s Attendance Screen to **Quick Print** the Student’s Attendance.

---

**Student Attendance Review Team Agreement**

**DATE:** 11/13/2018  
**SCHOOL:** KING MIDDLE SCHOOL  
**PHONE:** (909)

**STUDENT NAME:** WHIT  
**PARENT/GUARDIAN NAME:** JASMINE  
**NO. OF DAYS ABSENT:**

**THE STUDENT SHALL:**
- ✅ Attend all classes daily and on time.
- 📅 Report to attendance office daily for daily sign in.

**THE SCHOOL SHALL:**
- ✅ Ensure that student has appropriate academic supports in place.
- ✅ Continue a positive flow of communication with the family.

**THE PARENT/GUARDIAN SHALL:**
- ✅ Ensure child is at school every day, for the entire time assigned, and on time.
- ✅ Remove the child from school only with a valid excuse. (Illness/Doctor’s appointment)
- ✅ It is the parent/guardian’s responsibility to report absences to school officials immediately.
- ✅ For illness absences: (a) Provide school with written verification by doctor/medical advisor within 5 days of day of absence OR (b) Bring child to school to be checked by an official at the school site on the day of the illness.

**TO THE STUDENT PARENTS/GUARDIAN(S),**

I/We agree to participate in the above agreement and understand that if I/We fail to abide by its terms, I/We can be referred to School Attendance Review Board (SARB), District Attorney mediation and to Court. Failure to comply will result in a citation for Violation of Education Code 48260 and/or Prosecution by the District Attorney.

**STUDENT SIGNATURE**  
**PARENT SIGNATURE**

**SART MEMBER**  
**SART MEMBER**
Lesson 2: Enter Attendance Notes for all SART Agreements

You must enter an Attendance Note for every SART Agreement generated and given out to parents. These notes will state there was a meeting and whether the parent/guardian showed or did not show, as well as any necessary comments.

1. Login to Aeries.
2. From the Navigation Tree, click on the Pages icon, type the word Attendance in the Filter Pages field and then select Attendance under Student Data.
3. Search for the student receiving the letter.
4. Click on the NOTE icon next to the date of the letter you are recording.
5. Click on Add.
6. Select the correct letter from the Code-Description drop-down field.
7. Type any notes relating to this meeting/Agreement. E.g., letter mailed, parent phoned, counseled, did not attend meeting, etc.

Activating the Red Flag

Activate the Red Flag on the student’s Attendance page to record the SART meeting/Agreement by entering the following comment:

See notes on XX-XX-XXXX (type in the SART meeting date).

This Red Flag would alert staff the student is on an active SART Agreement.
Lesson 3: Letter Text Editor Approved Content

Copy and paste the contents in the letters below into the matching Aeries Letter Text Editor screen. The information in these letters contain legal verbiage created and approved by SBCUSD Youth Services Department and must remain the same for all school site letters. Please do not edit the letters. Everything in the brackets [ ] must stay, this is where the Aeries data will automatically populate.

Absences Elementary

All letters need to have this as the Bottom Portion for English/Spanish respectively:

| Sincerely, | Sinceramente, |
| Name of principal, Principal | Name of principal, Director(a) |

Absences Elem - English letter 1 (5 codes)

Dear [PG]:

The staff members at TYPE YOUR SCHOOL NAME are very concerned because your child has missed at least five (5) days of school already this year. Though a parent or guardian has called the office and excused the absences, valuable classroom time is being taken away from the student.

Education Code 48200 mandates that each person between the ages of 6 and 18 years are subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to continuation education shall attend the public full-time day school or continuation school for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

In order for your child to become a productive individual in the community, it is imperative that they attend school regularly. Your child’s success in school will be influenced by their attendance. Students today have many demands placed on them with a standards based curriculum and high stakes testing. Students are actively involved every minute in the classroom, refining all of their skills, which include Language Arts, Mathematics, Science, History, Physical Education and Fine Arts.

Your student [FN] [LN] ([ID]) has five (5) or more excused absences and/or tardies. If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason may affect your child’s education and reduce opportunities for success in school.

This is an attempt to improve the attendance of your child. If you would like to speak with a representative regarding this issue, please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER.
Absences Elem - Spanish letter 1 (5 codes)
Estimado(a) [PG]:

Los integrantes del personal de la escuela TYPE YOUR SCHOOL NAME están muy preocupados porque su hijo(a) ha faltado por lo menos cinco (5) días de escuela este año. Aunque un padre o un tutor legal ha estado llamando a la oficina para justificar las ausencias, las ausencias aun le quitan tiempo valioso de instrucción a su hijo(a).

