

Custom Form Setup Tool Rights

Last Modified on 03/17/2025 9:40 am CDT

Schools use the **Custom Forms** tool to upload and manage supplemental documents that can be linked to a person's records.

The types of forms this tool can create are:

- Interactive Form (data can be entered and/or prepopulated from Campus)
- Interactive Form with Database Table (pull existing data onto form, data can be queried and reported in Ad hoc)
- Blank Form (print only)

See the [Custom Forms Setup](#) article to learn more about how this tool is used.

The screenshot shows the 'Custom Form Setup' interface. At the top, there are navigation tabs: 'Student Information', 'General Student Administration', and 'Custom Form Setup'. Below the tabs is a 'MODULE' dropdown menu set to '(All)'. The main area contains a table with the following columns: MODULE, STATUS, NAME, SEQUENCE, FORM TYPE, START DATE, and END DATE. The table lists forms under three modules: Activity, Athletics, and Counseling. Each form entry includes its name, status (ACTIVE), sequence number, form type, and start date.

MODULE	STATUS	NAME	SEQUENCE	FORM TYPE	START DATE	END DATE
Activity	ACTIVE	Activity Registration w/e-signature	0	Interactive with DB Table, p Fillable	06/26/2024	
Athletics	ACTIVE	Physical Exam Form	0	Blank	06/26/2024	
Athletics	ACTIVE	School Athletic Activity Registration Form	0	Interactive, p Fillable	06/29/2024	
Athletics	ACTIVE	Sports Registration	0	Interactive, p Fillable	06/26/2024	
Athletics	ACTIVE	COVID Waiver	2	Blank	06/26/2024	
Athletics	ACTIVE	Protocol for Sports and Activities	3	Blank	06/26/2024	
Athletics	ACTIVE	Transportation Permission	4	Blank	06/26/2024	
Counseling						

Student Information > General Student Administration > Custom Form Setup

Related Tool Alert:

The Student Information > [Forms](#) tool is used to manage forms associated with selected students.

Available Tool Rights

Custom Form Setup rights for each MODULE (e.g. Activity, Athletics, Behavior) function the same. The number of modules may differ between states and depends on which custom modules are

created at the district level.

You may choose to create User Groups with different rights, for example one group with **R** rights to all modules that can View all existing custom forms and another group with **RWAD** rights to Activity, Activity Preapproval and Field Trip forms.

▶ [Click here to expand...](#)

Student Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ General	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ General Student Administration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Form Setup	<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
Counseling	<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
PLP	<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
Transportation	<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

R	W	A	D
<ul style="list-style-type: none"> View existing Custom Forms. 	<ul style="list-style-type: none"> Edit existing Custom Forms 	<ul style="list-style-type: none"> Create new Custom Forms 	<ul style="list-style-type: none"> Delete existing Custom Forms

State Edition Only

The **Publish to District** tool right is only available for State Edition users. This allows users to control who can publish Custom Forms from the state to districts. To grant this tool right, mark the **Read** checkbox. The **Write**, **Add**, and **Delete** rights do not grant additional functionality.

See the [Custom Forms Setup](#) tool documentation for additional information.

Tool Rights					
▼ Student Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ General	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ General Student Administration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Form Setup	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Behavior	<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
Health	<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
Response to Intervention	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Special Ed	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Publish To District	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Module Setup	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

State Edition Publish to District Tool Right Example

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Counselor](#)
- [Front Office](#)
- [Health Office](#)
- [Principal](#)
- [Registrars](#)
- [Special Ed](#)
- [Teachers](#)

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