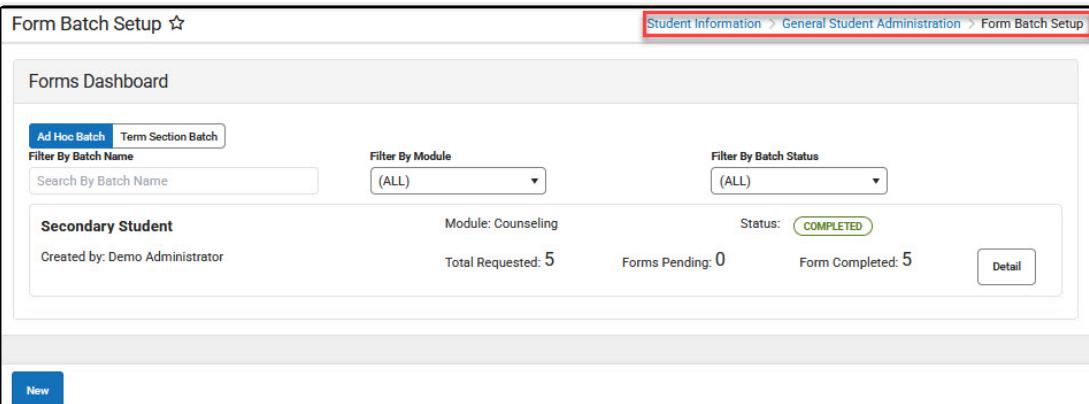


Form Batch Setup Tool Rights

Last Modified on 01/09/2026 9:47 am CST

The **Form Batch Setup** tool is used by school staff to assign a Custom Form to a group of students. Form batches are school and calendar specific.

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



Form Batch Setup ☆

Student Information > General Student Administration > Form Batch Setup

Forms Dashboard

Ad Hoc Batch Term Section Batch

Filter By Batch Name (Search By Batch Name) Filter By Module (Module: Counseling, ALL) Filter By Batch Status (Status: COMPLETED, ALL)

Secondary Student
Created by: Demo Administrator

Module: Counseling
Total Requested: 5
Forms Pending: 0
Form Completed: 5

New

Student Information > General Student Administration > Form Batch Setup

Related Tool Alert:

The [Forms](#) tool is used to manage forms associated with individual students.

Available Tool Rights

To create a form batch for a module, users need to have tool rights to individual modules under Custom Form Setup. Different groups may need different module rights.

▼ General Student Administration

Custom Form Setup

- Activity
- Activity Preapproval
- Athletics
- Behavior
- Counseling
- Field Trip
- Health
- PLP
- Response to Intervention
- Special Ed

Custom Module Setup

- Enrollment Cleanup Wizard
- Enrollment End Batch Wizard
- Enrollment End Status Setup
- Enrollment Roll Forward Wizard
- Enrollment Start Status Setup

Form Batch Setup

- View Form Batches Created by Others*

<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
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<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete

Form Batch Setup Tool Rights

Subrights are in italics.

Read	Write	Add	Delete
<ul style="list-style-type: none"> • Access and view the Form Batch Setup tool. • View existing form batches. 	<ul style="list-style-type: none"> • Edit existing batches. 	<ul style="list-style-type: none"> • Create new batches. • Delete a Form Batch. 	N/A
<i>View Form Batches Created by Others</i>			
<ul style="list-style-type: none"> • View existing form batches created by other users. Users can only view Ad hoc form batches created by other users. 	N/A	N/A	N/A

Suggested User Groups

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

- [Front Office](#)

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

