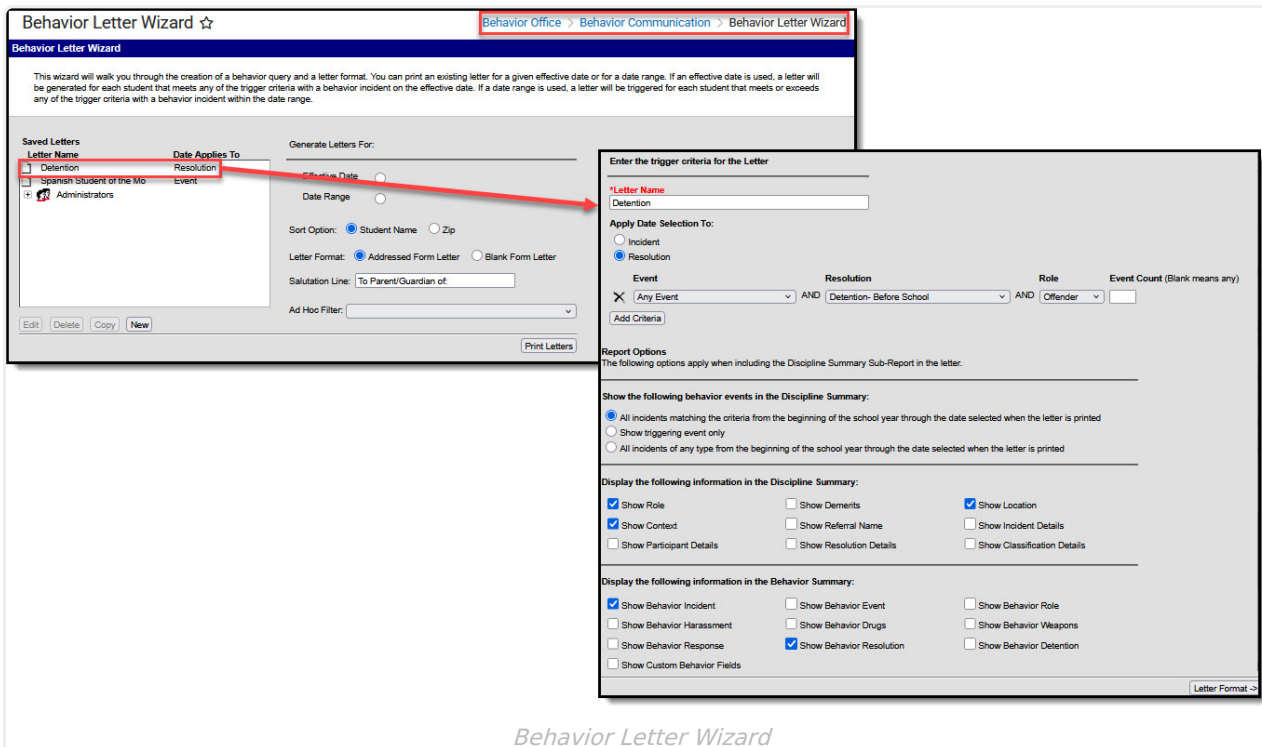


Behavior Letter Wizard Tool Rights

Last Modified on 07/09/2025 1:25 pm CDT

The **Behavior Letter Wizard** allows schools and districts to create disciplinary letters which 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 |
|------------------------|---|---|---|
| Behavior Letter Wizard | | | |

| 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.