

# Behavior Letter Wizard Tool Rights

Last Modified on 12/23/2025 1:08 pm CST

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

See the [Behavior Letter Wizard](#) article to learn how to use this tool,

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
Access, view and generate existing letters.	Modify existing letters.	Add new letters.	Delete letters.
<b><i>User Group Formats</i></b>			
Displays the <b>Organize To</b> 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.