

## Online Tutorial: SART Instructions

**Step 1:** Change the term at the top of the screen to the correct term: S1 or S2.

*Note: DO NOT leave the term as full-year.*

Term  
Current 09-10 Semester 1  
Change to 09-10 Semester 1  
Verify # of school days in this term.  
Submit

### Functions

Attendance  
Attendance Today  
SART Process  
New SART Process

**Step 2:** In the left navigation bar, click on the “SART Process” link.

**Step 3:** Click the “All Absence” or “Truant Only” link, based on which process your school uses.

Report  
All Absence SART Report  
Truant Only SART Report

**Step 4:** Check that the start date corresponds with the first day of the semester **AND** that the end date is yesterday’s date.

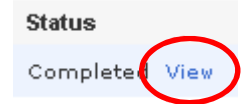
The first date to scan for absences.  
Usually the first day of the current semester.\* 8/24/2009  
Last date to scan for Absences.\* 1/15/2010

If this is correct, click the “Submit” button.



*Note: DO NOT click “Submit” more than once.*

**Step 5:** Once the report is complete, click “View” to see the list of students.



**Step 6:** Click the “Functions” list at the bottom of the report to select the students and to navigate to the “Group Functions” page.

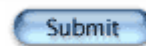
**Step 7:** Click the “Print Reports” link in the middle of the screen.



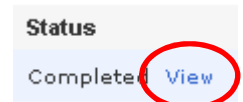
**Step 8:** In the drop-down menu next to “Which report would you like to print,” select the All Absence or Truant Only SART letter.

Which report would you like to print?

**Step 9:** Click the “Submit” button.



**Step 10:** Once the report is done running, click “View” to open the report and print it.



### Frequently Asked Questions

\*\*What happens if I am logged out of PowerSchool before I print the letters and lose my student selection?

If you are logged out of PowerSchool between steps 5 and 8 and lose the student selection, you can log back in and click the icon to the left of the logout button in the upper right to get back to your report queue, then start again from step 5.

\*\*I have a student that I know qualifies for a higher letter than PowerSchool says he qualifies for. What gives?

Even if the student qualifies for a "higher" letter, the letter to be sent is always incremented by 1 to avoid a skipped letter. Run the entire process again to generate the next letter if needed.