El Código de educación 48200 requiere que cada menor entre las edades de 6 y 18 años esté sujeto a la enseñanza obligatoria de tiempo completo. Cada menor sujeto a la enseñanza obligatoria de tiempo completo y cada menor sujeto a enseñanza de continuación deberá asistir a una escuela pública de día completo o a una escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada. Cada padre, tutor legal u otra persona teniendo control o cargo de el (de la) alumno(a) mandará al (a la) alumno(a) a la escuela pública de día completo o a la escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada.

A fin de que su hijo(a) llegue a ser un(a) individuo(a) productivo(a) en la comunidad, es imprescindible que permanezca en la escuela. El éxito de su hijo(a) será influenciado por su asistencia escolar. Hoy en día, se les exige mucho a los alumnos en los salones de clase con un plan de estudios basado en estándares y con exámenes. Los alumnos están activamente involucrados cada minuto en la clase, refinando todas sus destrezas, las cuales incluyen artes idiomáticas, matemáticas, ciencias, historia, educación física y bellas artes.

Su hijo(a) [FN] [LN] ([ID]) tiene cinco (5) ausencias y/o llegadas tardes justificadas o más. Si su hijo(a) está ausente de la escuela por razones de enfermedad crónica o por razones fuera de su control, por favor póngase en contacto con la oficinista de asistencia. Las ausencias o tardanzas en exceso cualquiera sea la razón podrían afectar la educación de su hijo(a) y reducir las oportunidades de éxito en la escuela.

Este es un intento de mejorar la asistencia de su hijo(a). Si a usted le gustaría hablar con un representante concerniente a este asunto, por favor síntase en libertad de llamar a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Absences Elem - English letter 2 (10 codes)
Dear [PG]:

The staff members at TYPE YOUR SCHOOL NAME are very concerned because your child has missed at least ten (10) days of school already this year. Though a parent or guardian has called the office and excused the absences, valuable classroom time is being taken away from the student.

Education Code 48200 mandates that each person between the ages of 6 and 18 years are subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to continuation education shall attend the public full-time day school or continuation school for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

In order for your child to become a productive individual in the community, it is imperative that they attend school regularly. Your child’s success in school will be influenced by their attendance. Students today have many demands placed on them with a standards based curriculum and high stakes testing. Students are actively involved every minute in the classroom, refining all of their skills, which include Language Arts, Mathematics, Science, History, Physical Education and Fine Arts.

Your student [FN] [LN] ([ID]) has ten (10) or more excused absences and/or tardies. If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason may affect your child’s education and reduce opportunities for success in school.

The school staff members are concerned about the attendance patterns thus far and are requesting a School Attendance Review Team (SART) Meeting. We would like to understand the barriers to your child’s attendance and discuss how we can work together to make sure your child is in class and learning.

Your appointment has been scheduled for TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM to resolve this attendance problem. Please sign-in at the front office, and then you will be directed to the meeting area.

Please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER if you have any questions.
Absences Elem - Spanish letter 2 (10 codes)

Estimado(a) [PG]:

Los integrantes del personal de la escuela TYPE YOUR SCHOOL NAME están muy preocupados porque su hijo(a) ha faltado por lo menos diez (10) días de escuela este año. Aunque un padre o un tutor legal ha estado llamando a la oficina para justificar las ausencias, las ausencias aun le quitan tiempo valioso de instrucción a su hijo(a).

El Código de educación 48200 requiere que cada menor entre las edades de 6 y 18 años esté sujeto a la enseñanza obligatoria de tiempo completo. Cada menor sujeto a la enseñanza obligatoria de tiempo completo y cada menor sujeto a enseñanza de continuación deberá asistir a una escuela pública de día completo o a una escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada. Cada padre, tutor legal u otra persona teniendo control o cargo de el (de la) alumno(a) mandará al (a la) alumno(a) a la escuela pública de día completo o a la escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada.

A fin de que su hijo(a) llegue a ser un(a) individuo(a) productivo(a) en la comunidad, es imprescindible que permanezca en la escuela. El éxito de su hijo(a) será influenciado por su asistencia escolar. Hoy en día, se les exige mucho a los alumnos en los salones de clase con un plan de estudios basado en estándares y con exámenes. Los alumnos están activamente involucrados cada minuto en la clase, refinando todas sus destrezas, las cuales incluyen artes idiomáticas, matemáticas, ciencias, historia, educación física y bellas artes.

