

Ad hoc Letters (Student)

Last Modified on 03/11/2024 8:44 am CDT

[Use Ad hoc Letters](#) | [Print Student Ad hoc Letters](#)

Tool Search: Ad hoc Letters

The Ad hoc Letters tool lists any ad hoc letters (built in the [Letter Builder](#) tool) 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). Users can print a letter from this view by selecting the letter and then clicking the **Print** icon.

The screenshot shows the 'Ad Hoc Letters' interface for a student. At the top, there is a green header with the Infinite Campus logo and a search bar. Below the header, the title 'Ad Hoc Letters' is displayed with a star icon, followed by a breadcrumb trail: 'Student > General > Ad Hoc Letters'. A 'Print' button is visible on the left. The main content area contains a list of ad hoc letters, each with a document icon and a title. The 'Course Requests' entry is highlighted in blue. At the bottom of the screenshot, the text 'Student Ad hoc Letters' is visible.

Ad Hoc Letters	
Ad Hoc Letter	
	01/28/2020 Letter
	01/28/2020 Letter 2
	Course Requests
	IEP Annual meeting
	Letter with a window address
	Attendance Letter
	Neil test bug
	Sub-Reports Test
	03/01/2020 Letter
	03/01/2020 Letter Dollar Sign
	04/01/2020 Letter

Use Ad hoc Letters

Users do not need to set up anything on the Ad hoc Letters tool to get letters to display here. The following does need to be created in Ad hoc Reporting:

- A student data query built in the [Ad hoc Filter Designer](#) that includes the student's name.
- A letter built in the [Letter Designer](#) that lists the format of the letter.
- The [Letter Builder](#) will combine the query with the letter and generate the information.

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

Print Student Ad hoc Letters

Click the **Print** icon to display the saved letters in PDF format. The letters on this tool print for just the selected students. Use the Letter Builder tool to print letters for multiple students at the same time.

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