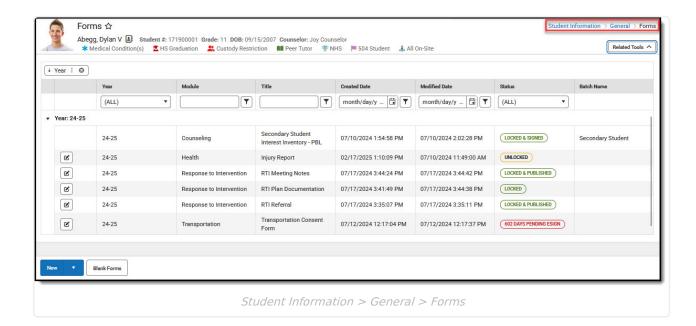


Forms Tool Rights

Last Modified on 11/10/2025 10:55 am CST

The **Forms** tool stores and manages all <u>Custom Forms</u> attached to a student. Custom Forms added and edited using the module-specific Documents tools display in the Forms tool.

See the Forms article to learn more about how this tool is used.



Only Custom Forms display in the Forms tool. Follow the links below for information about the document types available in each module:

- Counseling
- Health
- PLP
- Response to Intervention
- Special Ed

The Forms tool cannot be used to attach a Custom Form to a student for Activity, Activity Preapproval, or Athletics.

Available Tool Rights



Expand to view all available Forms tool rights. Each module's set of Forms tool rights (Counseling, Health, PLP, etc.) function the same. The set of rights under a tool folder are Custom Forms, Unlock, and Blank Forms options. Rights must be selected for each tool within the Forms folder. Granting rights for the Counseling tool does not automatically grant rights for the Special Ed module. See the Example section below for more information. (Does not apply to Activity, Activity Preapproval, or Athletics.)

▶ Click here to expand...

Forms		Read	☐ Write	Add	☐ Delete
Activity	□ All	Read	☐ Write	O Add	O Delete
Activity Preapproval	C) All	Read	Write	Add	Delete
Athletics	C) All	Read	Write	□ Add	☐ Delete
Behavior	□ All	☐ Read	☐ Write	Add	Delete
Custom Forms	□ All	Read	☐ Write	☐ Add	Delete
Unlock	O All	Read	☐ Write	O Add	☐ Delete
Copy		☐ Read	☐ Write	☐ Add	☐ Delete
Blank Forms		Read	☐ Write	☐ Add	Delete
Override		Read	☐ Write	☐ Add	☐ Delete
Counselina		Read	☐ Write	☐ Add	Delete
Custom Forms		Read	Write	D Add	Delete
Unlock		Read	☐ Write	☐ Add	Delete
Copy		Read	Write	□ Add	Delete
Blank Forms		Read	☐ Write	☐ Add	Delete
Override		Read	☐ Write	☐ Add	Delete
Field Trip			Write	☐ Add	
Health		☐ Read	☐ Write	☐ Add	☐ Delete
Custom Forms		Read	□ Write	☐ Add	☐ Delete
Unlock		Read	Write	☐ Add	Delete
Total Control of the		Read	Write	☐ Add	Delete
Copy Blank Forms			☐ Write	☐ Add	Delete
To A Comment of the C		Read	_ ······		C Delete
Override PLP	U All	Read	Write	☐ Add	Delete
Custom Forms	O All	Read	Write	Add	Delete
The second secon	O All	Read	☐ Write	☐ Add	Delete
Unlock	O All	Read		O Add	☐ Delete
Сору	□ All	Read	Write	Add	
Blank Forms	U AII	Read	Write	Add	Delete
Override	O All	Read	Write	Add	Delete
Response to Intervention	O All	Read	Write	Add	Delete
Custom Forms	O All	Read	Write	Add	Delete
Unlock	O All	Read	Write	Add	Delete
Сору	U AII	Read	Write	Add	Delete
Blank Forms	□ AII	Read	Write	Add	Delete
Override	O All	Read	Write	Add	Delete
Transportation	☐ All	Read	Write	Add	Delete
Custom Forms	□ All	Read	Write	Add	Delete
Unlock	□ All	Read	Write	Add	Delete
Сору	O All	Read	Write	Add	Delete
Blank Forms	☐ All	Read	Write	☐ Add	Delete
Override	□ All	Read	Write	☐ Add	Delete
Special Ed	□ All	Read	Write	☐ Add	Delete
Custom Forms	☐ All	Read	☐ Write	☐ Add	☐ Delete
Unlock	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Сору		□ Read	☐ Write	☐ Add	Delete
Blank Forms	☐ All	☐ Read	☐ Write	☐ Add	Delete
Override		□ Read	○ Write	Add	Delete