Su hijo(a) [FN] [LN] ([ID]) tiene diez (10) ausencias y/o llegadas tardes justificadas o más. Si su hijo(a) está ausente de la escuela por razones de enfermedad crónica o por razones fuera de su control, por favor póngase en contacto con la oficinista de asistencia. Las ausencias o tardanzas en exceso cualquiera sea la razón podrían afectar la educación de su hijo(a) y reducir las oportunidades de éxito en la escuela.

Los integrantes del personal de la escuela están preocupados sobre este patrón de asistencia escolar y están solicitando una reunión SART (Equipo para repasar la asistencia escolar de los alumnos) con usted. Nos gustaría entender los obstáculos que previenen la asistencia de su hijo(a) a la escuela y trabajar juntos para asegurar que su hijo(a) este en clases y aprendiendo.

Una cita ha sido programada el TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM para resolver este problema de asistencia.

Si a usted le gustaría hablar con un representante concerniente a este asunto, por favor siéntase en libertad de llamar a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Absences Secondary

Absences Secondary - English letter 1 (10 codes)

Dear [PG]:

The staff members at TYPE YOUR SCHOOL NAME are very concerned because your child has missed at least ten (10) days of school already this year. Though a parent or guardian has called the office and excused the absences, valuable classroom time is being taken away from the student.

Education Code 48200 mandates that each person between the ages of 6 and 18 years are subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to continuation education shall attend the public full-time day school or continuation school for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

In order for your child to become a productive individual in the community, it is imperative that they attend school regularly. Your child’s success in school will be influenced by their attendance. Students today have many demands placed on them with a standards based curriculum and high stakes testing. Students are actively involved every minute in the classroom, refining all of their skills, which include Language Arts, Mathematics, Science, History, Physical Education and Fine Arts.

Your student [FN] [LN] ([ID]) has ten (10) or more excused absences and/or tardies. If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason may affect your child’s education and reduce opportunities for success in school.

This is an attempt to improve the attendance of your child. If you would like to speak with a representative regarding this issue, please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER.
Absences Secondary - Spanish letter 1 (10 codes)

Estimado(a) [PG]:

Los integrantes del personal de la escuela TYPE YOUR SCHOOL NAME están muy preocupados porque su hijo(a) ha faltado por lo menos diez (10) días de escuela este año. Aunque un padre o un tutor legal ha estado llamando a la oficina para justificar las ausencias, las ausencias aun le quitan tiempo valioso de instrucción a su hijo(a).

El Código de educación 48200 requiere que cada menor entre las edades de 6 y 18 años esté sujeto a la enseñanza obligatoria de tiempo completo. Cada menor sujeto a la enseñanza obligatoria de tiempo completo y cada menor sujeto a enseñanza de continuación deberá asistir a una escuela pública de día completo o a una escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada. Cada padre, tutor legal u otra persona teniendo control o cargo de el (de la) alumno(a) mandará al (a la) alumno(a) a la escuela pública de día completo o a la escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada.

A fin de que su hijo(a) llegue a ser un(a) individuo(a) productivo(a) en la comunidad, es imprescindible que permanezca en la escuela. El éxito de su hijo(a) será influenciado por su asistencia escolar. Hoy en día, se les exige mucho a los alumnos en los salones de clase con un plan de estudios basado en estándares y con exámenes. Los alumnos están activamente involucrados cada minuto en la clase, refinando todas sus destrezas, las cuales incluyen artes idiomáticas, matemáticas, ciencias, historia, educación física y bellas artes.

Su hijo(a) [FN] [LN] ([ID]) tiene diez (10) ausencias y/o llegadas tardes justificadas o más. Si su hijo(a) está ausente de la escuela por razones de enfermedad crónica o por razones fuera de su control, por favor póngase en contacto con la oficinista de asistencia. Las ausencias o tardanzas en exceso cualquiera sea la razón podrían afectar la educación de su hijo(a) y reducir las oportunidades de éxito en la escuela.

