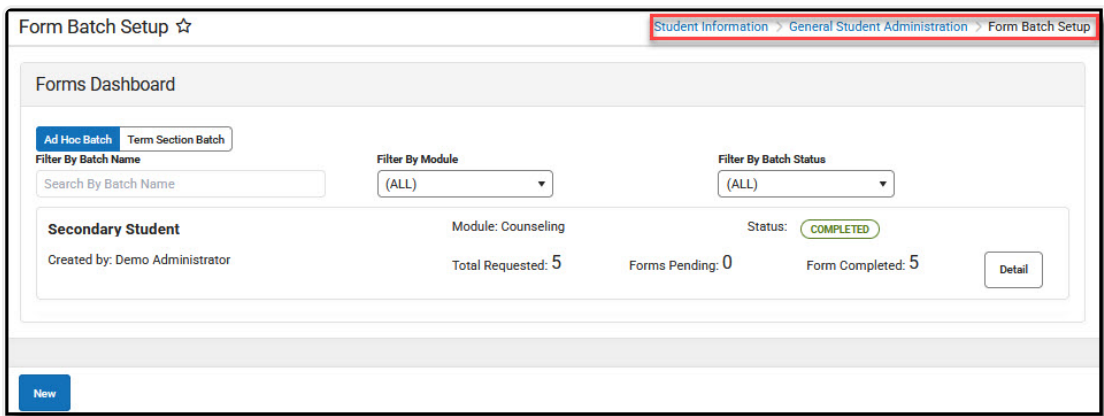


Form Batch Setup Tool Rights

Last Modified on 03/18/2025 3:01 pm CDT

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: (ALL)

Filter By Batch Status: (ALL)

Secondary Student | Module: Counseling | Status: COMPLETED

Created by: Demo Administrator | Total Requested: 5 | Forms Pending: 0 | Form Completed: 5 | Detail

New

Student Information > General Student Administration > Form Batch Setup

Related Tool Alert:

The Student Information > [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 | All | Read | Write | Add | 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

| Tool | Read | Write | Add | Delete |
|--|--|------------------------|---------------------|--|
| Form Batch Setup | View existing form batches. | Edit existing batches. | Create new batches. | <div style="background-color: #f8d7da; padding: 10px; border: 1px solid #f5c6cb;"> <p>Users do not need Module Delete rights to delete a batch.</p> </div> |
| View Form Batches Created by Others | View existing form batches created by other users. | 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.