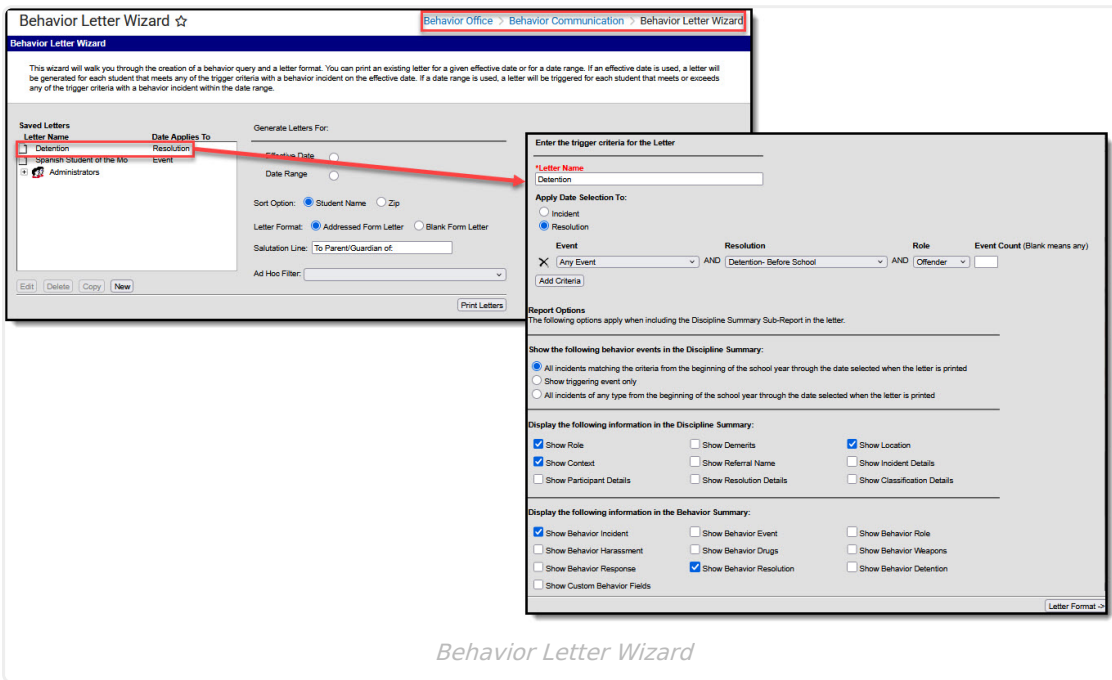


Behavior Letter Wizard Tool Rights

Last Modified on 04/28/2026 3:51 pm CDT

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.
<p>User Group Formats: Under <i>Organized To</i>, users can select a user group they are a member of and save letter formats for fellow group members to use.</p>			
View existing letter formats created for the group.	Create and Edit existing letter formats for the group.	N/A	Delete letter formats for the group.

Suggested User Groups

- [Behavior Administrators](#)
- [Front Office Staff](#)
- [Principals](#)

See [User Groups and Suggested Roles](#) for more information.