Este es un intento de mejorar la asistencia de su hijo(a). Si a usted le gustaría hablar con un representante concerniente a este asunto, por favor siéntase en libertad de llamar a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Absences Secondary - English letter 2 (15 codes)

Dear [PG]:

The staff members at TYPE YOUR SCHOOL NAME are very concerned because your child has missed at least fifteen (15) days of school already this year. Though a parent or guardian has called the office and excused the absences, valuable classroom time is being taken away from the student.

Education Code 48200 mandates that each person between the ages of 6 and 18 years are subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to continuation education shall attend the public full-time day school or continuation school for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

In order for your child to become a productive individual in the community, it is imperative that they attend school regularly. Your child’s success in school will be influenced by their attendance. Students today have many demands placed on them with a standards based curriculum and high stakes testing. Students are actively involved every minute in the classroom, refining all of their skills, which include Language Arts, Mathematics, Science, History, Physical Education and Fine Arts.

Your student [FN] [LN] ([ID]) has fifteen (15) or more excused absences and/or tardies. If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason may affect your child’s education and reduce opportunities for success in school.

The school staff members are concerned about the attendance patterns thus far and are requesting a School Attendance Review Team (SART) Meeting. We would like to understand the barriers to your child’s attendance and discuss how we can work together to ensure your child is in class and learning.

Your appointment has been scheduled for TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM to resolve this attendance problem. Please sign-in at the front office, and then you will be directed to the meeting area.

Please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER if you have any questions.
Absences Secondary - Spanish letter 2 (15 codes)

Estimado(a) [PG]:

Los integrantes del personal de la escuela TYPE YOUR SCHOOL NAME están muy preocupados porque su hijo(a) ha faltado por lo menos quince (15) días de escuela este año. Aunque un padre o un tutor legal ha estado llamando a la oficina para justificar las ausencias, las ausencias aun le quitan tiempo valioso de instrucción a su hijo(a).

El Código de educación 48200 requiere que cada menor entre las edades de 6 y 18 años esté sujeto a la enseñanza obligatoria de tiempo completo. Cada menor sujeto a la enseñanza obligatoria de tiempo completo y cada menor sujeto a enseñanza de continuación deberá asistir a una escuela pública de día completo o a una escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada. Cada padre, tutor legal u otra persona teniendo control o cargo de el (de la) alumno(a) mandará al (a la) alumno(a) a la escuela pública de día completo o a la escuela de continuación por el tiempo completo designado como la duración del día escolar por la mesa gobernante del distrito escolar en el cual la residencia sea del padre o del tutor legal está ubicada.

A fin de que su hijo(a) llegue a ser un(a) individuo(a) productivo(a) en la comunidad, es imprescindible que permanezca en la escuela. El éxito de su hijo(a) será influenciado por su asistencia escolar. Hoy en día, se les exige mucho a los alumnos en los salones de clase con un plan de estudios basado en estándares y con exámenes. Los alumnos están activamente involucrados cada minuto en la clase, refinando todas sus destrezas, las cuales incluyen artes idiomáticas, matemáticas, ciencias, historia, educación física y bellas artes.

Su hijo(a) [FN] [LN] ([ID]) tiene quince (15) ausencias y/o llegadas tardes justificadas o más. Si su hijo(a) está ausente de la escuela por razones de enfermedad crónica o por razones fuera de su control, por favor póngase en contacto con la oficinista de asistencia. Las ausencias o tardanzas en exceso cualquiera sea la razón podrían afectar la educación de su hijo(a) y reducir las oportunidades de éxito en la escuela.

Los integrantes del personal de la escuela están preocupados sobre este patrón de asistencia escolar y están solicitando una reunión SART (Equipo para repasar la asistencia escolar de los alumnos) con usted. Nos gustaría entender los obstáculos que previenen la asistencia de su hijo(a) a la escuela y trabajar juntos para asegurar que su hijo(a) este en clases y aprendiendo.

Una cita ha sido programada el TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM para resolver este problema de asistencia. Si a usted le gustaría hablar con un representante concerniente a este asunto, por favor siéntase en libertad de llamar a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Tardy ALL 18 Schools

**Tardy All 18 sites - English letter 1 (10 codes)**

Dear [PG]:
The staff members at TYPE YOUR SCHOOL NAME are very concerned because your child is arriving late and valuable classroom time is being taken away from the student. Tardies also interrupt instruction and interfere with the learning environment for all pupils, it is imperative they arrive to school in a timely manner. Students today have many demands placed on them with a standards based curriculum and high stakes testing. Students are actively involved every minute in the classroom, refining all of their skills, which includes Language Arts, Mathematics, Science, History, Physical Education and Fine Arts.

