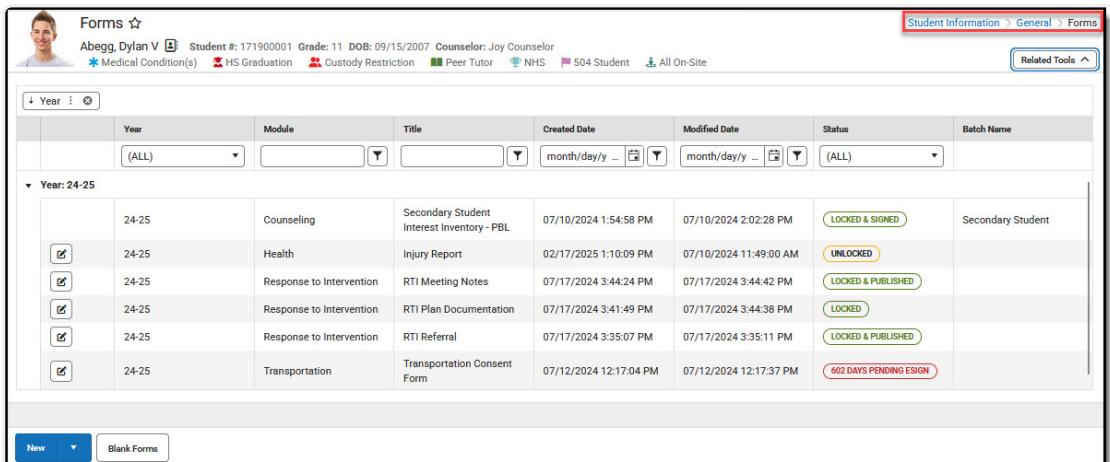


Forms Tool Rights

Last Modified on 12/22/2025 3:17 pm CST

The **Forms** tool stores and manages all [Custom Forms](#) 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.



Year	Module	Title	Created Date	Modified Date	Status	Batch Name	
(ALL)			month/day/year	month/day/year	(ALL)		
Year: 24-25							
	24-25	Counseling	Secondary Student Interest Inventory - PBL	07/10/2024 1:54:58 PM	07/10/2024 2:02:28 PM	LOCKED & SIGNED	Secondary Student
<input checked="" type="checkbox"/>	24-25	Health	Injury Report	02/17/2025 1:10:09 PM	07/10/2024 11:49:00 AM	UNLOCKED	
<input checked="" type="checkbox"/>	24-25	Response to Intervention	RTI Meeting Notes	07/17/2024 3:44:24 PM	07/17/2024 3:44:42 PM	LOCKED & PUBLISHED	
<input checked="" type="checkbox"/>	24-25	Response to Intervention	RTI Plan Documentation	07/17/2024 3:41:49 PM	07/17/2024 3:44:38 PM	LOCKED	
<input checked="" type="checkbox"/>	24-25	Response to Intervention	RTI Referral	07/17/2024 3:35:07 PM	07/17/2024 3:35:11 PM	LOCKED & PUBLISHED	
<input checked="" type="checkbox"/>	24-25	Transportation	Transportation Consent Form	07/12/2024 12:17:04 PM	07/12/2024 12:17:37 PM	602 DAYS PENDING ESIGN	

Student Information > General > Forms

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

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](#)

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 is 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	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Preapproval	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Athletics	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Blank Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Override	<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
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Blank Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Override	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Field Trip	<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
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Blank Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Override	<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
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Blank Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Override	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Response to Intervention	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Blank Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Override	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Transportation	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Blank Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Override	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Blank Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Override	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

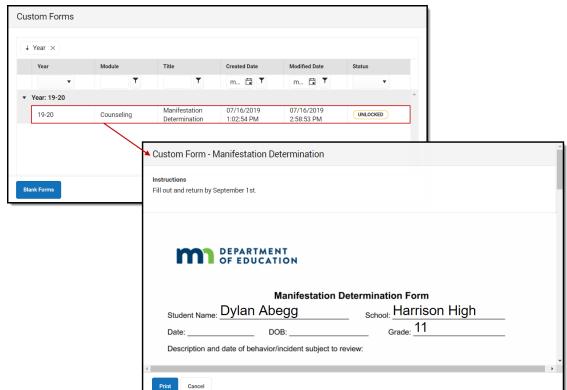
Subrights are in italics.

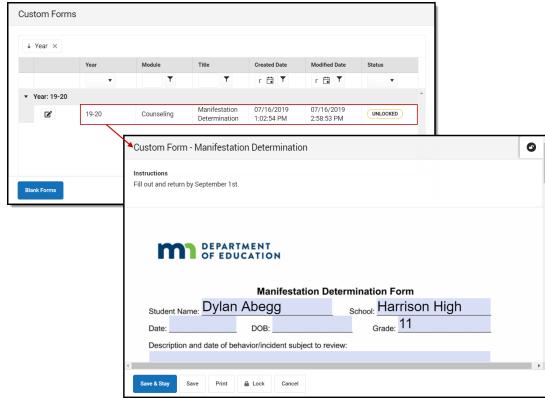
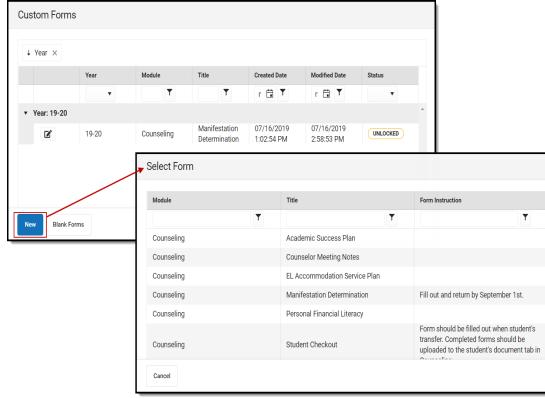
R	W	A	D
Tool (Counseling, Health, etc.)			

