

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 <u>Behavior Letter Wizard</u> article.

3ehavior Letter Wizard ය	Behavior Off	fice > Behavior Communication > Beha	vior Letter Wizard		
navior Letter Wizard					
	r query and a letter format. You can print an existing letter for a given eff r oriteria with a behavior incident on the effective date. If a date range is e date range.				
aved Letters Letter Name Date Applies To Detention Resolution Detention Dete	Generate Letters For:	Enter the trigger criteria for the Le	tter		
Spanish Student of the Mo Event	Effortive Date	*Letter Name Detention			
	Sort Option: Student Name Zip	Apply Date Selection To:			
	Letter Format: Addressed Form Letter Blank Form Let Salutation Line: To Parent/Guardian of:	ter Resolution Event	Resolution	Role E	vent Count (Blank means any)
dit Delete Copy New	Ad Hoc Filter:	Any Event Add Criteria	AND Detention- Before School	v AND Offender v	
	Print	Letters Report Options The following options apply when inclui	ding the Discipline Summary Sub-Report in th	e letter.	
		Show the following behavior events	in the Discipline Summary:		_
		O Show triggering event only	from the beginning of the school year through		
		Display the following information in	the Discipline Summary:		
		Show Role	Show Dements	Show Location	
		Show Context	Show Referral Name Show Resolution Details	Show Incident Details	
		Display the following information in	Display the following information in the Behavior Summary:		_
		Show Behavior Incident	Show Behavior Event	Show Behavior Role	
		Show Behavior Harassment	Show Behavior Drugs	Show Behavior Weapons	
		Show Behavior Response	Show Behavior Resolution	Show Behavior Detention	
		Show Custom Behavior Fields			Letter Form
	Bei	havior Letter Wizar	rd		

- **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	Α	D		
Behavior Letter Wizard					



R	W	Α	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
- <u>Principals</u>

See <u>User Groups and Suggested Roles</u> for more information.