

Preschool Documents - Custom Module (Kentucky)

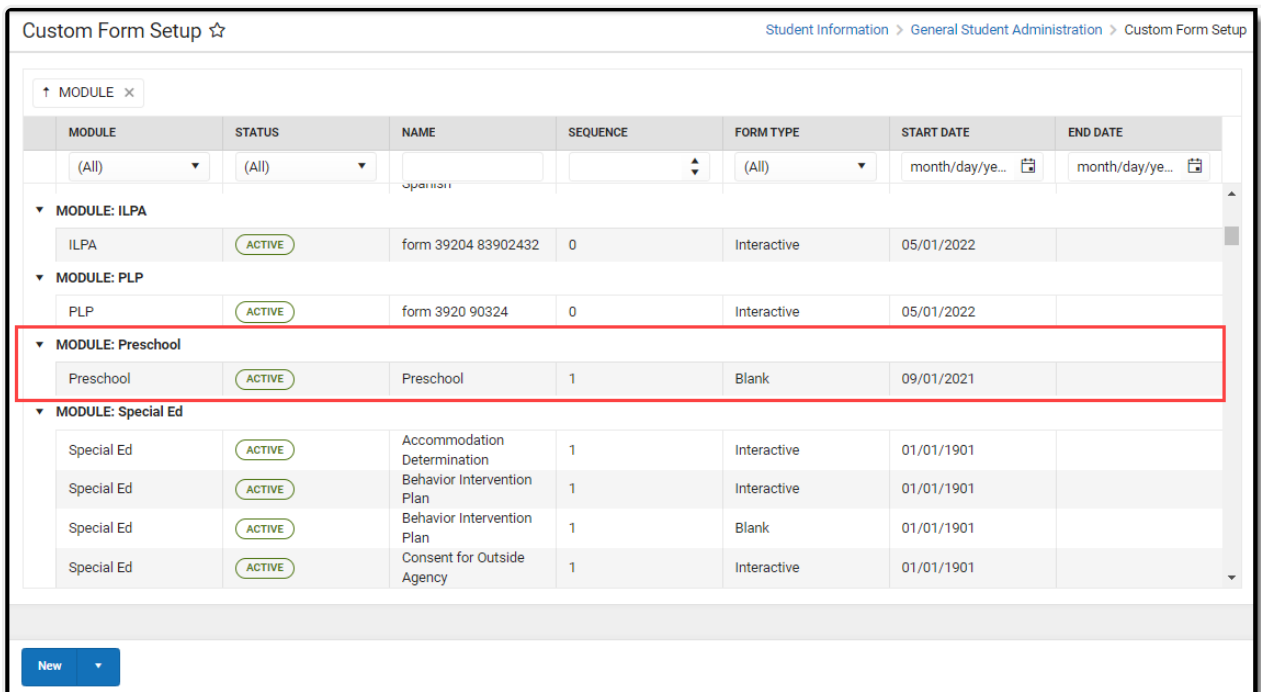
Last Modified on 12/14/2025 8:45 pm CST

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This article explains how and where Kentucky Infinite Campus users should store, manage, and access custom Preschool documents and forms. For a full description of how to use the Custom Forms tool, see the [Custom Forms](#) article.

Preschool Documents Custom Module

Tool Search: Custom Form Setup



The screenshot shows the 'Custom Form Setup' interface. At the top, there's a breadcrumb trail: 'Student Information > General Student Administration > Custom Form Setup'. Below this is a search bar with 'MODULE' selected. A table lists various modules and their associated forms. The 'MODULE: Preschool' row is highlighted with a red border. The table has columns for MODULE, STATUS, NAME, SEQUENCE, FORM TYPE, START DATE, and END DATE.

