

# Ad Hoc Letters Tool Rights

Last Modified on 02/27/2025 11:15 am 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 for a student named Dylan V. Abegg. At the top, there is a navigation breadcrumb: 'Student Information > General > Ad Hoc Letters'. Below this, the student's profile information is shown: 'Abegg, Dylan V', 'Student #: 171900001', 'Grade: 11', and 'DOB: 09/15/2007'. The counselor is listed as 'Joy Counselor'. A list of student attributes includes 'Medical Condition(s)', 'HS Graduation', 'Custody Restriction', 'Peer Tutor', 'NHS', '504 Student', and 'All On-Site'. A 'Print' button is visible. The main area shows a list of 'Ad Hoc Letters' with 'Graduation Cap and Gown' selected. A preview of the letter is shown below, addressed to Dylan Abegg, regarding the purchase of a graduation cap and gown. The letter text includes details about the fee, the date for sizing (January 15, 2017), and the location (Jostens in the cafeteria).

*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*.

▶ [Click here to expand...](#)

Student Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
General	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Ad Hoc Letters	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
User Group Reports	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

R	W	A	D
<b>Ad Hoc Letters</b>			
<ul style="list-style-type: none"> <li>User can see list of ad hoc letters they have created and saved to their personal account.</li> <li>User can select and print personal letters.</li> </ul>	N/A	N/A	N/A
<b>User Group Reports</b>			
<ul style="list-style-type: none"> <li>User can see and select letters saved to any User Group to which the user belongs.</li> <li>User can select and print user group letters.</li> </ul>	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.