Right	R	W	A	D
Forms				



Right	R	W	Α	D
Tool i.e. Counseling, Health, etc.	• Rights assigned at the folder level give those rights to all features within the module. For example, giving R rights to the Forms > Counseling folder assigns R rights to all tools within that folder. This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality.	N/A	N/A	N/A
Custom Forms	 View and print existing Custom Forms. Users will not see any existing Custom Forms for tools in which they do not have rights. View and print a PDF version of locked Custom Forms via the Roster. See the Roster documentation for additional information. 	 Edit and lock existing Custom Forms. In-line edit the year in which the form is organized. 	• Add new and copy existing Custom Forms.	• Permanently delete Custom Forms. Once an eSignature request has been sent, users cannot delete the form, regardless of tool rights.
Unlock	• U nlock a locked Custom Form. This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality.	N/A	N/A	N/A

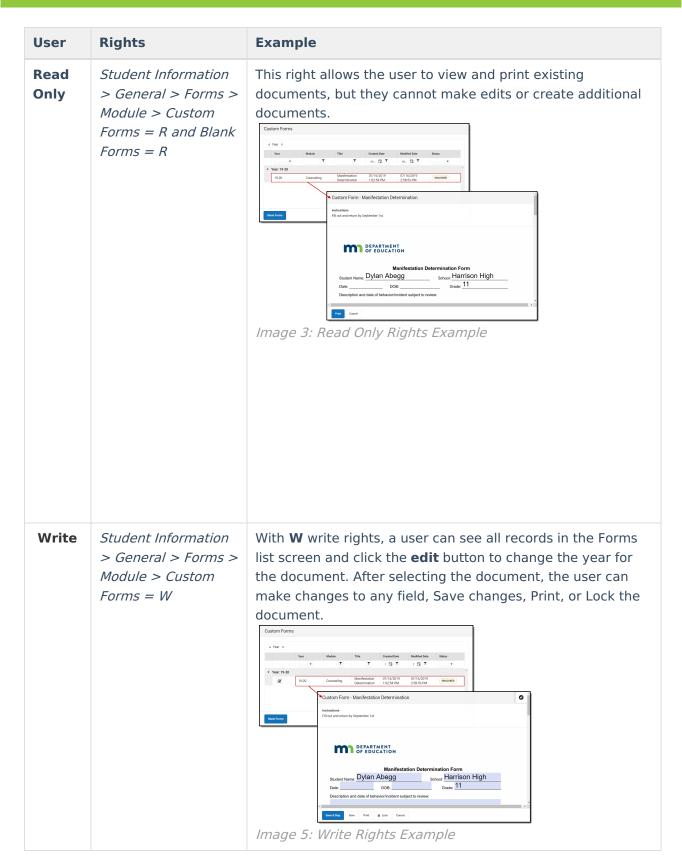


Right	R	W	A	D
Сору	• Copy existing custom forms. This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality.	N/A	N/A	N/A
Blank Forms	 View and print any existing Blank Forms created for the tool. This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality. 	N/A	N/A	N/A
Override	Override eSignature(s). Users must have the Write tool right for Custom Forms in order to override.	N/A	N/A	N/A

Examples

User Rights Example	
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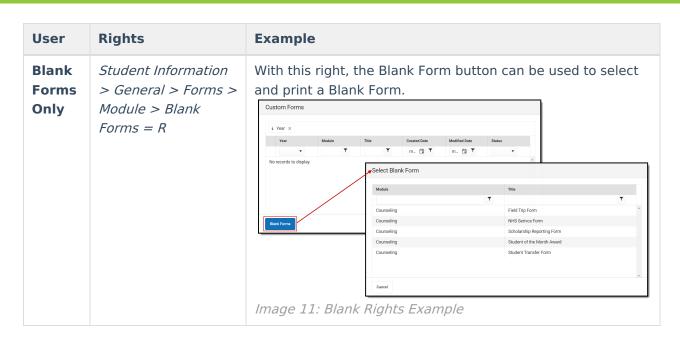












Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- Counselors
- Front Office
- Health Office
- Special Ed
- Principals

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