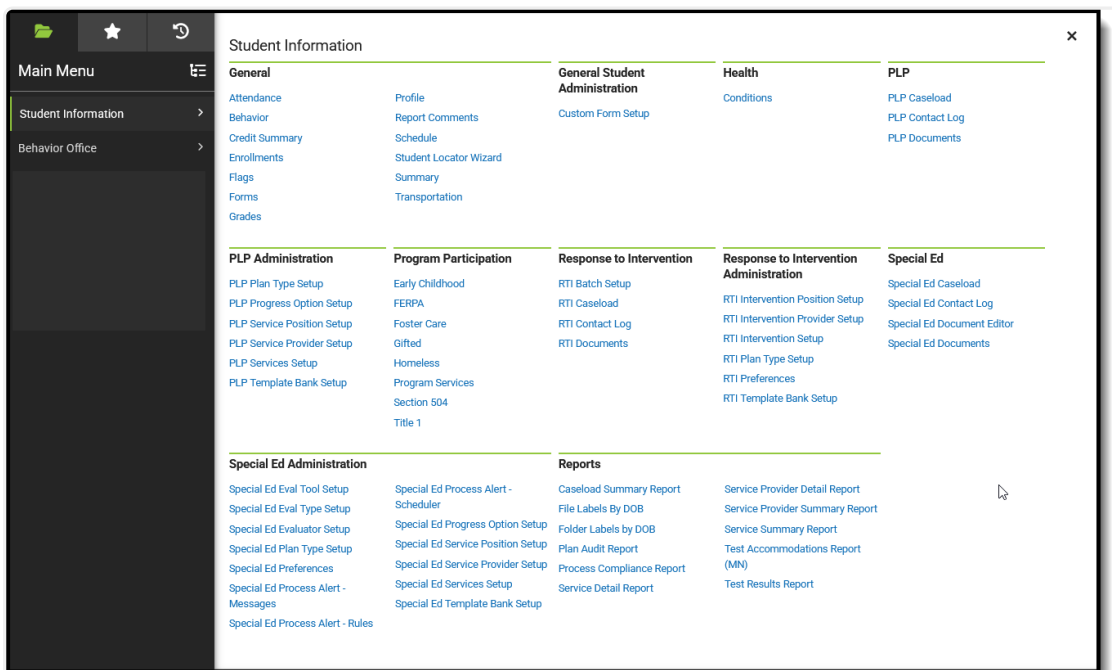# Special Education Administrators User Group

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

The following are suggested tool rights for Special Education Administrators. Your Special Education Administrators may need more or fewer tool rights depending on their actual job duties. Start with this list and modify rights to meet your school or district's needs.

Student Information

General | General Student Administration | Health | PLP | PLP Administration | Program Participation | Response to Intervention | Response to Intervention Administration | Special Ed | Special Ed Administration | State Programs | Student Information Reports

Student Information Access for Special Education Administrators

General

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Attendance	X			
Behavior	X			
Credit Summary	X			
Enrollments	X			

Tool	Read	Write	Add	Delete
General Enrollment Information	X			
School of Accountability	X			
Special Ed	X	X		
Service Hours	X	X		
Service Hrs Percent Reported	X	X		
Flags	X	X		
Contact Flags	X			
Special Ed	X	X		
Forms	X			
PLP	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Response to Intervention	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Special Ed	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Grades	X			

Tool	Read	Write	Add	Delete
Grade Book	X			
Profile	X			
Attendance	X			
Behavior	X			
In-Progress Grades	X			
Todo	X			
Report Comments	X			
Schedule	X	X	X	
Student Locator Wizard	X	X	X	
Summary	X			
GUID	X			
Print Picture	X			
State ID	X			
Ed-Fi ID	X			
Transportation	X			

General Student Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Custom Form Setup	X	X	X	
Special Ed	X	X	X	

Health

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Conditions	X			

PLP

▶ Click here to expand...

Tool	Read	Write	Add	Delete
PLP Caseload	X	X	X	X
PLP Contact Log	X	X	X	X
Access to Records Created by Other Users	X			
PLP Documents	X	X	X	X
Plan	X	X	X	X
Lock	X			
Unlock	X			
Copy	X			
DocSections	X			
Progress Report	X	X	X	X
Lock	X			
Unlock	X			
Custom Forms	X	X	X	X
Lock	X			
Unlock	X			
Copy	X			
Document Upload	X	X	X	X
Lock	X			
Unlock	X			
PLP Team Members	X	X	X	X

PLP Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
PLP Plan Type Setup	X	X	X	X
PLP Progress Option Setup	X	X	X	X
PLP Service Position Setup	X	X	X	X

Tool	Read	Write	Add	Delete
PLP Service Provider Setup	X	X	X	X
PLP Services Setup	X	X	X	X
PLP Template Bank Setup	X	X	X	X

Program Participation

Program Participation tools vary by state. This table captures the most common programs.

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Early Childhood	X	X	X	
FERPA	X	X	X	
Foster Care	X	X	X	
Gifted	X	X	X	
Homeless	X	X	X	
Section 504	X	X	X	

Response to Intervention

▶ Click here to expand...

