

## Generate Ad Hoc Letter

Here, you will learn how to generate or email a custom notification (Ad Hoc Letter) to the student group of your choice. Districts or schools might choose to send notifications that exceed the state-required actions. Ad Hoc letters can be configured by contacting [support@schooldata.net](mailto:support@schooldata.net) and providing a sample of the letter (and translations).

1. Once the letter(s) have been configured, start under **Ad Hoc Letters** in the left navigation menu and choose one of the following options:
  - a. **Generate Ad Hoc Letters:** This will generate a physical PDF file.
  - b. **Generate Ad Hoc Emails:** This will generate an emailed PDF attachment.
    - i. First, in the **Letter or Email Section**, click the **checkmark/checkbox** to select the letter for which you wish to generate a notification.
    - ii. Next, in the **Included Students section**, select a **Student Group** for which you wish to generate a notification.
      1. Select the **School Year** from the dropdown menu.
      2. Select the **Student Group Type** radio button.
      3. Click the **checkbox** for the **Student Group Name**.
    - iii. Last, in the **Excluded Student Section**, select the **checkmarks/checkboxes** for the student names to exclude.
    - iv. Click **Save/Generate Letters** to initiate the PDF file or Email notification.

**Letter/Delivery Mechanism**

First, Select a **Letter** that you wish to generate a Notification for.

After you've selected the letter, select the delivery mechanism (either **Generated Physical PDF files**, or **Emailed PDF attachments**)

Delivery Method (required)

Letter (required)

**Included Students**

Second, Select a **Student Group** that you wish to generate a Notification for.

Don't worry, after you selected the student group, you can additionally exclude students in the next step.

Student Group (required)

**Excluded Students**

Lastly, Select a list of **EXCLUDED Students** that you wish to **NOT** generate a Notification for.

Excluded Student List (optional)