

# Special Ed Process Alerts Tool Rights

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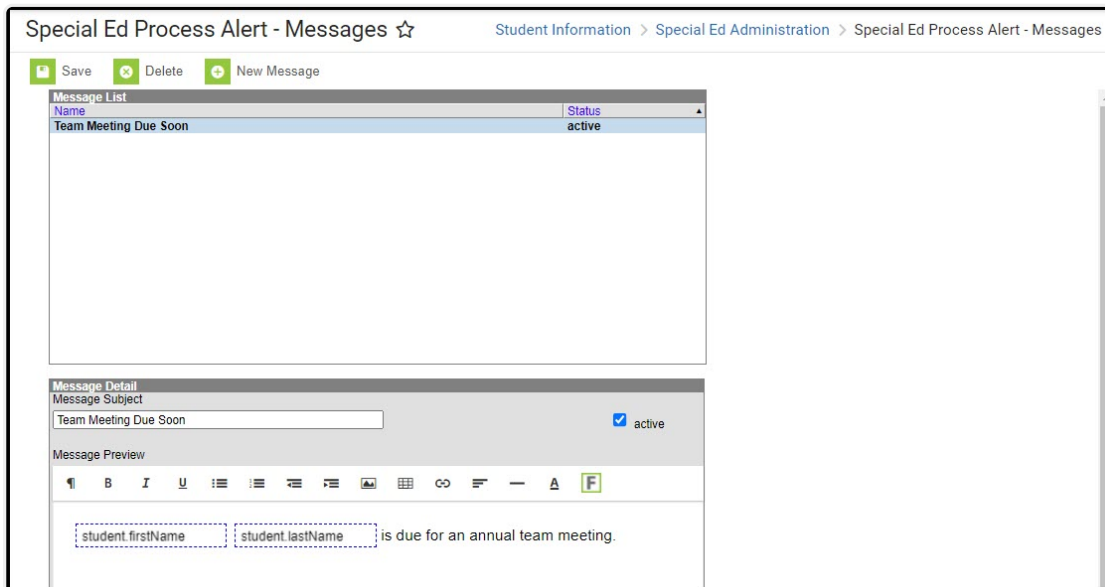
Special Ed Process Alerts tools determine which messages are delivered to case managers, how they are delivered, and when they are delivered. This article includes the following tools:

- Process Alerts Messages
- Process Alerts Scheduler
- Process Alerts Rules

## Special Ed Process Alerts Messages

Message templates are created in the Messages tab using the WYSIWYG editor. Message templates are required to determine rules and schedule alerts to be sent to special education case managers.

See the [Process Alerts Messages](#) article for information on using Process Alerts for Special Education staff.



The screenshot shows the 'Special Ed Process Alert - Messages' interface. At the top, there is a breadcrumb trail: 'Student Information > Special Ed Administration > Special Ed Process Alert - Messages'. Below this, there are three buttons: 'Save', 'Delete', and 'New Message'. The main area is divided into two sections. The top section, 'Message List', contains a table with two columns: 'Name' and 'Status'. The table has one row with the name 'Team Meeting Due Soon' and the status 'active'. The bottom section, 'Message Detail', shows the 'Message Subject' as 'Team Meeting Due Soon' with a checkbox labeled 'active' that is checked. Below the subject, there is a 'Message Preview' section with a rich text editor. The editor contains the text: 'student.firstName student.lastName is due for an annual team meeting.' The editor has various formatting options like bold, italic, underline, and text color.

*Special Ed Process Alert Messages*

## Available Tool Rights - Messages

R	W	A	D
<ul style="list-style-type: none"> <li>• Access and view the Special Ed Process Alert Rules tool.</li> <li>• Select and view existing messages from the Message List.</li> </ul>	<ul style="list-style-type: none"> <li>• Modify and save existing messages.</li> </ul>	<ul style="list-style-type: none"> <li>• Create and save new messages.</li> </ul>	<ul style="list-style-type: none"> <li>• Permanently delete messages.</li> </ul>

## Special Ed Process Alert Rules

Process Alert rules determine when Process Alert messages are sent. Message templates must be created on the Messages tab before establishing rules.

See the [Process Alert Rules](#) article for additional information.

Special Ed Process Alert - Rules ☆

Student Information > Special Ed Administration > Special Ed Process Alert - Rules

Save Delete New Rule

Messenger Rule List

Subject	Message	Created Date	Status
One Day Before Plan	**Test Message	01/23/2025	active

Rule Detail

☒ active
 

\*Rule Name

One Day Before Plan

\*Associated Message Template

\*\*Test Message

Special Conditions

Days Before/After Event Due

1

Calendar Days

Before

Event 1

Plan Start Date

and

Event 2

\* The alert checks the above date.

\* The above is due.

Special Ed Process Alerts Rules Tool

## Available Tool Rights - Rules

R	W	A	D
<ul style="list-style-type: none"> <li>• Access and view the Special Ed Process Alert Rules tool.</li> <li>• Select and view rules from the Rule List.</li> </ul>	<ul style="list-style-type: none"> <li>• Modify and save existing rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Add and save new rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Permanently delete a rule. <b>This is not recommended.</b></li> </ul>

## Special Ed Process Alerts Scheduler

The Evaluators tool lists individuals who can be assigned in an Evaluation. This tool may not be available in your state.

See the [Process Alerts Scheduler](#) article for additional information.

Special Ed Process Alert - Scheduler ☆
Student Information > Special Ed Administration > Special Ed Process Alert - Scheduler

Save Delete New Alert Schedule

Name	Start Date/Time	Frequency	Status
Two Week Alert	06/03/2024 11:00		●

Alert Schedule Detail
Schedule Name: Two Week Alert
Alert Rule: Two Week Reminder Team Meeting
Start Date/Time: 06/03/2024 11:00 AM
Send Confirmation Email: ☒

Disabled: ☐
Delivery Devices: ☒ Inbox ☐ Email
Recurring Frequency: 
Sender: System Administrator

Special Ed Process Alerts Scheduler

## Available Tool Rights - Scheduler

R	W	A	D
<ul style="list-style-type: none"> <li>Access and view the list of Scheduled Alerts.</li> </ul>	<ul style="list-style-type: none"> <li>Modify and save existing Scheduled Alerts.</li> </ul>	<ul style="list-style-type: none"> <li>Add and save new Scheduled Alerts.</li> </ul>	<ul style="list-style-type: none"> <li>Permanently delete a Scheduled Alert. <b>This is not recommended.</b></li> </ul>

## Suggested User Groups

- [Special Education Administrators User Group](#)

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

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