Custom Form Setup Tool Rights

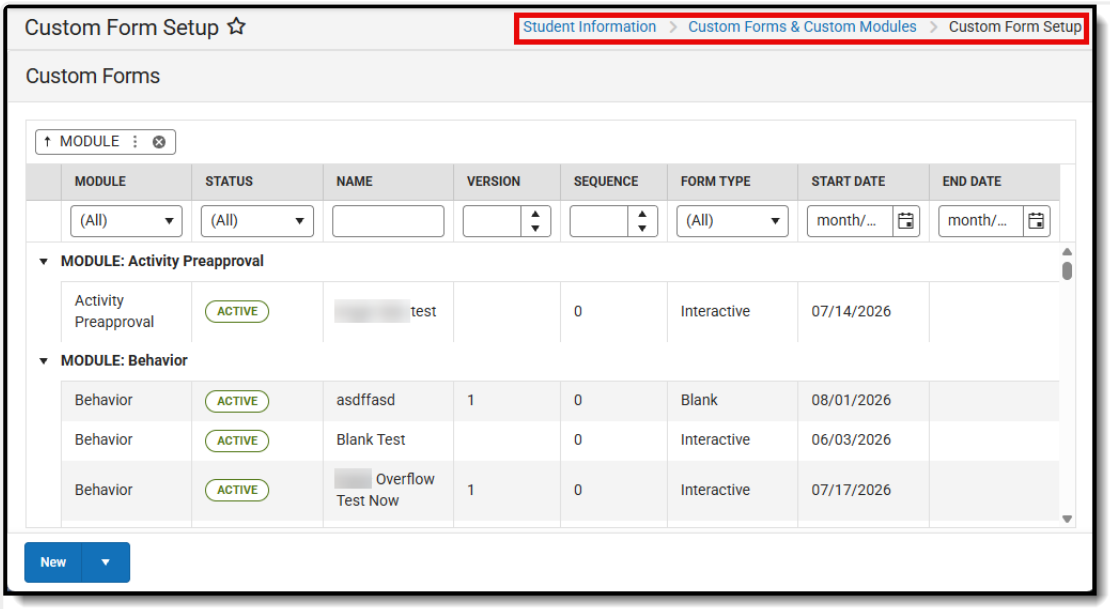
Last Modified on 10/15/2026 8:40 am CDT

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.



Student Information > Custom Forms and Custom Modules > Custom Form Setup

Related Tool Alert:

The Forms tool is used to manage forms associated with selected students.

