# PLP (Personal Learning Plan) Tool Rights

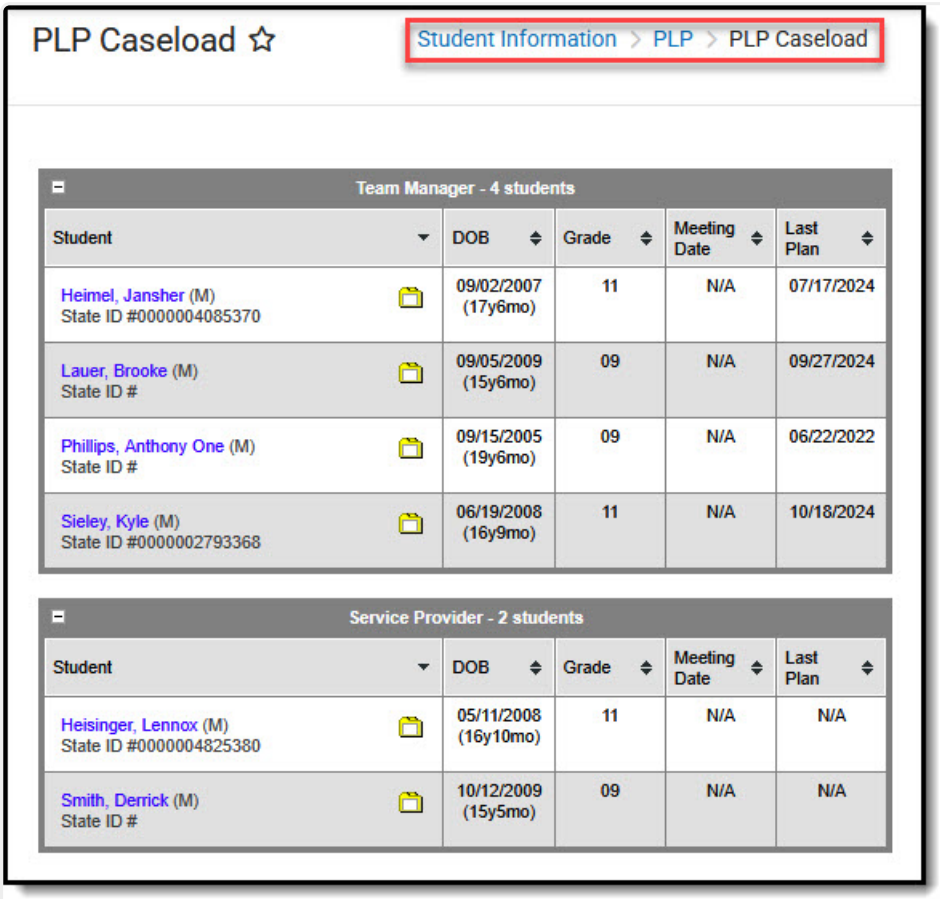
Last Modified on 02/02/2026 7:16 am CST

The four tools described in this article are used to manage information for students who have **Personal Learning Plans**. Personal Learning Plans represent educational modifications that are being made to accommodate an individual student's needs, as determined by an evaluation. Counselors or Special Education Staff can use these tools to manage students with PLP's to which they have been assigned.

> See the PLP Caseload, PLP Contact Log, PLP Documents, and PLP Team Members articles to learn how to use these tools.

# PLP Caseload

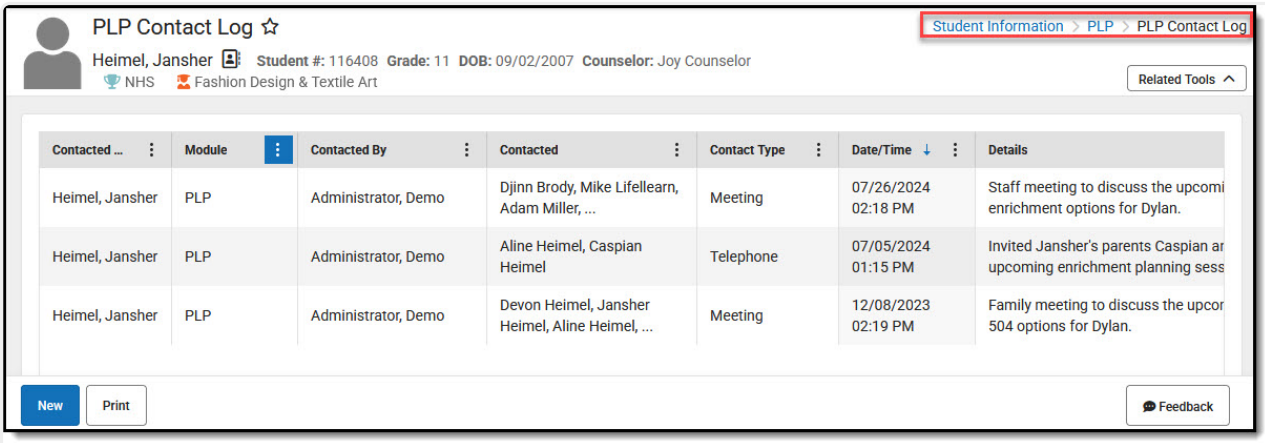
This tool gives users the ability to view information about students on their caseload for whom they are either a Team Manager or a Service Provider. See the PLP Caseload article for more information.