MODULE	STATUS	NAME	SEQUENCE	FORM TYPE	START DATE	END DATE
(All)	(All)			(All)	month/day/ye...	month/day/ye...
▼ MODULE: ILPA						
ILPA	ACTIVE	form 39204 83902432	0	Interactive	05/01/2022	
▼ MODULE: PLP						
PLP	ACTIVE	form 3920 90324	0	Interactive	05/01/2022	
▼ MODULE: Preschool						
Preschool	ACTIVE	Preschool	1	Blank	09/01/2021	
▼ MODULE: Special Ed						
Special Ed	ACTIVE	Accommodation Determination	1	Interactive	01/01/1901	
Special Ed	ACTIVE	Behavior Intervention Plan	1	Interactive	01/01/1901	
Special Ed	ACTIVE	Behavior Intervention Plan	1	Blank	01/01/1901	
Special Ed	ACTIVE	Consent for Outside Agency	1	Interactive	01/01/1901	

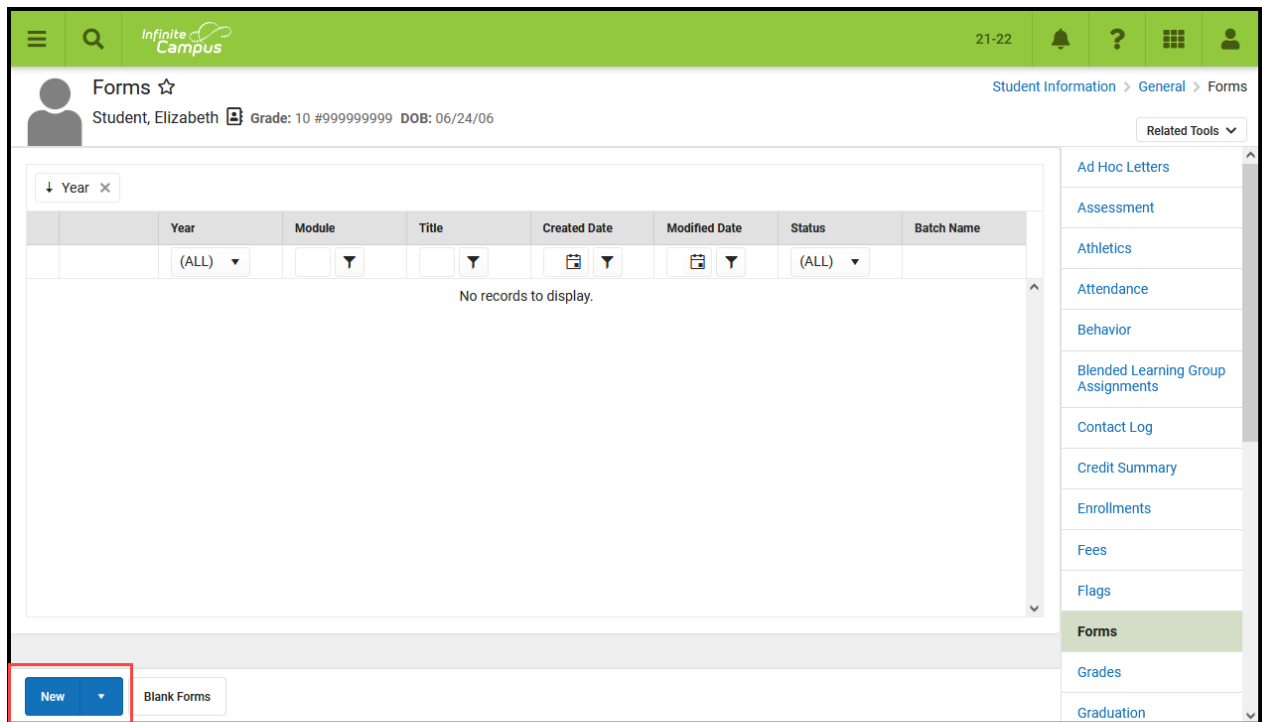
At the bottom left, there is a 'New' button with a dropdown arrow.

Preschool Documents Module Highlighted in the Custom FormsTool

Accessing and Using Preschool Documents

Tool Search: Forms

Districts can align district Preschool Forms under this new module. Once Preschool documents have been added, users can access them using the Forms tool. For more information about filling out forms, see the [Forms](#) article.



