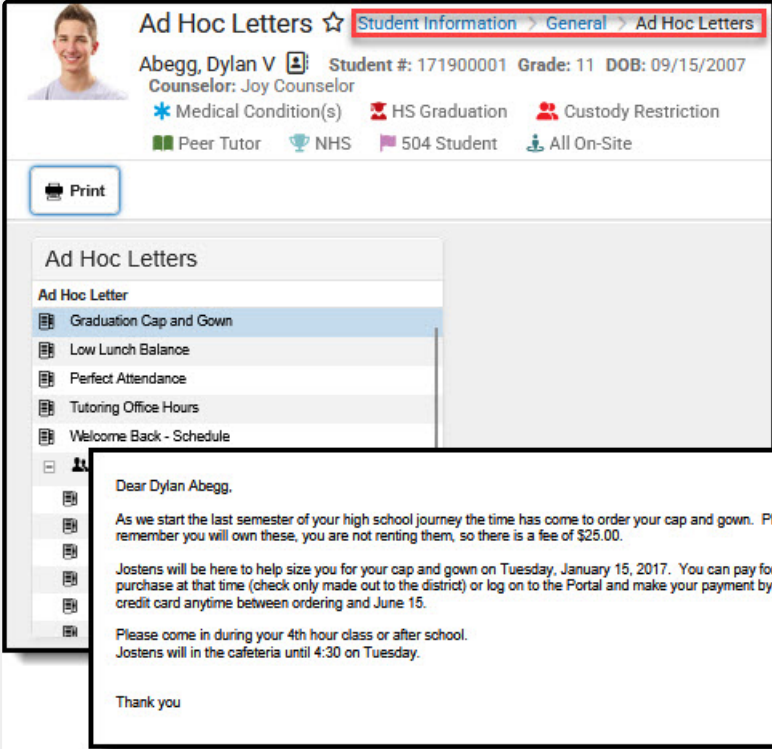


Ad Hoc Letters Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Ad hoc Letters** tool allows users to select a letter from a list of letters built in the [Letter Builder](#) tool and generate it for the selected student.

See the [Ad hoc Letters \(Student\)](#) article to learn more about how this tool is used.



The screenshot displays the 'Ad Hoc Letters' tool interface. At the top, there is a navigation bar with 'Student Information', 'General', and 'Ad Hoc Letters'. Below this, student information for Dylan V. Abegg is shown, including student number, grade, and date of birth. A list of letters is displayed on the left, with 'Graduation Cap and Gown' selected. A preview of the letter is shown on the right, addressed to Dylan Abegg, regarding the purchase of a graduation cap and gown.

Ad Hoc Letters ☆ [Student Information](#) > [General](#) > [Ad Hoc Letters](#)

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007
Counselor: Joy Counselor

* Medical Condition(s) HS Graduation Custody Restriction

Peer Tutor NHS 504 Student All On-Site

Print

Ad Hoc Letters

Ad Hoc Letter

- Graduation Cap and Gown
- Low Lunch Balance
- Perfect Attendance
- Tutoring Office Hours
- Welcome Back - Schedule

Dear Dylan Abegg,

As we start the last semester of your high school journey the time has come to order your cap and gown. Please remember you will own these, you are not renting them, so there is a fee of \$25.00.

Jostens will be here to help size you for your cap and gown on Tuesday, January 15, 2017. You can pay for your purchase at that time (check only made out to the district) or log on to the Portal and make your payment by check or credit card anytime between ordering and June 15.

Please come in during your 4th hour class or after school.
Jostens will in the cafeteria until 4:30 on Tuesday.

Thank you

Student Information > General > Ad Hoc Letters

Users must have rights to search for and select students in order to use this tool.

Two types of letters that have been created with the Ad Hoc [Letter Builder](#) display in this tool:

- Letters the user has created and saved for their personal use
- Letters saved to a User Group to which the user belongs

Available Tool Rights

Subrights are in *italic*.

R	W	A	D
<ul style="list-style-type: none"> • Access and view the list of Ad hoc letters created and saved to their personal account. • Select and print personal letters. 	N/A	N/A	N/A
User Group Reports			
<ul style="list-style-type: none"> • Access and view the letters saved to any User Group to which the user belongs. • Select and print user group letters. 	N/A	N/A	N/A

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Front Office](#)
- [Principal](#)

See [User Groups and Suggested Roles](#) for more information.