*Student Information > PLP > PLP Caseload*

# PLP Contact Log

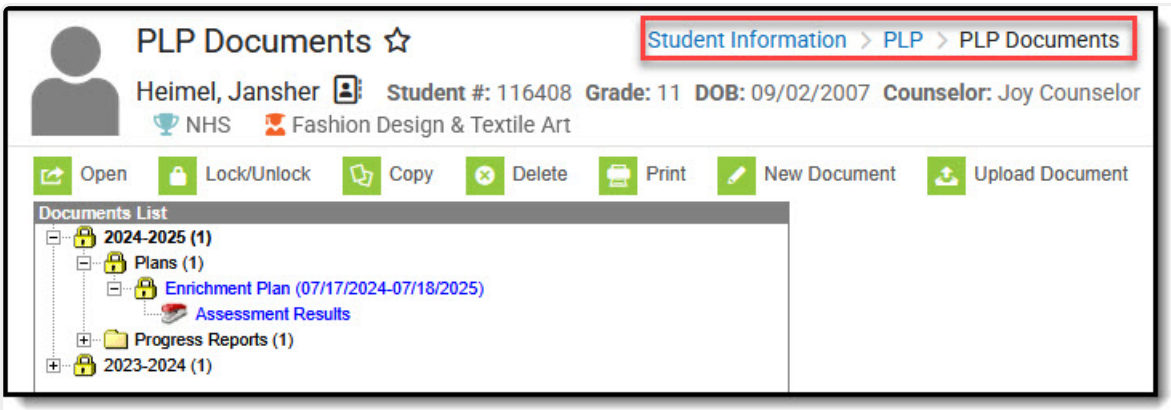
Staff can use the PLP Contact Log to record communication that took place on behalf of a student. See the PLP Contact Log article for more information.




*Student Information > PLP > PLP Contact Log*

# PLP Documents

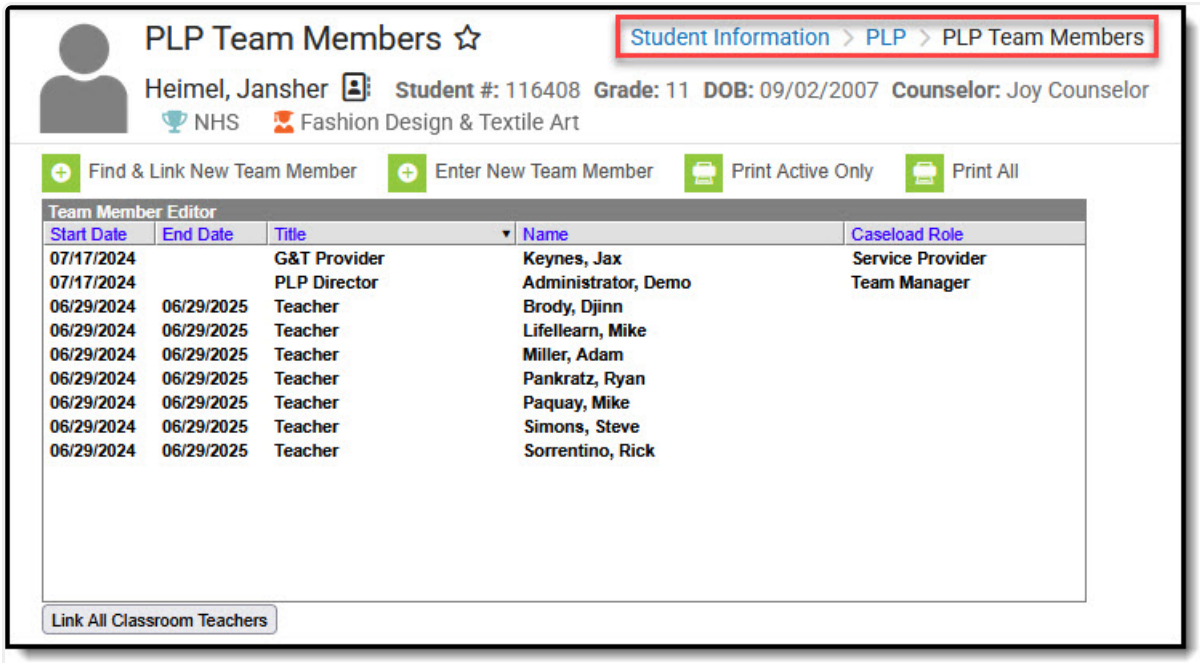
This tool is used to add, upload and manage PLP-related documents uploaded for a student. These are organized by year and form type. Form Types include Plans, Evaluations, Custom Forms, Uploaded Documents and Progress Reports. See the PLP Documents article for more information.




