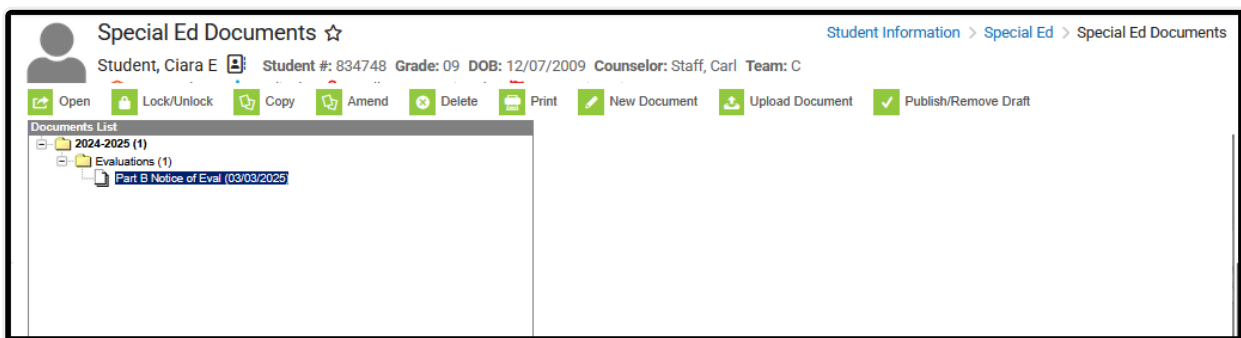


# Special Ed Documents Tool Rights

Last Modified on 03/27/2025 3:48 pm CDT

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

See the [Special Ed Documents](#) article to learn more about this tool.



*Special Education Documents*

**Campus Digital Repository must be enabled in order for documents to be uploaded in Campus. See the [Custom Forms](#) article to learn more about custom forms in Campus.**

## Available Tool Rights

Subrights in *italics*.

### Special Ed Documents

R	W	A	D
<ul style="list-style-type: none"> <li>View all documents in a student's Special Ed Documents</li> </ul>	<ul style="list-style-type: none"> <li>View and print Special Education documents</li> </ul>	N/A	N/A

R	W	A	D
<b>Plan</b>			
<ul style="list-style-type: none"> <li>View a list of the student's Special Ed Plans. <b>This also requires the Doc Sections Read right in order to print plans.</b></li> </ul>	<ul style="list-style-type: none"> <li>Modify unlocked Special Ed plans.</li> </ul>	<ul style="list-style-type: none"> <li>Add new plans.</li> </ul>	<ul style="list-style-type: none"> <li>Delete plans.</li> </ul>
<b>Lock</b>			
<ul style="list-style-type: none"> <li>Prevent other users from editing or removing a document.</li> </ul>	N/A	N/A	N/A
<b>Unlock</b>			
<ul style="list-style-type: none"> <li>Allow users to edit or remove a document per their assigned rights.</li> </ul>	N/A	N/A	N/A
<b>Amend</b>			
<ul style="list-style-type: none"> <li>Modify an already amended editor. Users without any rights are able to view in-progress amendments if they have rights to the document.</li> </ul>	<ul style="list-style-type: none"> <li>Make amendments to a plan editor.</li> </ul>	<ul style="list-style-type: none"> <li>Amend locked documents.</li> </ul>	N/A
<b>Copy</b>			
<ul style="list-style-type: none"> <li>Copy an existing plan.</li> </ul>	N/A	N/A	N/A
<b>Document Sections</b>			
<ul style="list-style-type: none"> <li>Print Special Ed plans.</li> </ul>	<ul style="list-style-type: none"> <li>Place an editor in a Not Needed status, or save one editor.</li> </ul>		
<b>Publish Draft to Portal</b>			
<ul style="list-style-type: none"> <li>Makes the plan visible in Campus Parent before the plan is locked.</li> </ul>	N/A	N/A	N/A

## Evaluation

R	W	A	D
<ul style="list-style-type: none"> <li>View all evaluations in a student's Special Ed Documents</li> </ul>	<ul style="list-style-type: none"> <li>View and print Evaluation documents</li> </ul>	N/A	N/A
<b>Lock</b>			
<ul style="list-style-type: none"> <li>Prevent other users from editing or removing an evaluation</li> </ul>	N/A	N/A	N/A
<b>Unlock</b>			
<ul style="list-style-type: none"> <li>Allow the evaluation to be edited or removed.</li> </ul>	N/A	N/A	N/A
<b>Copy</b>			
<ul style="list-style-type: none"> <li>Copy an existing evaluation.</li> </ul>	N/A	N/A	N/A
<b>Document Sections</b>			
<ul style="list-style-type: none"> <li>Print Evaluations.</li> </ul>	<ul style="list-style-type: none"> <li>Place an editor in a Not Needed status, or save one editor.</li> </ul>		

## Progress Report

R	W	A	D
<ul style="list-style-type: none"> <li>View all progress reports in a student's Special Ed Documents</li> </ul>	<ul style="list-style-type: none"> <li>View and print progress reports.</li> </ul>	N/A	N/A
<b>Lock</b>			
<ul style="list-style-type: none"> <li>Prevent other users from editing or removing a progress report.</li> </ul>	N/A	N/A	N/A
<b>Unlock</b>			

R	W	A	D
<ul style="list-style-type: none"> <li>Allow the progress report to be edited or removed.</li> </ul>	N/A	N/A	N/A

## Custom Forms

R	W	A	D
<ul style="list-style-type: none"> <li>View all custom forms in a student's Special Ed Documents.</li> </ul>	<ul style="list-style-type: none"> <li>View and print custom forms.</li> </ul>	N/A	N/A
<b>Lock</b>			
<ul style="list-style-type: none"> <li>Prevent other users from editing or removing a custom form.</li> </ul>	N/A	N/A	N/A
<b>Unlock</b>			
<ul style="list-style-type: none"> <li>Allow the custom form to be edited or removed.</li> </ul>	N/A	N/A	N/A
<b>Copy</b>			
<ul style="list-style-type: none"> <li>Copy an existing custom form.</li> </ul>			

## Document Upload

R	W	A	D
<ul style="list-style-type: none"> <li>View all uploaded documents.</li> </ul>	<ul style="list-style-type: none"> <li>Add a new uploaded document.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Remove an uploaded document.</li> </ul>
<b>Lock</b>			
<ul style="list-style-type: none"> <li>Prevent other users from editing or removing an uploaded document</li> </ul>	N/A	N/A	N/A
<b>Unlock</b>			

R	W	A	D
<ul style="list-style-type: none"> <li>Allow the uploaded document to be edited or removed.</li> </ul>	N/A	N/A	N/A

## Suggested User Groups

- [Special Education Administrators](#)
- [Special Education Staff](#)
- [Special Education Teachers](#)

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