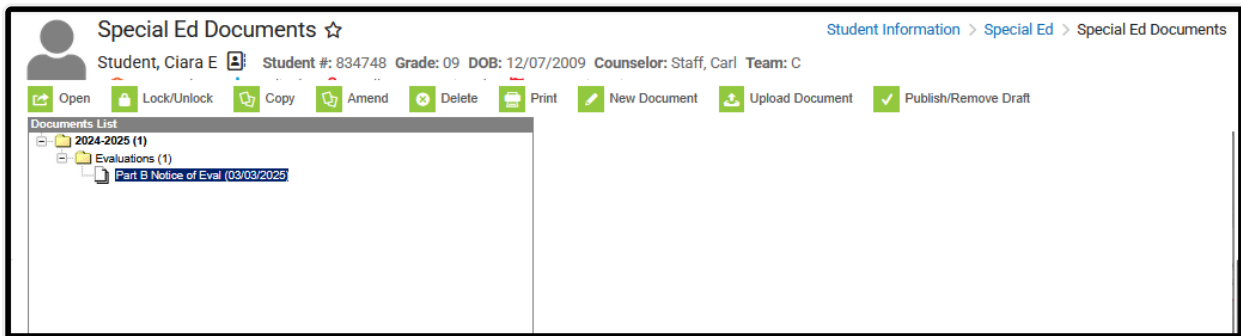


# Special Ed Documents Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

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
Access and view all documents in a student's Special Ed Documents/	View and print Special Education documents/	N/A	N/A
<b>Plan</b>			

R	W	A	D
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>	Modify unlocked Special Ed plans.	Add new plans.	Delete plans.
<b>Lock</b>			
Prevent other users from editing or removing a document.	N/A	N/A	N/A
<b>Unlock</b>			
Allow users to edit or remove a document per their assigned rights.	N/A	N/A	N/A
<b>Amend</b>			
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
<b>Copy</b>			
Copy an existing plan.	N/A	N/A	N/A
<b>Document Sections</b>			
Print Special Ed plans.	Place an editor in a Not Needed status, or save one editor.		
<b>Publish Draft to Portal</b>			
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
<b>Lock</b>			

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

## Progress Report

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

## Custom Forms

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

R	W	A	D
Allow the custom form to be edited or removed.	N/A	N/A	N/A
<b>Copy</b>			
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.
<b>Lock</b>			
Prevent other users from editing or removing an uploaded document	N/A	N/A	N/A
<b>Unlock</b>			
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 [User Groups and Suggested Roles](#) for more information.