Your student [NM], has 10 or more tardies. A conference will need to be scheduled if your child’s attendance continues to be a concern.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

This is an attempt to resolve this attendance concern. If you would like to speak with a representative regarding this issue, please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER.

**Tardy All 18 sites - Spanish letter 1 (10 codes)**

Estimado padre de familia,

Los integrantes del personal de la escuela TYPE YOUR SCHOOL NAME están muy preocupados porque su hijo(a) ha llegado tarde y pierde instrucción académica. Las tardanzas también interrumpen e interfieren con la instrucción de todos los alumnos en el aula. Es importante que los alumnos lleguen a tiempo a la escuela. Se les exige mucho a los alumnos en los salones de clase. Los estudiantes participan cada minuto de clase para mejorar sus habilidades en todas las materias las cuales incluyen artes idiomáticas, matemáticas, ciencia, historia, educación física y bellas artes.

Su estudiante [NM], tiene 10 o más tardanzas. Una reunión podría ser programada si las tardanzas continúan siendo un problema.

Nuestra meta es asistir en la educación su hijo(a). Podemos tener éxito si su hijo(a) asiste a la escuela a tiempo y todos los días.

Este es un intento de mejorar la asistencia de su hijo(a). Si usted desea hablar con un representante acerca de este asunto, por favor llame a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Tardy All 18 sites - English letter 2 (15 codes)
Dear [PG]:

The staff members at TYPE YOUR SCHOOL NAME are very concerned because your child is arriving late and valuable classroom time is being taken away from the student. Tardies also interrupt instruction and interfere with the learning environment for all pupils, it is imperative they arrive to school in a timely manner. Students today have many demands placed on them with a standards based curriculum and high stakes testing. Students are actively involved every minute in the classroom, refining all of their skills, which includes Language Arts, Mathematics, Science, History, Physical Education and Fine Arts.

Your student [NM], has 15 or more tardies. The school staff members are concerned about the attendance patterns thus far and are requesting a School Attendance Review Team (SART) Meeting. Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

Your appointment has been scheduled for TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM to resolve this attendance problem. Please sign-in at the front office, and then you will be directed to the meeting area.

Please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER if you have any questions.

Tardy All 18 sites - Spanish letter 2 (15 codes)
Estimado padre de familia,

Los integrantes del personal de la escuela TYPE YOUR SCHOOL NAME están muy preocupados porque su hijo(a) ha llegado tarde y pierde instrucción académica. Las tardanzas también interrumpen e interfieren con la instrucción de todos los alumnos en el aula. Es importante que los alumnos lleguen a tiempo a la escuela. Se les exige mucho a los alumnos en los salones de clase. Los estudiantes participan cada minuto de clase para mejorar sus habilidades en todas las materias las cuales incluyen artes idiomáticas, matemáticas, ciencia, historia, educación física y bellas artes.

Su estudiante [NM], tiene 15 o más tardanzas. Los integrantes del personal de la escuela están preocupados sobre este patrón de asistencia escolar y están solicitando una reunión SART (Equipo para repasar la asistencia escolar de los alumnos) con usted. Nuestra meta es asistir en la educación su hijo(a). Podemos tener éxito si su hijo(a) asiste a la escuela a tiempo y todos los días.

Una reunión SART (Equipo para repasar la asistencia escolar de los alumnos) ha sido programada el TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM para resolver este problema de asistencia. Por favor preséntense en la dirección de la escuela y será dirigido a la locación de la reunión.

Si a usted tiene alguna pregunta por favor llame a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Truancy Elem - English letter 1 (3 codes)

Dear [PG]:

Our records indicate that your student [FN] [LN] ([ID]) at TYPE YOUR SCHOOL NAME has three (3) or more unexcused absences and/or tardies without a valid excuse. Therefore, your child is considered a truant according to California’s Education Code 48260. Section 48260 is quoted as follows: “Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent from more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.”

