

# Tool Rights (Custom Forms)

Last Modified on 06/03/2026 9:00 am CDT

Tool Search: User Accounts

See the [Individual User Tool Rights](#) article for additional information on how tool rights function.

## System Administration Custom Forms

Tool Rights					
▶ Instruction	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Student Information	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ General	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ General Student Administration	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Form Setup	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Preapproval	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Athletics	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Field Trip	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Health	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
PLP	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Response to Intervention	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete

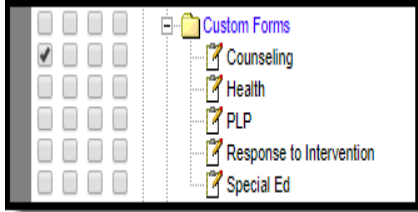
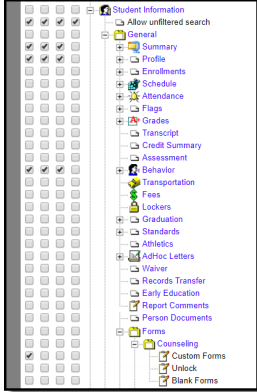

Custom Form Setup Tool Rights

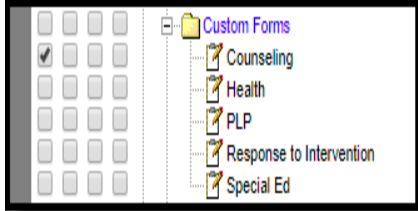
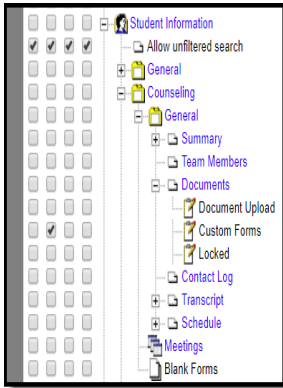
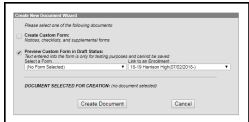
The rights of each individual tool, such as Counseling, Health, PLP, etc., function the same. Rights must be selected for each tool within the Custom Forms folder. Granting rights for the Counseling tool does not automatically grant rights to the Special Ed module. The number of modules may differ between states and depends on which custom modules are created at the district level. See the [Custom Forms Setup](#) tool documentation for additional information.

Tool	R	W	A	D
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Tool	R	W	A	D
<b>Module</b>	<p>Read rights allow the user to view any existing Custom Forms.</p> <p>This also allows the user to Preview draft forms on the Forms tool. See the Preview Rights example below.</p>	<p>Write rights allow the user to edit existing Custom Forms. Write rights also grant <b>Add</b> rights.</p> <p>When <b>W</b> rights are granted, <b>R</b> rights are automatically granted.</p>	<p>Add rights allow users to create new Custom Forms.</p> <p>Version existing Custom Forms.</p> <p>When <b>A</b> rights are granted, <b>R</b> and <b>W</b> rights are automatically granted.</p>	<p>Delete rights allow the user to delete existing Custom Forms.</p> <p>When <b>D</b> rights are granted, <b>R</b>, <b>W</b>, and <b>D</b> rights are automatically granted.</p>

## Preview Rights

Tool	Admin Rights	Student Information Rights	Example
<b>Forms tool</b>	<p>For Administrators who need to troubleshoot draft custom forms using the Forms tool, the read tool right must be granted at System Administration &gt; Custom Forms.</p> 	<p>The <b>R</b> right must also be granted for Student Information &gt; General &gt; Forms &gt; Module &gt; Custom Forms.</p> 	<p>With this right, the <b>Preview Unpublished Forms</b> option displays on the Forms tool.</p> 

Tool	Admin Rights	Student Information Rights	Example
<b>Documents tool</b>	For Administrators who need to troubleshoot draft custom forms using the Documents tool, the <b>R</b> read right must be granted at System Administration > Custom Forms. 	The <b>W</b> write right must also be granted for Student Information > Module > General > Documents > Custom Forms. 	With this right, the <b>Preview Custom Form in Draft Status</b> option displays on the Documents tool. 

## State Edition Only

The **Publish to District** tool right is only available for State Edition users. This allows users to control who can publish Custom Forms from the state to districts. To grant this tool right, mark the **Read** checkbox. The **Write**, **Add**, and **Delete** rights do not grant additional functionality.

See the [Custom Forms Setup](#) tool documentation for additional information.

Tool Rights					
▼ Student Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ General	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ General Student Administration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Form Setup	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Behavior	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Health	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PLP	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Response to Intervention	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Special Ed	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Publish To District	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Module Setup	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

State Edition Publish to District Tool Right