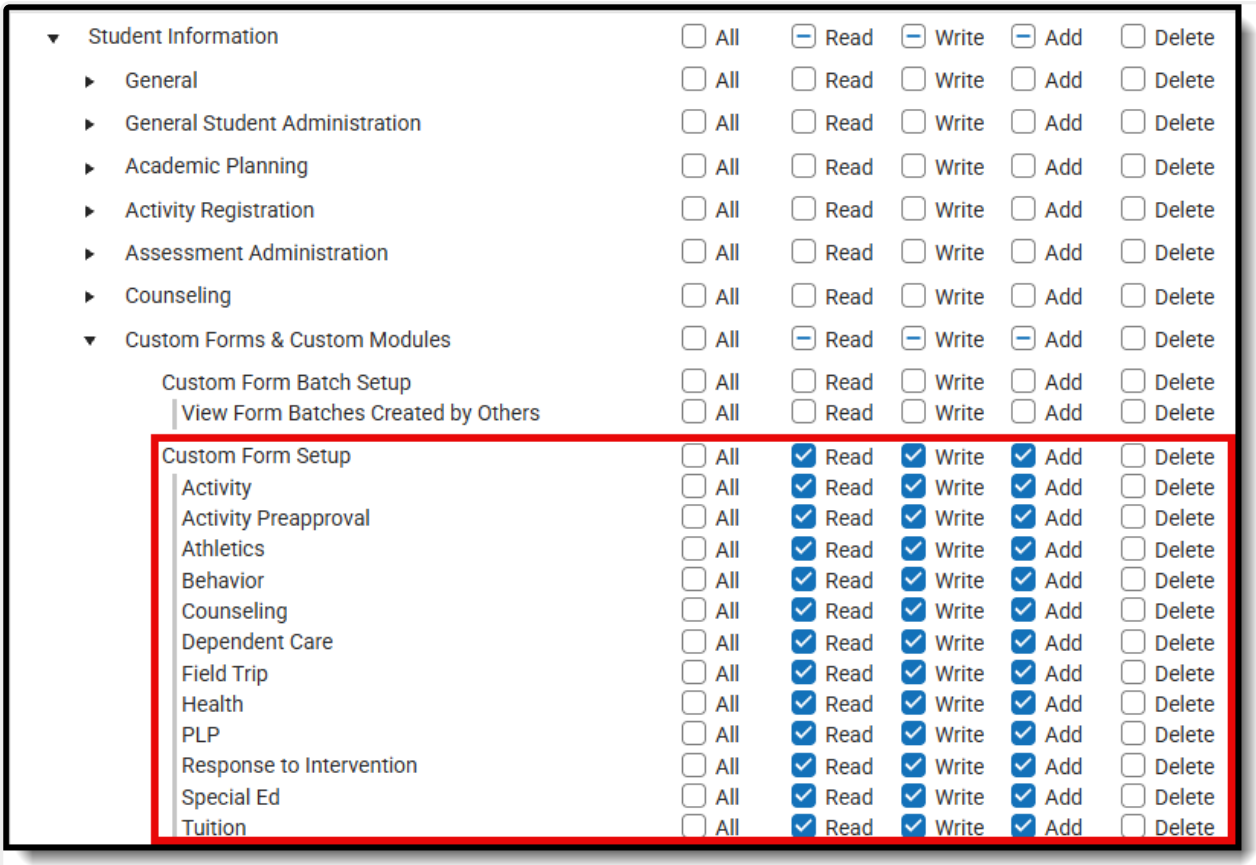
Available Tool Rights

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...



The available Custom Form Setup tool rights.

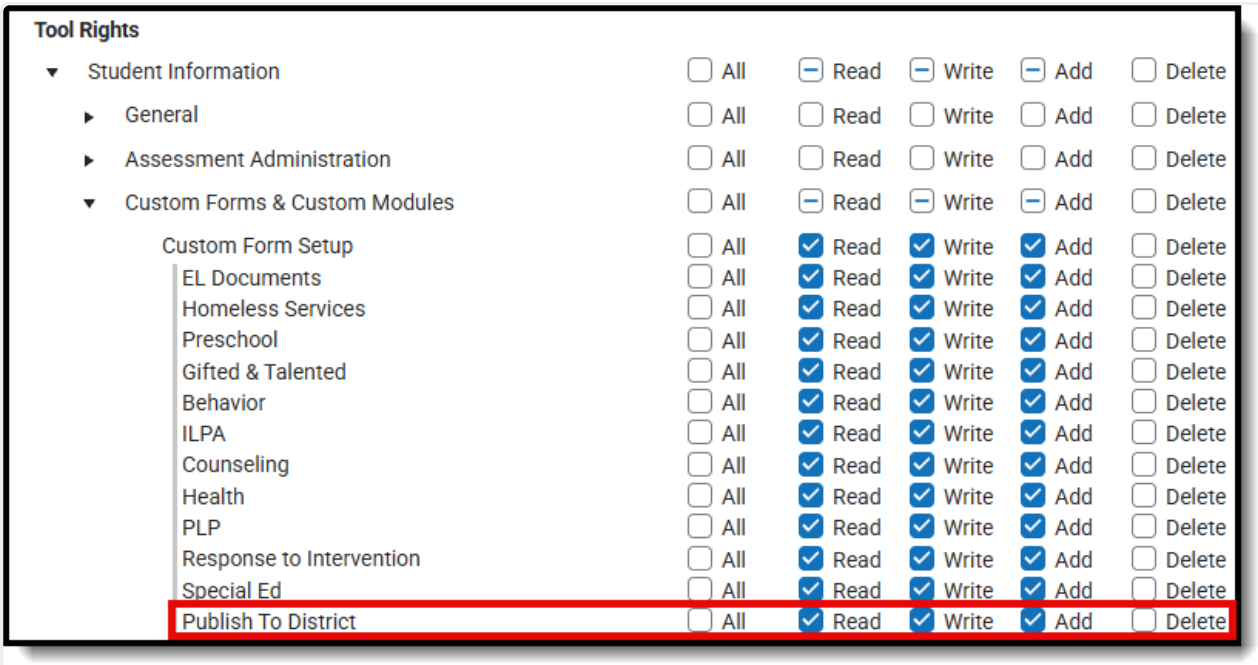
R	W	A	D
View existing Custom Forms.	Edit existing Custom Forms	Create new Custom Forms	Delete existing Custom Forms

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.

Only **Read** rights to **Publish to District are needed; Write**, **Add**, and **Delete** rights do not grant additional functionality.

See the Custom Forms Setup tool documentation for additional information.



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 Education Staff
- Teachers

See User Groups and Suggested Roles for more information.