Education Code (48260.5) states that upon pupil’s initial classification as a truant, the school district shall notify the pupil’s parent/guardian, by first-class mail or other reasonable means, of the following:

(a) That the pupil is truant.
(b) The parent/guardian is obligated to compel the attendance of the pupil at school.
(c) Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with section 48290).
(d) Alternative education programs are available in the school district.
(e) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy.
(f) That the pupil may be subject to prosecution under Section 48264.
(g) For a pupil under 18 years of age but 13 years of age or older, may be subject to suspension, restriction, or delay of the pupil’s driving privilege pursuant to Section 13202.7 of the Vehicle Code.
(h) It is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

This is an attempt to resolve this truancy problem. If you would like to speak with a representative regarding this issue, please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER.
Truancy Elem - Spanish letter 1 (3 codes)

Estimado (a) [PG]:

Nuestros archivos indican que su estudiante [FN] [LN] [ID] de la escuela TYPE YOUR SCHOOL NAME tiene tres (3) o más ausencias/ o tardanzas sin razón válida. Por lo tanto, su hijo(a) es considerado(a) ausente sin justificación de acuerdo con el Código de educación de California 48260; el cual indica que “Cualquier alumno sujeto a la enseñanza obligatoria de tiempo completo o a enseñanza de continuación que se ausenta de clases sin justificación valida por tres días en un año escolar o llega tarde o ausente por más de un periodo de 30 minutos durante el día escolar sin justificación valida en tres ocasiones en un año escolar, o la combinación de ambos, es clasificado como ausente sin justificación y debe ser reportado al supervisor de asistencia o al superintendente del distrito escolar.”

El Código de educación (48260.5) indica que, al inicio de la clasificación del alumno como ausente sin justificación, el distrito escolar notificará a los padres / tutor legal del alumno, por correo o por otros medios razonables, de lo siguiente:

(a) Que el alumno ha faltado sin justificación.
(b) Que el padre/tutor legal está obligado a exigir la asistencia escolar del alumno.
(c) Los padres/tutores legales que no cumplan con esta obligación pueden ser culpables de una infracción y sujetos a cargos legales conforme al Artículo 6 (comenzando con la Sección 48290).
(d) Los programas de educación alternativa que están disponibles en el distrito
(e) Que el padre/tutor legal tiene el derecho de reunirse con el personal de la escuela apropiada para hablar sobre soluciones a las faltas injustificadas del alumno.
(f) Que el alumno está sujeto a cargos legales bajo la Sección 48264.
(g) Que el alumno menor de 18 años, pero mayor de 13 años de edad, puede estar sujeto a la suspensión, restricción o retraso del privilegio de manejo conforme a la Sección 13202.7 del Código de vehículos.
(h) Se recomienda que el padre/tutor legal acompañe al alumno a la escuela y asista a clases con el alumno por un día.

Nuestra meta es asistir en la educación su hijo(a). Podemos tener éxito si su hijo(a) asiste a la escuela a tiempo y todos los días.

Si a usted le gustaría hablar con un representante concerniente a este asunto, por favor siéntase en libertad de llamar a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Aeries – Attendance Letters to Parents

Truancy Elem - English letter 2 (6 codes)

Dear [PG]:

Our records indicate that your student [FN] [LN] ([ID]) at TYPE YOUR SCHOOL NAME has six (6) or more unexcused absences and/or tardies without a valid excuse. Therefore, your child is considered a truant repeat according to California’s Education Code 48261. Section 48261 is quoted as follows: “Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the school district.”

Education Code (48260.5) states that upon pupil’s initial classification as a truant, the school district shall notify the pupil’s parent/guardian, by first-class mail or other reasonable means, of the following:

(a) That the pupil is truant.
(b) The parent/guardian is obligated to compel the attendance of the pupil at school.
(c) Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with section 48290).
(d) Alternative education programs are available in the school district.
(e) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy.
(f) That the pupil may be subject to prosecution under Section 48264.
(g) For a pupil under 18 years of age but 13 years of age or older, may be subject to suspension, restriction, or delay of the pupil’s driving privilege pursuant to Section 13202.7 of the Vehicle Code.
(h) It is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day.
(i) Failure to improve your child’s attendance may result in your student being deemed a chronic truant (Education Code 48263.6).

A School Attendance Review Team (SART) Meeting has been scheduled for you on TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM to meet with a school official to consider a proper plan for correcting this problem.