Forms ☆ Student Information > General > Forms

Student, Elizabeth Grade: 10 #999999999 DOB: 06/24/06

Related Tools

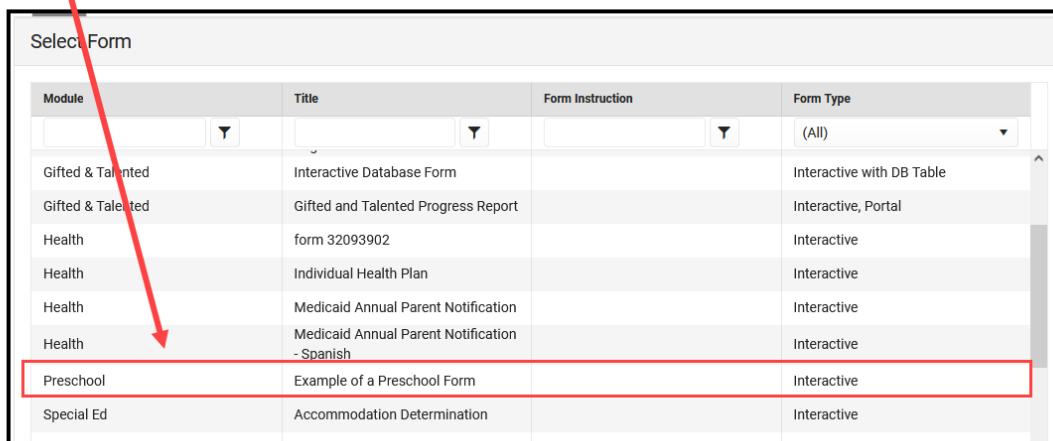
- Ad Hoc Letters
- Assessment
- Athletics
- Attendance
- Behavior
- Blended Learning Group Assignments
- Contact Log
- Credit Summary
- Enrollments
- Fees
- Flags
- Forms**
- Grades
- Graduation

↓ Year ×

Year	Module	Title	Created Date	Modified Date	Status	Batch Name
(ALL)					(ALL)	

No records to display.

New Blank Forms



Select Form

Module	Title	Form Instruction	Form Type
			(All)
Gifted & Talented	Interactive Database Form		Interactive with DB Table
Gifted & Talented	Gifted and Talented Progress Report		Interactive, Portal
Health	form 32093902		Interactive
Health	Individual Health Plan		Interactive
Health	Medicaid Annual Parent Notification		Interactive
Health	Medicaid Annual Parent Notification - Spanish		Interactive
Preschool	Example of a Preschool Form		Interactive
Special Ed	Accommodation Determination		Interactive

Once selected, the user can begin filling out the form.

Tool Rights

Tool Search: Tool Rights

To properly access and enter a new preschool form, users must have at least **R**(read), **W**(rite), **A**(dd) tool rights for Preschool and the Custom Forms sub-right under Preschool (see image below).

The screenshot shows the 'Tool Rights' configuration interface. On the left, there is a grid of checkboxes for different user groups. The right side shows a hierarchical tree of system tools. The 'Forms' category is expanded, showing sub-rights like 'Activity', 'EL Documents', and 'Preschool'. The 'Preschool' sub-right is highlighted with a red box, and its four checkboxes in the left column are all checked. A red arrow points to the 'EL Documents' sub-right.

Tool	Group 1	Group 2	Group 3	Group 4
General				
Summary				
Profile				
Enrollments				
Schedule				
Attendance				
Flags				
Grades				
Transcript				
Credit Summary				
Assessment				
Behavior				
Transportation				
Fees				
Lockers				
Contact Log				
Graduation				
Athletics				
Ad Hoc Letters				
Waiver				
Records Transfer				
FRYSC				
Pre-School				
Title 1 Services				
Early Learning/Prior Settings				
ESS				
Attendance Group				
TEDS				
Report Comments				
Person Documents				
Forms				
Activity				
EL Documents				
Preschool	✓	✓	✓	✓
Custom Forms				
Unlock				
Copy				
Blank Forms				
Override				

Additional sub-rights below the Custom Forms sub-right control if a user can unlock a locked form, copy a form, create a new blank form, and enter override data.

User Account	User Groups	Tool Rights	Calendar
<div> <input type="button" value="Save"/> <input type="button" value="Tool Rights Summary"/> </div>			
	<ul style="list-style-type: none"> General <ul style="list-style-type: none"> Summary Profile Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior Transportation Fees Lockers Contact Log Graduation Athletics Ad Hoc Letters Waiver Records Transfer FRYSC Pre-School Title 1 Services Early Learning/Prior Settings ESS Attendance Group TEDS Report Comments Person Documents Forms <ul style="list-style-type: none"> Activity EL Documents Preschool <ul style="list-style-type: none"> Custom Forms <ul style="list-style-type: none"> Unlock Copy Blank Forms Override 		