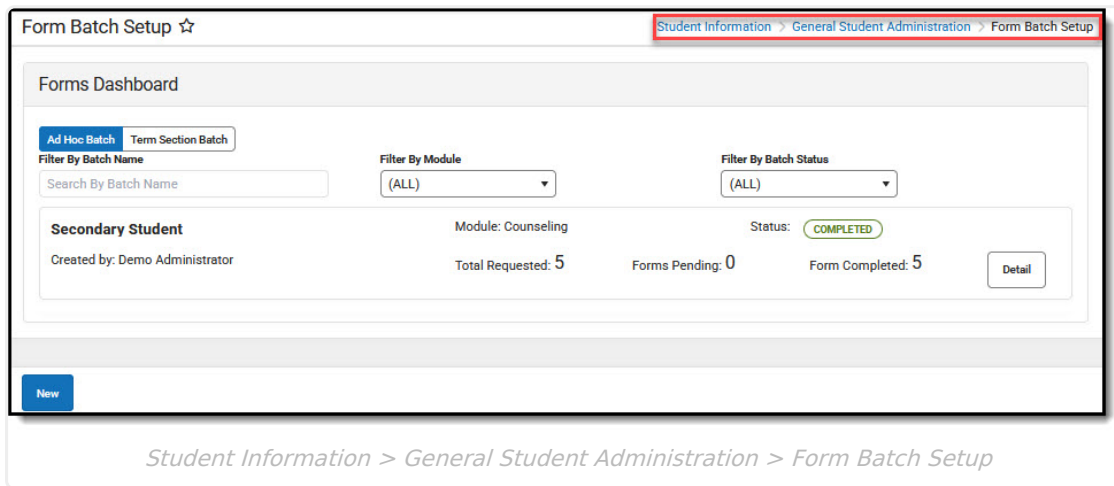


# Form Batch Setup Tool Rights

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.



The screenshot shows the 'Form Batch Setup' tool interface. At the top, there is a breadcrumb trail: 'Student Information > General Student Administration > Form Batch Setup'. Below this is a 'Forms Dashboard' section. It includes tabs for 'Ad Hoc Batch' and 'Term Section Batch'. There are filters for 'Filter By Batch Name' (with a search box), 'Filter By Module' (set to '(ALL)'), and 'Filter By Batch Status' (set to '(ALL)'). The main content area displays information for a 'Secondary Student' with the following details: 'Created by: Demo Administrator', 'Module: Counseling', 'Status: COMPLETED', 'Total Requested: 5', 'Forms Pending: 0', and 'Form Completed: 5'. A 'Detail' button is located next to the completion count. At the bottom left of the dashboard, there is a 'New' button. Below the dashboard, the breadcrumb trail is repeated: '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	<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 checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Preapproval	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Athletics	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Field Trip	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Health	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
PLP	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Response to Intervention	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Module Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment Cleanup Wizard	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment End Batch Wizard	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment End Status Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment Roll Forward Wizard	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment Start Status Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Form Batch Setup	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
View Form Batches Created by Others	<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"> <li>Access and view the Form Batch Setup tool.</li> <li>View existing form batches.</li> </ul>	<ul style="list-style-type: none"> <li>Edit existing batches.</li> </ul>	<ul style="list-style-type: none"> <li>Create new batches.</li> <li>Delete a Form Batch.</li> </ul>	N/A
<b><i>View Form Batches Created by Others</i></b>			
<ul style="list-style-type: none"> <li>View existing form batches created by other users. Users can only view Ad hoc form batches created by other users.</li> </ul>	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.