Please sign-in at the front office, and then you will be directed to the meeting area. Please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER if you have any questions.
Truancy Elem - Spanish letter 2 (6 codes)

Estimado (a) [PG]:

Nuestros archivos indican que su estudiante [FN] [LN] [ID] de la escuela TYPE YOUR SCHOOL NAME tiene seis (6) o más ausencias / tardanzas sin razón válida. Por lo tanto, su hijo(a) es considerado(a) ausente sin justificación de acuerdo con el Código de educación de California 48260; el cual indica que “Cualquier alumno sujeto a la enseñanza obligatoria de tiempo completo o a enseñanza de continuación que se ausenta de clases sin justificación valida por tres días en un año escolar o llega tarde o ausente por más de un periodo de 30 minutos durante el día escolar sin justificación valida en tres ocasiones en un año escolar, o la combinación de ambos, es clasificado como ausente sin justificación y debe ser reportado al supervisor de asistencia o al superintendente del distrito escolar.”

El Código de educación (48260.5) indica que, al inicio de la clasificación del alumno como ausente sin justificación, el distrito escolar notificará a los padres / tutor legal del alumno, por correo o por otros medios razonables, de lo siguiente:

(a) Que el alumno ha faltado sin justificación.
(b) Que el padre/tutor legal está obligado a exigir la asistencia escolar del alumno.
(c) Los padres/tutores legales que no cumplan con esta obligación pueden ser culpables de una infracción y sujetos a cargos legales conforme al Artículo 6 (comenzando con la Sección 48290).
(d) Los programas de educación alternativa que están disponibles en el distrito
(e) Que el padre/tutor legal tiene el derecho de reunirse con el personal de la escuela apropiada para hablar sobre soluciones a las faltas injustificadas del alumno.
(f) Que el alumno está sujeto a cargos legales bajo la Sección 48264.
(g) Que el alumno menor de 18 años, pero mayor de 13 años de edad, puede estar sujeto a la suspensión, restricción o retraso del privilegio de manejo conforme a la Sección 13202.7 del Código de vehículos.
(h) Se recomienda que el padre/tutor legal acompañe al alumno a la escuela y asista a clases con el alumno por un día
(i) El no asegurar el mejoramiento de la asistencia podría clasificar al estudiante como un faltista crónico. (Código de Educación 48263.6)

Una reunión SART (Equipo para repasar la asistencia escolar de los alumnos) ha sido programada el TYPE WEEK DAY, MONTH, DAY, YEAR at TYPE TIME AM OR PM para resolver este problema de asistencia. Por favor preséntense en la dirección de la escuela y será dirigido a la locación de la reunión.

Si a usted tiene alguna pregunta por favor llame a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Dear [PG]:

Our records indicate that your student [FN] [LN] ([ID]) at TYPE YOUR SCHOOL NAME has three (3) or more unexcused absences and/or tardies without a valid excuse. Therefore, your child is considered a truant according to California’s Education Code 48260. Section 48260 is quoted as follows: “Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent from more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.”

Education Code (48260.5) states that upon pupil’s initial classification as a truant, the school district shall notify the pupil’s parent/guardian, by first-class mail or other reasonable means, of the following:

(a) That the pupil is truant.
(b) The parent/guardian is obligated to compel the attendance of the pupil at school.
(c) Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with section 48290).
(d) Alternative education programs are available in the school district.
(e) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy.
(f) That the pupil may be subject to prosecution under Section 48264.
(g) For a pupil under 18 years of age but 13 years of age or older, may be subject to suspension, restriction, or delay of the pupil’s driving privilege pursuant to Section 13202.7 of the Vehicle Code.
(h) It is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

This is an attempt to resolve this truancy problem. If you would like to speak with a representative regarding this issue, please feel free to call the school at TYPE YOUR SCHOOL SITE PHONE NUMBER.
Truancy Secondary - Spanish letter 1 (3 codes)

Estimado (a) [PG]:

Nuestros archivos indican que su estudiante [FN] [LN] [ID] de la escuela TYPE YOUR SCHOOL NAME tiene tres (3) o más ausencias/ o tardanzas sin razón válida. Por lo tanto, su hijo(a) es considerado(a) ausente sin justificación de acuerdo con el Código de educación de California 48260; el cual indica que “Cualquier alumno sujeto a la enseñanza obligatoria de tiempo completo o a enseñanza de continuación que se ausenta de clases sin justificación valida por tres días en un año escolar o llega tarde o ausente por más de un periodo de 30 minutos durante el día escolar sin justificación válida en tres ocasiones en un año escolar, o la combinación de ambos, es clasificado como ausente sin justificación y debe ser reportado al supervisor de asistencia o al superintendente del distrito escolar.”

