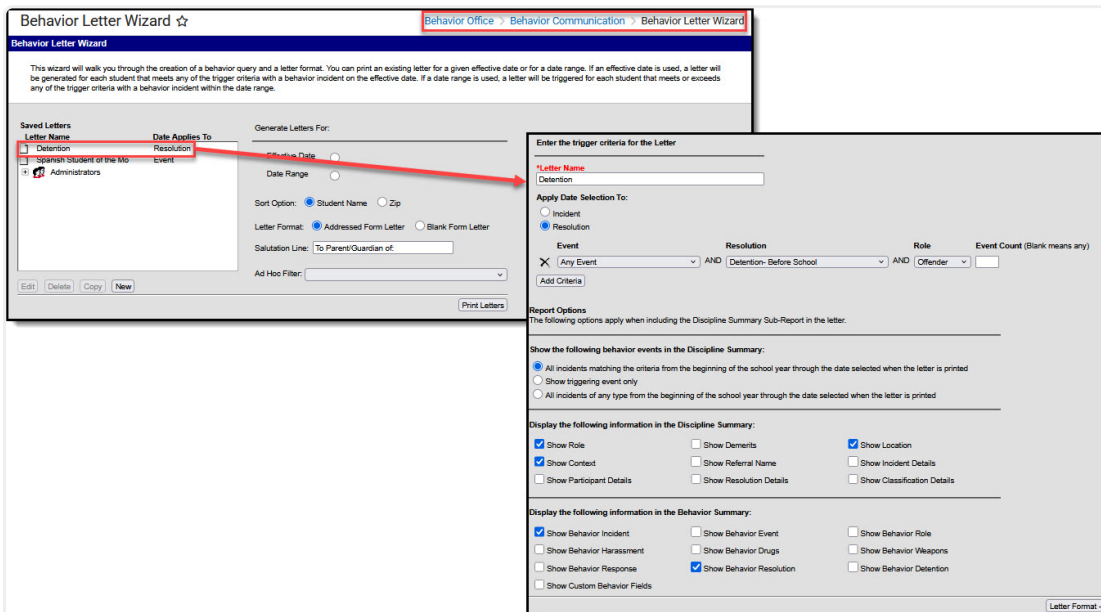# Behavior Letter Wizard Tool Rights

Last Modified on 12/05/2025 11:21 am CST

The **Behavior Letter Wizard** allows schools and districts to create disciplinary letters that populate student data based on predefined event trigger criteria.

> To learn how to use this tool, see the [Behavior Letter Wizard](#) article.

Behavior Letter Wizard

Related Tools:

- **Behavior Messenger:** Used to view, manage, and add message templates, as well as send behavior messages.
- **Behavior Messenger Scheduler:** Used to schedule messages to be delivered. Scheduled Messages can be created for individual or group use.

Available Tool Rights

Subrights in *italics*.

R	W	A	D
View and generate existing letters.	Modify existing letters.	Add new letters.	Delete letters.
User Group Formats			
Displays the **Organize To** field, which allows a user to save letters to either their own account or to a user group.	N/A	N/A	N/A

Suggested User Groups

- Behavior Administrators
- Front Office Staff
- Principals

See User Groups and Suggested Roles for more information.