Tool	Read	Write	Add	Delete
RTI Batch Setup	X	X	X	X
RTI Caseload	X	X	X	X
RTI Contact Log	X	X	X	X
Access to Records Created by Other Users	X			
RTI Documents	X	X	X	X
Plan	X	X	X	X
Lock	X			
Unlock	X			
DocSections	X			
Custom Forms	X	X	X	X

Tool	Read	Write	Add	Delete
Lock	X			
Unlock	X			
RTI Team Members	X	X	X	X

Response to Intervention Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
RTI Intervention Position Setup	X	X	X	X
RTI Intervention Provider Setup	X	X	X	X
RTI Intervention Setup	X	X	X	X
RTI Plan Type Setup	X	X	X	X
RTI Preferences	X	X	X	X
RTI Template Bank Setup	X	X	X	X

Special Ed

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Special Ed Caseload	X	X	X	
Special Ed Contact Log	X	X	X	
Access to Records Created by Other Users	X			
Special Ed Documents	X	X	X	X
Plan	X	X	X	X
Lock	X			
Unlock	X			
Amend Plan	X			
Copy	X			
Document Sections	X			
Publish Draft to Portal	X			

Tool	Read	Write	Add	Delete
Evaluation	X	X	X	X
Lock	X			
Unlock	X			
Copy	X			
Document Sections	X			
Progress Report	X	X	X	X
Lock	X			
Unlock	X			
Custom Forms	X	X	X	X
Lock	X			
Unlock	X			
Copy	X			
Document Upload	X	X	X	X
Lock	X			
Unlock	X			
Special Ed Goal Monitoring	X	X	X	X
Special Ed Service Log	X	X	X	X
Special Ed Team Members	X	X	X	X

Special Ed Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Special Ed Eval Tool Setup	X	X	X	X
Special Ed Eval Type Setup	X	X	X	X
Special Ed Evaluator Setup	X	X	X	X
Special Ed Plan Type Setup	X	X	X	X
Special Ed Preferences	X	X	X	X
Special Ed Process Alert - Messages	X	X	X	X

Tool	Read	Write	Add	Delete
Special Ed Process Alert - Rules	X	X	X	X
Special Ed Alert - Scheduler	X	X	X	X
Special Ed Progress Option Setup	X	X	X	X
Special Ed Service Position Setup	X	X	X	X
Special Ed Service Provider Setup	X	X	X	X
Special Ed Services Setup	X	X	X	X
Special Ed Template Bank Setup	X	X	X	X

State Programs

State Programs tools vary by state. This table captures the most common programs.

▶ Click here to expand...

Tool	Read	Write	Add	Delete
21st Century	X	X	X	
Digital Equity	X	X	X	
Early Education	X	X	X	
PSEO	X	X	X	

Student Information Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Caseload Summary Report	X			
File Labels by DOB	X			
Folder Labels by DOB	X			
Plan Audit Report	X			
Process Compliance Report	X			
Service Detail Report	X			
Service Provider Detail Report	X			
Service Provider Summary Report	X			

Tool	Read	Write	Add	Delete
Service Summary Report	X			
Test Accommodations Report	X			
Test Results Report	X			

Behavior Office

[Behavior Management](#) | [Student Behavior](#)

Behavior Office Access for Special Education Administrators
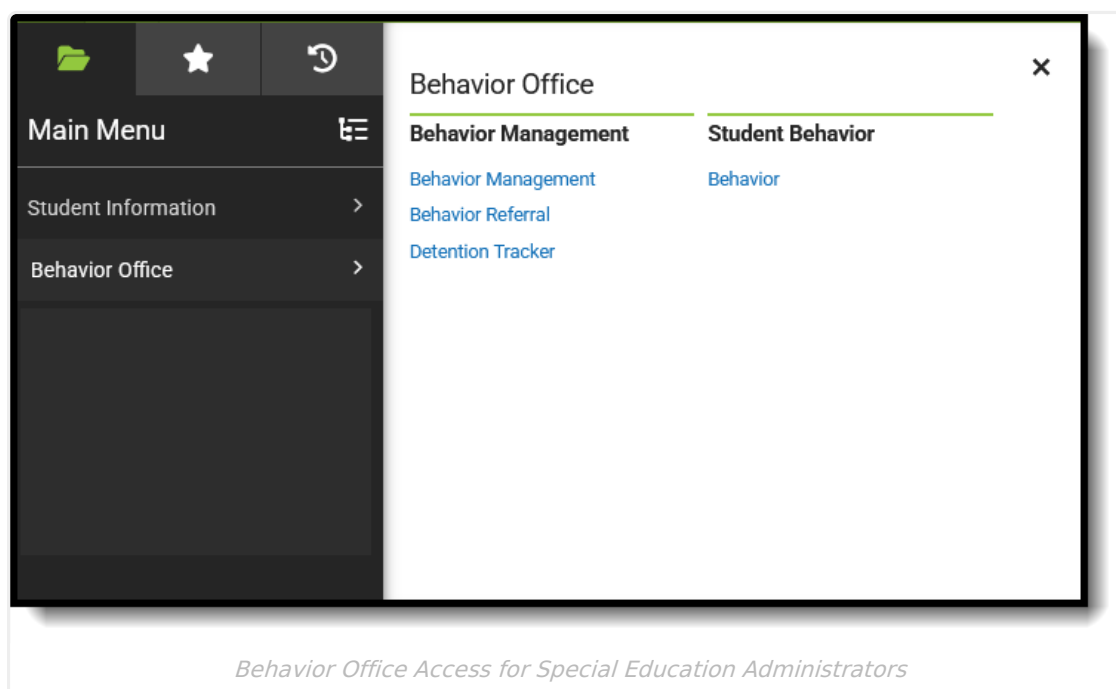
Behavior Management

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Behavior Management	X	X	X	
Behavior Management	X	X	X	
Modify Attendance	X			
Unlock Incident	X			
Behavior Referal	X	X	X	
Detention Tracker	X	X	X	

Student Behavior

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Behavior	X			

Additional Access Rights

General

For the following tool right, ALL is the only selection available.

Tool	All
Allow unfiltered search	X