El Código de educación (48260.5) indica que, al inicio de la clasificación del alumno como ausente sin justificación, el distrito escolar notificará a los padres / tutor legal del alumno, por correo o por otros medios razonables, de lo siguiente:

(a) Que el alumno ha faltado sin justificación.
(b) Que el padre/tutor legal está obligado a exigir la asistencia escolar del alumno.
(c) Los padres/tutores legales que no cumplan con esta obligación pueden ser culpables de una infracción y sujetos a cargos legales conforme al Artículo 6 (comenzando con la Sección 48290).
(d) Los programas de educación alternativa que están disponibles en el distrito
(e) Que el padre/tutor legal tiene el derecho de reunirse con el personal de la escuela apropiada para hablar sobre soluciones a las faltas injustificadas del alumno.
(f) Que el alumno está sujeto a cargos legales bajo la Sección 48264.
(g) Que el alumno menor de 18 años, pero mayor de 13 años de edad, puede estar sujeto a la suspensión, restricción o retraso del privilegio de manejo conforme a la Sección 13202.7 del Código de vehículos.
(h) Se recomienda que el padre/tutor legal acompañe al alumno a la escuela y asista a clases con el alumno por un día.

Nuestra meta es asistir en la educación su hijo(a). Podemos tener éxito si su hijo(a) asiste a la escuela a tiempo y todos los días.

Si a usted le gustaría hablar con un representante concerniente a este asunto, por favor siéntase en libertad de llamar a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Truancy Secondary - English letter 2 (6 codes)

Dear [PG]:

Our records indicate that your student [FN] [LN] ([ID]) at TYPE YOUR SCHOOL NAME has six (6) or more unexcused absences and/or tardies without a valid excuse. Therefore, your child is considered a truant repeat according to California’s Education Code 48261. Section 48261 is quoted as follows: “Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the school district.”

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Truancy Secondary - Spanish letter 2 (6 codes)

Estimado (a) [PG]:

Nuestros archivos indican que su estudiante [FN] [LN] [ID] de la escuela TYPE YOUR SCHOOL NAME tiene seis (6) o más ausencias/ o tardanzas sin razón válida. Por lo tanto, su hijo(a) es considerado(a) ausente sin justificación de acuerdo con el Código de educación de California 48260; el cual indica que “Cualquier alumno sujeto a la enseñanza obligatoria de tiempo completo o a enseñanza de continuación que se ausenta de clases sin justificación valida por tres días en un año escolar o llega tarde o ausente por más de un periodo de 30 minutos durante el día escolar sin justificación valida en tres ocasiones en un año escolar, o la combinación de ambos, es clasificado como ausente sin justificación y debe ser reportado al supervisor de asistencia o al superintendente del distrito escolar.”

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(h) Se recomienda que el padre/tutor legal acompañe al alumno a la escuela y asista a clases con el alumno por un día
(i) El no asegurar el mejoramiento de la asistencia podría clasificar al estudiante como un faltista crónico. (Código de Educación 48263.6)

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Si a usted tiene alguna pregunta por favor llame a la escuela al número TYPE YOUR SCHOOL SITE PHONE NUMBER.
Lesson 4: Common Problems

The questions and answers in this lesson will assist you in troubleshooting the most common problems that may arise when processing Excessive Absences, Truancy, and Tardy Letters.

1. **Question**
   I generated my *Excessive Absences, Truancy, or Tardy Letters* and only a few were created.

   **Answer**
   Make sure the Use All Day Attendance Codes option is selected in the View All Reports > Attendance Letters to Parents screen.

   ![Print Attendance Letter to Parents Report Options](image)

2. **Question**
   I saved my letters but now I can’t find them.

   **Answer**
   All letters should be saved on your site’s **P Drive** and should be in your desktop shortcut folders created in Chapter 1, Lesson 2.

3. **Question**
   I generated my letters, printed them, but forgot to save them on my P drive.

   **Answer**
   You can use the letters from the Letter Log. Follow the steps in Chapter 5, Lesson 1 – Print Letter Log for Multiple Students. These are to be put into the binder.

4. **Question**
   I tried to create a shortcut to my P drive, however I’m not seeing it anywhere on my computer.

   **Answer**
   Your site administrator may need to send an email to securityspecialist@sbcusd.com in the IT Department to request that you be given access to your site’s P drive.

5. **Question**
   When I tried to navigate to the Letter Text Editor screen, I’m not seeing the link on the Aeries Navigation Pane.

   **Answer**
   Have your site administrator send an email to securityspecialist@sbcusd.com in the IT Department to request that you have authorization to use this feature in Aeries.