

Setup an Attendance Notification FACTS

From Main Menu select **System > Maintenance Manager**. Select **Attendance Notification** from the drop-down list and Click **Add**

The screenshot shows the 'Maintenance Manager' window. It contains a table with two columns: 'Type' and 'Description'. The table lists three items: 'Custom Maintenance Job' with description 'custom/Covid/CovidEntryMissing.cfm', 'Demographics Clean Up' with description 'Demographics Cleanup', and 'Web Form Notification' with description 'Web Forms Updated'. Below the table is a 'Maintenance Type' dropdown menu currently set to 'Attendance Notification'. To the right of the dropdown is a blue 'ADD' button. Two red arrows point to the dropdown and the 'ADD' button, with callout boxes containing the instructions '1. Select Attendance Notification' and '2. Click Add' respectively.

Type	Description
Custom Maintenance Job	custom/Covid/CovidEntryMissing.cfm
Demographics Clean Up	Demographics Cleanup
Web Form Notification	Web Forms Updated

Maintenance Type: Attendance Notification [v] **ADD**

Type in a **Description**

The screenshot shows the 'Attendance Notification' form. It has a 'Main Menu' button and a 'Description' field. The 'Description' field contains the text 'Absent'. A red arrow points from a callout box containing the instruction 'Type in a Description' to the 'Description' field.

Attendance Notification

Main Menu

Description

Absent

Select the **Counting Method**, there are Four (4) to choose from:

- 1. Period Attendance (Individual Classes):** Used to flag each time the student is marked absent from a class or to notify each time a threshold of absences per class has been met.
Ex: A notification is triggered when a student receives three absences in Homeroom
- 2. Period Attendance (Combined Classes):** Compiles all attendance marks for all classes in which a student is enrolled.
Ex: A notification is triggered when a student receives 3 absences in English Literature AND Algebra I combined.
- 3 Day Attendance:** Used to identify when a student has missed a certain number of **days (not classes)**.
Ex: A notification is **NOT** triggered when a student is marked absent in English Literature and Algebra I because two period absences do not constitute being absent for the day (depending on attendance method).
- 4. Specific Attendance Code(s):** Type the desired attendance codes, separated by commas with no spaces. Ex: A notification is triggered when a student is marked "S" or "W"

Type a **Threshold** For ex: type "5" if the email is to be sent when a student has 5 absences

Attendance Notification

Main Menu

Description

Absent

Counting Method

☐ Period Attendance (Individual Classes)

☐ Period Attendance (Combined Classes)

☒ Day Attendance

☐ Specific Attendance Code(s)

Threshold

1

1. Select the Counting Method

2. Type a Threshold

Select the **Time Frame** (Single Day, Current Term, Current Semester) and Select the **Attendance Code** (Absent Excused, Absent Unexcused, Tardy Excused, Tardy Unexcused) to Trigger the notification

Attendance Notification

Main Menu

Description

Absent

Counting Method

☐ Period Attendance (Individual Classes)

☐ Period Attendance (Combined Classes)

☒ Day Attendance

☐ Specific Attendance Code(s)

Threshold

1

Time Frame

☒ Single Day ☐ Current Semester

☐ Current Term ☐ Current Year

☐ Custom 04 / 10 / 2025 04 / 10 / 2025

☒ Absent Excused

☒ Absent Unexcused

☐ Tardy Excused

☐ Tardy Unexcused

Notification Source

☐ Instructor of class

☒ School representative

Grade Level(s) PK3,PK4,K,01,02,03,04,05,

Notification Destination

☐ Student

☒ Parents

☐ Advisor

School Representative (email address)

1. Select Time Frame

2. Select the Attendance Code

Select the **Frequency** with which to run the job (Run Daily, Run Weekly) and Select the **Run Time** job should execute

****Please Note: Maintenance Manager jobs are executed based on Eastern Time****

Attendance Notification

Main Menu

Description

Absent

Counting Method

☐ Period Attendance (Individual Classes)

☐ Period Attendance (Combined Classes)

☒ Day Attendance

☐ Specific Attendance Code(s)

Threshold

1

Time Frame

☒ Single Day ☐ Current Semester

☐ Current Term ☐ Current Year

☐ Custom 04 / 10 / 2025 04 / 10 / 2025

☒ Absent Excused

☒ Absent Unexcused

☐ Tardy Excused

☐ Tardy Unexcused

Notification Source

☐ Instructor of class

☒ School representative

Grade Level(s) PK3,PK4,K,01,02,03,04,05,

☐ Disable

☒ Run Daily

☐ Run Weekly

Run at: 09:00

Notification Destination

☐ Student

☒ Parents

☐ Advisor

School Representative (email address)

2. Select the Frequency

2 Select the Run Time

Type the **Grade Levels** to include. They should be typed exactly as configured, separated by commas with no spaces (For ex: *K,01,02,03,04,05) and Select a **Notification Source** (Person Sending Notification) from dropdown

Attendance Notification

Main Menu

Description

Counting Method

Threshold

Notification Source

Grade Level(s)

Notification Destination

Run at:

Time Frame

1. Type the Grade Levels

2. Select a Notification Source

Select **Recipient Types** (Ex: Student, Parents) for Notification Destination (Multiple types may be selected) and Type a **Notification Message** (Ex: Text, Email, Voice)

Attendance Notification

Main Menu

Description

Counting Method

Threshold

Notification Source

Grade Level(s)

Notification Destination

Run at:

Time Frame

Parent Alert Notification

Voice Message

Text Message

1. Select Recipient Types

2. Type a Notification Message

In the Variable List, **double-click on Variables** to insert them into the email. For example, double-click Student Name to personalize the notification with the name of the. The {History} variable will display the attendance history for the selected time frame. Select **Save** to **Save** your Changes

The screenshot shows a web-based editor titled "Notification Message". At the top is a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, insert table, font size, and a "Variables" dropdown menu. A red arrow points from a callout box to the "Variables" dropdown. The dropdown menu is open, showing a list of variables: History, Parent Name, Student First Name, Student Full Name, Class Name, Class Title, and Teacher Name. The main text area contains the placeholder text: "{StudentFullName} was absent from Homeroom today. Please call the parent at {ParentPhone} so. In addition, please send an absent note. Thank you". At the bottom left, there are "Save" and "Delete" buttons. A red arrow points from a second callout box to the "Save" button.

1. Double-click on Variables to insert them into the email

2. Select Save to Save your Changes