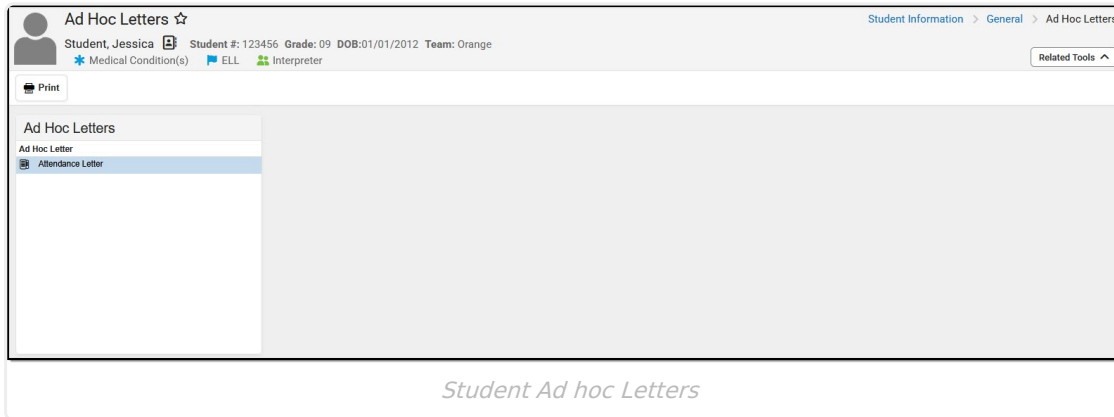


# Ad hoc Letters (Student Information)

Last Modified on 05/05/2026 12:42 pm CDT

Tool Search: Ad hoc Letters

The Ad hoc Letters tool lists any letters built in the [Letter Builder](#) that include the selected student, including those letters that may have been created but never generated and sent (e.g., applied to an Ad hoc Filter).



See the [Ad Hoc Letters Tool Rights](#) article for information about rights needed to use this tool.

## Before you begin

Users do not need to set up anything in the Ad hoc Letters tool to have letters display here. However, the following need to exist in Ad hoc Reporting

- Student data query built in the [Ad hoc Filter Designer](#) that includes the student's name.
- Letter created in the [Letter Designer](#) that specifies the letter's format.
- [Letter Builder](#) combines the query with the letter and generates the information.

Once the letter builder item is saved, the letter name displays on the student's Ad hoc Letters tool.

## Print Ad hoc Letters

1. Select the desired letter.
2. Click the **Print** icon to display the saved letters in PDF format.

The letters only print for the selected students. Use the [Letter Builder](#) tool to print letters for multiple students simultaneously.

If the student's household does not have an active mailing address, the letter does not print.

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