

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				
General		General Student Administration	Health	PLP
Attendance	Profile		Conditions	PLP Caseload
Behavior	Report Comments	Custom Form Setup		PLP Contact Log
Credit Summary	Schedule			PLP Documents
Enrollments	Student Locator Wizard			
Flags	Summary			
Forms	Transportation			
Grades				
PLP Administration		Program Participation	Response to Intervention	Response to Intervention Administration
PLP Plan Type Setup	Early Childhood	RTI Batch Setup		RTI Intervention Position Setup
PLP Progress Option Setup	FERPA	RTI Caseload		RTI Intervention Provider Setup
PLP Service Position Setup	Foster Care	RTI Contact Log		RTI Intervention Setup
PLP Service Provider Setup	Gifted	RTI Documents		RTI Plan Type Setup
PLP Services Setup	Homeless			RTI Preferences
PLP Template Bank Setup	Program Services			RTI Template Bank Setup
	Section 504			
	Title 1			
Special Ed Administration		Reports		
Special Ed Eval Tool Setup	Special Ed Process Alert - Scheduler	Caseload Summary Report	Service Provider Detail Report	
Special Ed Eval Type Setup	Special Ed Progress Option Setup	File Labels By DOB	Service Provider Summary Report	
Special Ed Evaluator Setup	Special Ed Service Position Setup	Folder Labels by DOB	Service Summary Report	
Special Ed Plan Type Setup	Special Ed Service Provider Setup	Plan Audit Report	Test Accommodations Report (MN)	
Special Ed Preferences	Special Ed Services Setup	Process Compliance Report	Test Results Report	
Special Ed Process Alert - Messages	Special Ed Template Bank Setup	Service Detail Report		
Special Ed Process Alert - Rules				

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

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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

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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

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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...](#)

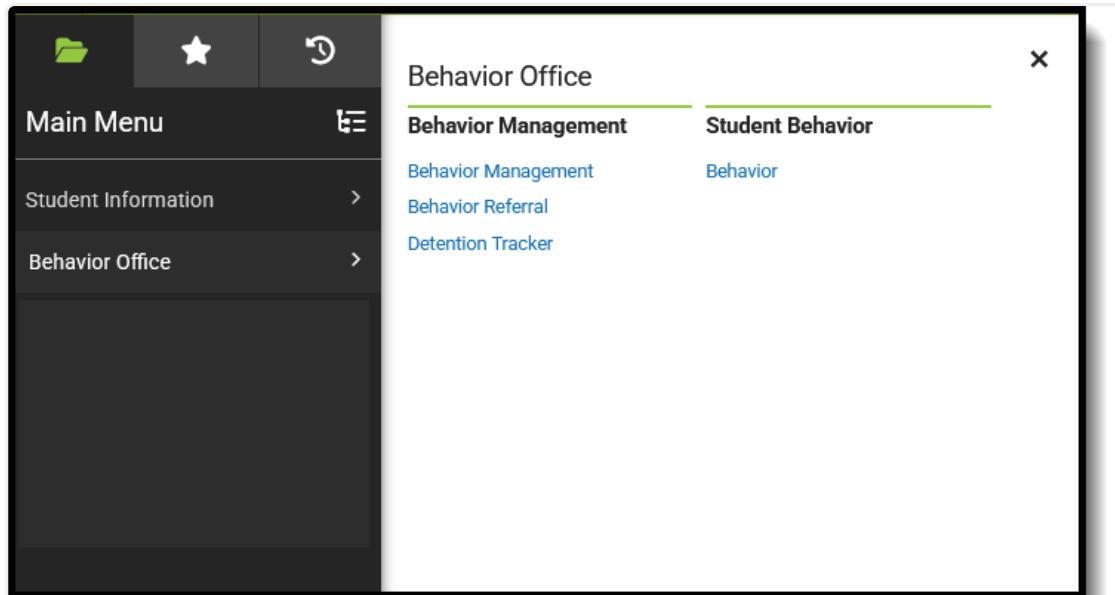
Tool	Read	Write	Add	Delete
Caseload Summary Report	X			
File Labels by DOB	X			
Folder Labels by DOB	X			
Plan Audit Report	X			
Process Compliance Report	X			
Service Detail Report	X			
Service Provider Detail Report	X			
Service Provider Summary Report	X			

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

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Behavior Office

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



The screenshot shows the Infinite Campus navigation menu. On the left, there is a 'Main Menu' with 'Student Information' and 'Behavior Office' expanded. The 'Behavior Office' section contains 'Behavior Management', 'Behavior Referral', and 'Detention Tracker'. On the right, there is a 'Behavior Office' window with tabs for 'Behavior Management' and 'Student Behavior'. The 'Behavior Management' tab is active, showing 'Behavior', 'Behavior Referral', and 'Detention Tracker' under its sub-menu. The 'Student Behavior' tab is also present. At the bottom of the window, it says '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 Referral	X	X	X	
Detention Tracker	X	X	X	

Student Behavior

► Click here to expand...

Tool	Read	Write	Add	Delete
Behavior	X			

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Additional Access Rights

General

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

Tool	All
Allow unfiltered search	X