

Person Documents (Student) Tool Rights

Last Modified on 03/07/2025 3:38 pm CST

The **Person Documents** tool allows users to view a selected student's uploaded person documents regardless of which tool was used to upload them. Users with rights to do so can manage the document list from here, as well as upload additional documents.

See the [Person Documents \(Student\)](#) article to learn more about this tool.

Person Documents ☆ Student Information > General > Person Documents

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007
 Counselor: Joy Counselor
 * Medical Condition(s) * HS Graduation * Custody Restriction * Peer Tutor
 NHS 504 Student All On-Site Related Tools ^

Upload Document

Document List					
	Date Uploaded	Name	File Description	Campus Tool	File Size
	07/12/2023 1:13 PM	birth certificate		Person Documents (default)	0.10 MB
	07/12/2023 1:13 PM	immunization Record		Person Documents (default)	0.08 MB
	07/12/2023 1:13 PM	utility bill		Person Documents (default)	0.07 MB
	07/19/2023 3:43 PM	Assessment Scores	Previous Districts RTI Info	Student Information > Response to Intervention > General > Documents	0.16 MB

Student Information > General > Person Documents

Campus Digital Repository **must be enabled in order for documents to be uploaded in Campus.**

Available Tool Rights

R	W	A	D
User can view and download copies of documents via the blue Name links.	User can use the Edit Document feature (pencil icon) to replace an existing file or change its name, description and tool location.	Upload Document button is active. User can upload new documents and edit existing uploads.	User can delete (X) uploaded documents.

Suggested User Groups

- [Registrars](#)

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