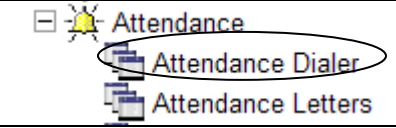
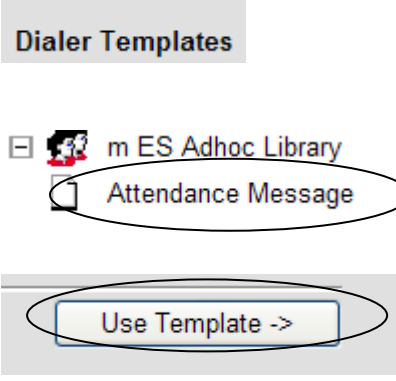
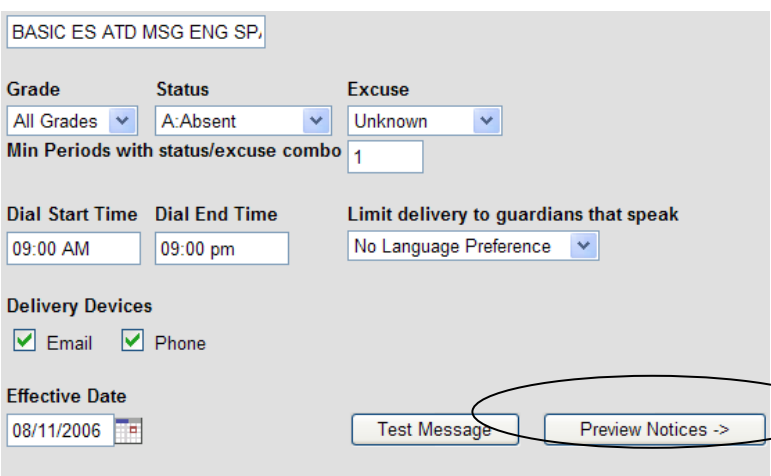


Sending the Elementary Generic Attendance Message	
	<p>1. Navigate to Index-Attendance-Attendance Dialer Link.</p>
	<p>2. After selecting the link, on the left side under Dialer Templates, navigate to m ES Adhoc Library and highlight Attendance Message. Next Click Use Template.</p>
	<p>3. The attendance message settings will be listed in the next window. Leave the settings as they are and click Preview Notices.</p>

Attendance Dialer-Generic Attendance Message

Subject: Student Attendance

Body:

Hello, This is your child's elementary school, [sch.name] calling to let you know that your child was recorded as absent today 08/11/2006 . Please call the school at [sch.phone] to let us know why your child is absent. Your child is important to us. Thank you for your prompt attention to this matter.

Hola, esta llamada es de parte [sch.name] de la escuela primaria de su hijo(a) para hacer de su conocimiento que se registró que él/ella no vino a la escuela hoy 08/11/2006 . Por favor llame a la escuela [sch.phone] para decimos la razón de su ausencia a clases. Su hijo(a) es importante para nosotros. Gracias por su pronta atención a este asunto.

Recipient Count: 0
Phone Count: 0
Email Count: 0

4. The message preview window will open, and you can review the text of the message, the Recipient Phone and email counts. Click Review Recipients.

Uncheck the boxes next to recipients or devices to prevent those from receiving the message. Select Save Recipients when completed to save changes and return to the Message Preview. Select Cancel to return to the Message Preview without saving.

Sort By Student Name

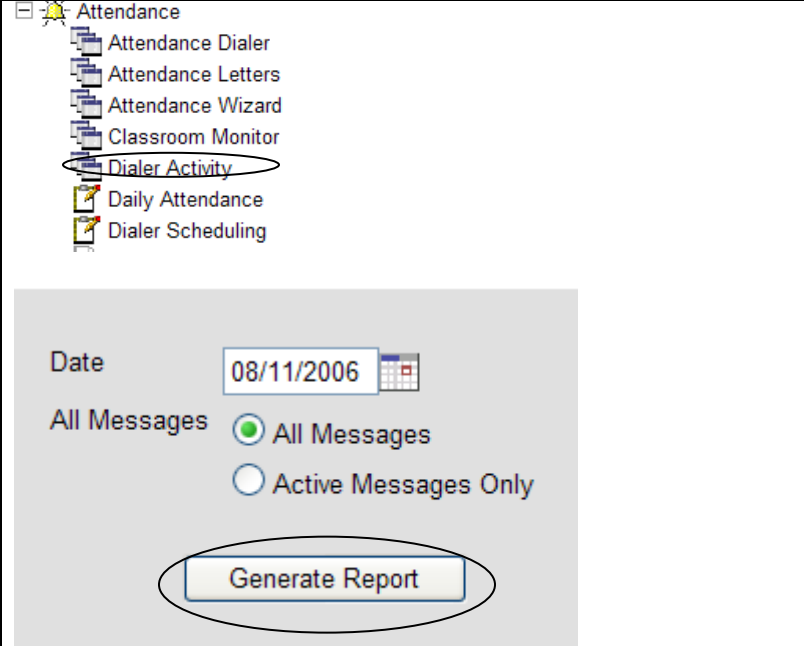
Count	Recipient Name	Student Name	Preview
1	<input checked="" type="checkbox"/> Acevedo, Ana	Diaz, Kevin	<input type="button" value="Preview"/>
	<input checked="" type="checkbox"/> (303)371-6972		
2	<input checked="" type="checkbox"/> Acosta, Maria	Corchado-Acosta, Sebastian	<input type="button" value="Preview"/>
	<input checked="" type="checkbox"/> (303)574-0099		

5. In the Recipients Preview window, you can review the list of calls or emails the Attendance Dialer will be sending out. You have the option to uncheck the boxes next to the recipients or devices to prevent those from receiving the message. Select **Save Recipients** when completed to save changes and return to Message Preview.

6. Click **Send Message**. The message will be delivered to all intended recipients.

7. The status of the message can be

Attendance Dialer-Generic Attendance Message

	<p>viewed by navigating to the Index-Attendance-Dialer Activity Link.</p> <p>Verify the date, and click Generate Report.</p>
<p>What the message says. Hello, This is your child's elementary school, calling to let you know that your child was recorded as absent today. Please call the school to let us know why your child is absent. Your child is important to us. Thank you for your prompt attention to this matter. Hola, esta llamada es de parte de la escuela primaria de su hijo(a) para hacer de su conocimiento que se registró que él/ella no vino a la escuela hoy. Por favor llame a la escuela para decirnos la razón de su ausencia a clases. Su hijo(a) es importante para nosotros. Gracias por su pronta atención a este asunto.</p>	<p>The Attendance message has a recorded voice that speaks in English and Spanish. The text of the message that will be emailed is in English and Spanish, and will include the school name and phone number.</p>