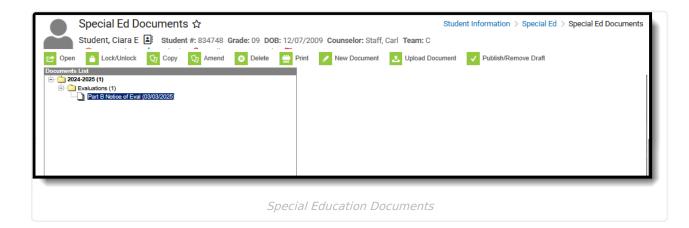


Special Ed Documents Tool Rights

Last Modified on 11/21/2025 9:59 am CST

Special Education staff use the **Special Education Documents** tool to upload special education-related documents or add New Documents using Forms.

See the <u>Special Ed Documents</u> article to learn more about this tool.



<u>Campus Digital Repository</u> must be enabled in order for documents to be uploaded in Campus. See the <u>Custom Forms</u> article to learn more about custom forms in Campus.

Available Tool Rights

Subrights in *italics*.

Special Ed Documents

R	w	A	D
Access and view all documents in a student's Special Ed Documents/	View and print Special Education documents/	N/A	N/A
Plan			



R	w	A	D
View a list of the student's Special Ed Plans. This also requires the Doc Sections Read right in order to print plans.	Modify unlocked Special Ed plans.	Add new plans.	Delete plans.
Lock			
Prevent other users from editing or removing a document.	N/A	N/A	N/A
Unlock			
Allow users to edit or remove a document per their assigned rights.	N/A	N/A	N/A
Amend			
Modify an already amended editor. Users without any rights are able to view in-progress amendments if they have rights to the document.	Make amendments to a plan editor.	Amend locked documents.	N/A
Сору			
Copy an existing plan.	N/A	N/A	N/A
Document Sections			
Print Special Ed plans.	Place an editor in a Not Needed status, or save one editor.		
Publish Draft to Portal			
Makes the plan visible in Campus Parent before the plan is locked.	N/A	N/A	N/A

Evaluation

R	w	A	D
Access and view all evaluations in a student's Special Ed Documents.	View and print Evaluation documents.	N/A	N/A
Lock			



R	w	A	D
Prevent other users from editing or removing an evaluation.	N/A	N/A	N/A
Unlock			
Allow the evaluation to be edited or removed.	N/A	N/A	N/A
Сору			
Copy an existing evaluation.	N/A	N/A	N/A
Document Sections			
Print Evaluations.	Place an editor in a Not Needed status, or save one editor.		

Progress Report

R	W	A	D	
Access and view all progress reports in a student's Special Ed Documents.	View and print progress reports.	N/A	N/A	
Lock	Lock			
Prevent other users from editing or removing a progress report.	N/A	N/A	N/A	
Unlock				
Allow the progress report to be edited or removed.	N/A	N/A	N/A	

Custom Forms

R	w	A	D
View all custom forms in a student's Special Ed Documents.	View and print custom forms.	N/A	N/A
Lock			
Prevent other users from editing or removing a custom form.	N/A	N/A	N/A
Unlock			



R	W	A	D
Allow the custom form to be edited or removed.	N/A	N/A	N/A
Сору			
Copy an existing custom form.			

Document Upload

R	w	A	D
View all uploaded documents.	Upload a new document.	N/A	Remove an uploaded document.
Lock			
Prevent other users from editing or removing an uploaded document	N/A	N/A	N/A
Unlock			
Allow the uploaded document to be edited or removed.	N/A	N/A	N/A

Suggested User Groups

- Special Education Administrators
- Special Education Staff
- Special Education Teachers

See <u>User Groups and Suggested Roles</u> for more information.