*Student Information > PLP > PLP Documents*

# PLP Team Members

This tool is used to manage the membership of individuals on a student's PLP Team. Members could include teachers, service providers, or other individuals such as family members who have a connection with the student. See the PLP Team Members article for more information.




*Student Information > PLP > PLP Team Members*

**Related Tool Rights Alert:**

The PLP Administration tools are used to set up elements such as plan types, progress options, service positions, service providers and services that are used when entering information or updating records in the PLP tools.

**Contact logs** are maintained for students in multiple locations in Campus. There is also a Contact Log that pulls information from all these contact logs together on one screen, but users need to have appropriate tool rights to see Contact Log information that was entered in different places in Campus.

# Available Tool Rights

For any user who needs access to **PLP information**, R rights must be granted to Student Information > General > Summary. R rights may also be granted to Student Information > Allow Unfiltered Search, to allow the user the ability to see students who are not in his/her direct caseload.

Subrights indicated by ***italics***.

| Right | R | W | A | D |
|---|---|---|---|---|
| **Summary** | View a student's Summary tab in the PLP toolset. | N/A | N/A | N/A |
| ***GUID*** | View a student's GUID. | N/A | N/A | N/A |
| **PLP Caseload** | See the names of his/her caseload students. | N/A | N/A | N/A |
| **PLP Contact Log** | View contact log information. | Edit a contact log record. | Add a new contact log record. | Delete a contact log record. |
| ***Access to Records Created By Other Users*** | View Contact Log records created by others. | Edit Contact Log records created by others. | N/A | Remove Contact Log records created by others. |
| **PLP Documents** | View PLP documents. | Modify contents of an unlocked PLP document and add a new plan. | N/A | Delete PLP plan documents. |
| ***Plan*** | View PLP plans. | Modify contents of an unlocked PLP and add a new plan. | N/A | Delete plan information. |
| ***Lock*** | Allows user the ability to lock a plan. | N/A | N/A | N/A |
| ***Unlock*** | Allows user ability to unlock a plan. | N/A | N/A | N/A |
| ***Copy*** | Copy existing Plans. | N/A | N/A | N/A |
| ***Doc Sections*** | View PLP plans. | Modify contents of an unlocked PLP and add a new plan. | N/A | Delete plan information. |
| ***Progress Report*** | N/A | N/A | N/A | N/A |

| Right | R | W | A | D |
|---|---|---|---|---|
| ***Lock*** | Allows user the ability to lock a progress report. | N/A | N/A | N/A |
| ***Unlock*** | Allows user the ability to unlock a progress report. | N/A | N/A | N/A |
| ***Custom Forms*** | View an existing custom form. | Edit an existing custom form. | Add a new custom form. | Delete a custom form. |
| **Lock** | Allows user the ability to lock a form. | N/A | N/A | N/A |
| **Unlock** | Allows user the ability to unlock a form. | N/A | N/A | N/A |
| ***Copy*** | Copy existing custom forms. | N/A | N/A | N/A |
| ***Document Upload*** | View the uploaded documents. | Upload a new document. | N/A | Delete an uploaded document. |
| ***Lock*** | Allows user the ability to lock a PLP document. | N/A | N/A | N/A |
| **Unlock** | Allows user the ability to unlock a PLP document. | N/A | N/A | N/A |
| **PLP Team Members** | View the student's PLP Team Members tab and any information on the tab. | Edit existing information on the team member's tab. | Add information to the team member's tab. | Delete information on the team members tab. |

# Suggested User Groups

- Counselors
- Special Education Staff

See User Groups and Suggested Roles for more information.