

**“Letter of Attendance” Guideline
How to Apply, Follow and Print**

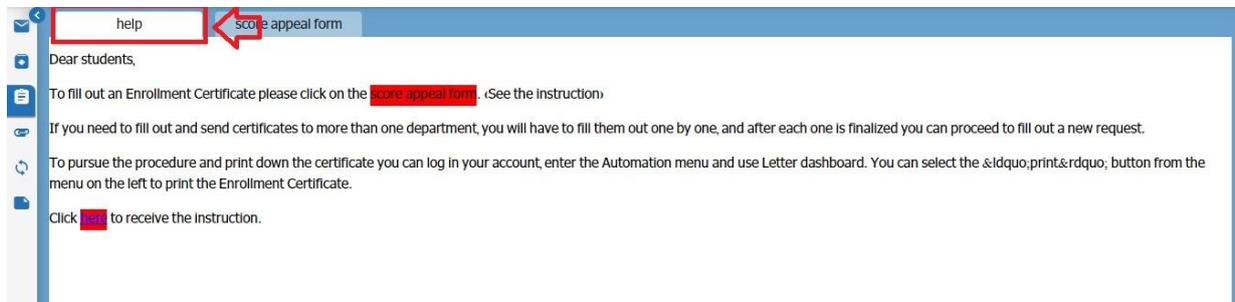
Letter of Attendance Request:

After entering the Sipad System, follow below path:

Automation —> Application Forms —> Certificate of Studying



Read the “help” carefully for more information.



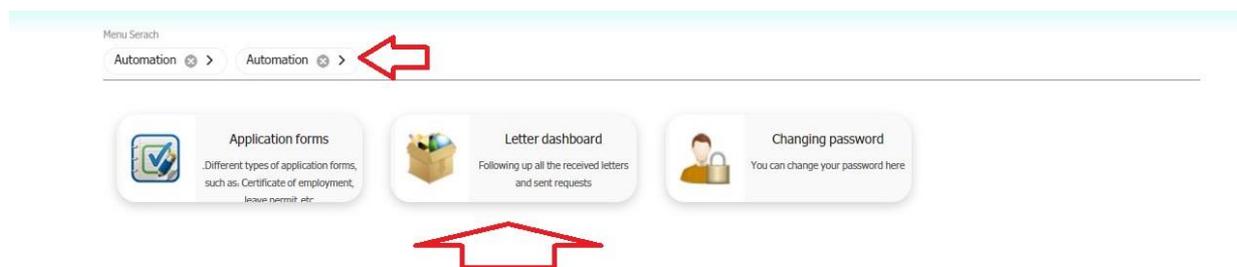
To send the Letter of Attendance request form to the school's office of Education, please go to the "Score Appeal Form" tab. In this section, fill in the desired fields and then click the "Send" button.

After submitting the form, this page will be closed. Do NOT click on the Letter of Attendance menu to track the request, since this clicking makes a new record for starting a NEW request.

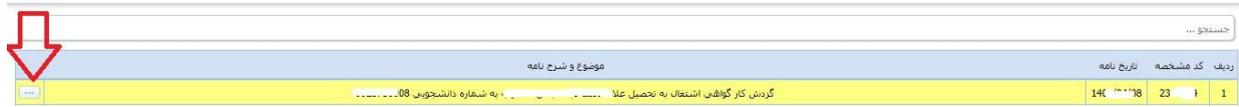
You can enter the menu only if your previous request form receives final approval and you want to apply for another NEW Letter of Attendance request.

To track your already submitted request, please follow this path:

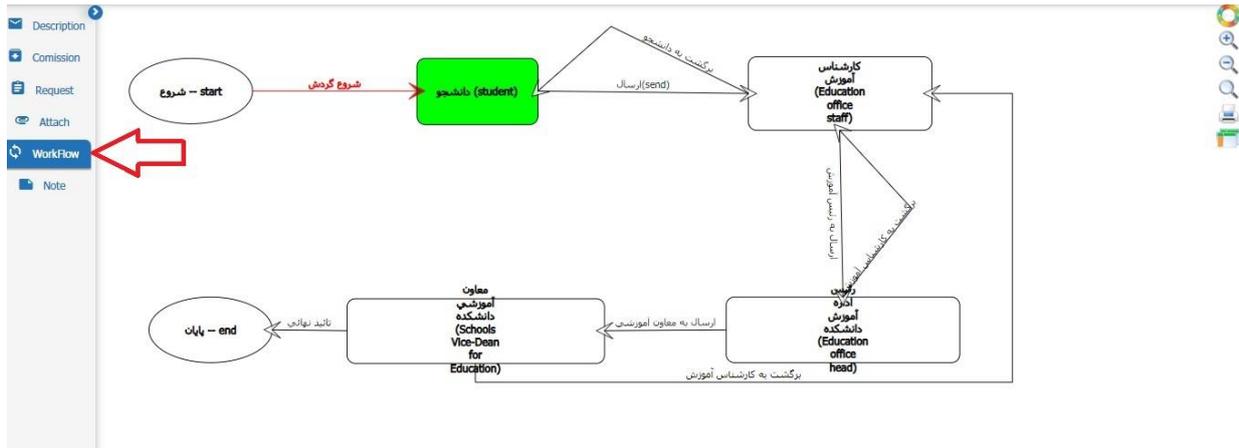
Automation → Letter Dashboard



In this section, your submitted request will be displayed. You can click on  to track your request.



You can click on the workflow to see in which workflow stage the request currently is.



After the final confirmation, you can click on the “Type” icon to see the content of your Attendance Request Letter.

Please note that the workflow must be confirmed first so that you can receive the text of the letter.



Click on the “Print” icon to receive the pdf output and print.



Please note:

If you are going to apply for a Letter of Attendance for several organizations, you are required to submit your request letter for ONE of them first. After finalizing the first procedure, you can apply for the second one. Therefore, you will have to wait till your first request is finally approved, then you can submit a new request.