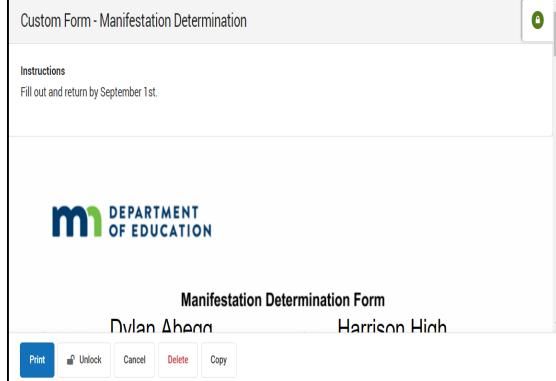
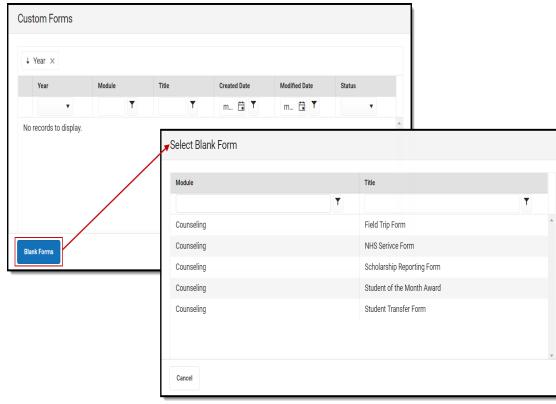
R	W	A	D
<ul style="list-style-type: none"> Rights assigned at the folder level give those rights to all features within the module. For example, giving Read rights to the Forms > Counseling folder assigns Read rights to all tools within that folder. <p>This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality.</p>	N/A	N/A	N/A
Custom Forms			
<ul style="list-style-type: none"> 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. <p>See the Roster article for additional information.</p>	<ul style="list-style-type: none"> Edit and lock existing Custom Forms. In-line edit the year in which the form is organized. 	<ul style="list-style-type: none"> Add new and copy existing Custom Forms. 	<ul style="list-style-type: none"> Permanently delete Custom Forms. <p>Once an eSignature request has been sent, users cannot delete the form, regardless of tool rights.</p>
Unlock			
<ul style="list-style-type: none"> Unlock a locked Custom Form. <p>This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality.</p>	N/A	N/A	N/A
Copy			

R	W	A	D
<ul style="list-style-type: none"> Copy existing custom forms. <p>This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality.</p>	N/A	N/A	N/A
Blank Forms			
<ul style="list-style-type: none"> View and print any existing Blank Forms created for the tool. <p>This tool right is either turned on or off. Granting W, A, or D rights do not add additional functionality.</p>	N/A	N/A	N/A
Override			
<ul style="list-style-type: none"> Override eSignature(s). <p>Users must have the Write tool right for Custom Forms in order to override.</p>	N/A	N/A	N/A

Examples

User	Rights	Example
Read Only	Student Information > General > Forms > Module > Custom Forms = R and Blank Forms = R	<p>This right allows the user to view and print existing documents, but they cannot make edits or create additional documents.</p>  <p>The screenshot shows the 'Custom Forms' interface. At the top, there is a search bar and filter options for 'Year', 'Module', 'Title', 'Created Date', 'Modified Date', and 'Status'. Below this is a table with a single row: 'Year: 19-20', 'Module: Counseling', 'Title: Manifestation Determination', 'Created Date: 07/16/2019 1:02:54 PM', and 'Modified Date: 07/16/2019 2:58:53 PM'. The 'Status' column shows a yellow 'UNLOCKED' button. A red arrow points from the 'Status' column to a callout box that says 'Custom Form - Manifestation Determination'. Below the table, there is a 'New Form' button. The preview window shows the 'Manifestation Determination Form' with fields for 'Student Name: Dylan Abegg', 'School: Harrison High', 'Date: _____', 'DOB: _____', and 'Grade: 11'. It also includes a note: 'Description and date of behavior/incident subject to review.' At the bottom of the preview window are 'Print' and 'Cancel' buttons.</p>

User	Rights	Example
Write	Student Information > General > Forms > Module > Custom Forms = W	<p>With Write rights, a user can see all records in the Forms list screen and click the edit button to change the year for the document.</p> <p>After selecting the document, the user can make changes to any field, Save changes, Print, or Lock the document.</p> 
Add	Student Information > General > Forms > Module > Custom Forms = A	<p>With Add rights, a user can click the new button to create a new document for the student.</p> <p>The Add right also allows the user to copy existing forms.</p> 

User	Rights	Example
Delete and Unlock <i>Assign these rights with caution</i>	Student Information > General > Forms > Module > Custom Forms = D and Unlock = R	With these rights, the Delete and Unlock buttons can be used. 
Blank Forms Only	Student Information > General > Forms > Module > Blank Forms = R	With this right, the Blank Form button can be used to select and print a Blank Form. 

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

