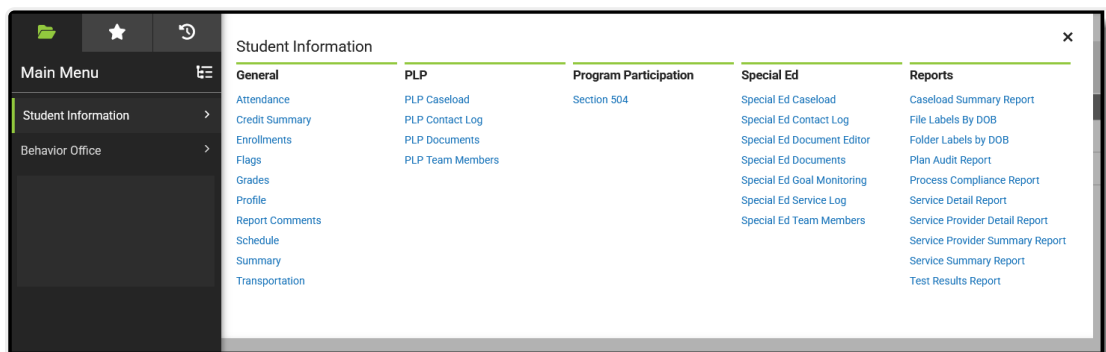# Special Education Staff User Group

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

The following are suggested tool rights for Special Education Staff. Your Special Education Staff 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](#) | [PLP](#) | [Program Participation](#) | [Special Ed](#) | [Student Information Reports](#)

Student Information Access for Special Education Staff

General

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Attendance	X			
Credit Summary	X			
Enrollments	X			
General Enrollment Information	X			
School of Accountability	X			
Special Ed	X			
Service Hours	X			
Service Hrs Percent Reported	X			
Flags	X			
Contact Flags	X			
Special Ed	X	X		

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

Tool	Read	Write	Add	Delete
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

Program Participation

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

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Section 504	X	X	X	

Special Ed

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Special Ed Caseload	X	X	X	X
Special Ed Contact Log	X	X	X	
Access to Records Created by Other Users	X			
Special Ed Documents	X	X	X	
Plan	X	X	X	

Tool	Read	Write	Add	Delete
Lock	X			
Unlock	X			
Amend Plan	X			
Copy	X			
Document Sections	X			
Publish Draft to Portal	X			
Evaluation	X	X	X	
Lock	X			
Unlock	X			
Copy	X			
Document Sections	X			
Progress Report	X	X	X	
Lock	X			
Unlock	X			
Custom Forms	X	X	X	
Lock	X			
Unlock	X			
Copy	X			
Document Upload	X	X	X	
Lock	X			
Unlock	X			
Special Ed Goal Monitoring	X	X	X	
Special Ed Service Log	X	X	X	
Special Ed Team Members	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			
Service Summary Report	X			
Test Results Report	X			

Behavior Office

Behavior Office Access for Special Education Staff

Behavior Management

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Behavior Referal	X	X	X	

Additional Access Rights

General

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

Tool	All
Allow unfiltered search	X