Special Ed Documents Archival Rollout - Campus.2631

Last Modified on 10/15/2026 10:42 am CDT

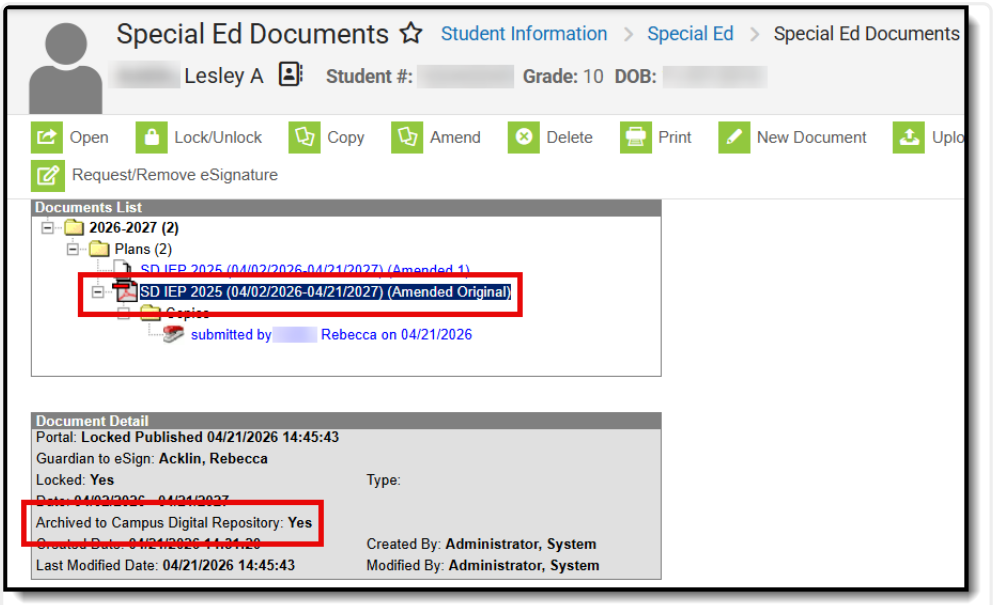
A new Special Ed Documents archival process was implemented that automatically converts historical Special Ed Documents to PDFs rather than as live, editable documents. This conversion process will be implemented in a staged rollout to avoid overloading CPU resources for customers, allowing them to continue their day-to-day operations of Campus while the process runs in the background.

What is changing?

Path: Student Information > Special Ed > Special Ed Documents

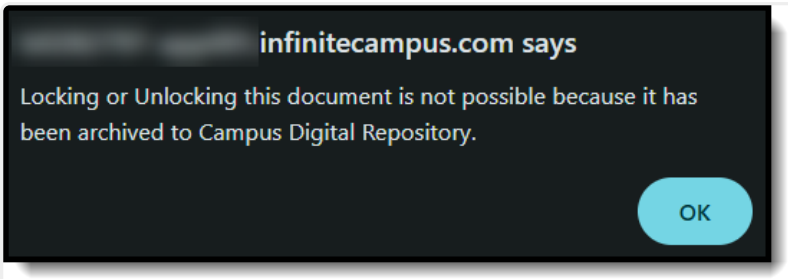
Previously, historical, locked documents displayed on the Special Ed Documents tool with a padlock icon indicating they were locked and uneditable. Users with appropriate tool rights could unlock and then modify these historical documents.

After this process, these historical documents will display with a PDF icon next to their names and cannot be unlocked or edited, even with Unlock tool rights. Additional information in the Document Detail reads, "Archived to Campus Digital Repository: Yes" for these documents.



An archived IEP on the Special Ed Documents tool.

If a user attempts to unlock an archived document, a warning message displays, which reads, "Locking or Unlocking this document is not possible because it has been archived to Campus Digital Repository."



Warning message when a user attempts to unlock an archived document.

Users can still view the document by selecting it from the documents list, then clicking the **Open** button, or by double-clicking it.

Which documents will be archived?

"Historical" document in this context means any print format that is older than two versions. We are allowing users to keep any document in the current, active print format and the one previous (designated as "N" for the current version and "N-1" for the previous version) as live, editable documents. Any format older than two versions (designated as "N-2" and older) may be archived.

For example, if a state has four print formats, 2023, 2024, 2025, and 2026, where 2026 is the current, active print format, the 2023 and 2024 print formats would be archived.

When is this happening?

Due to the volume of print formats in the system that will be archived, this process will be rolled out in stages and may take some time before all districts have this script run on their sites.

What does this mean for Special Ed documents after this rollout period?

After this rollout period, this archival script will continue to run as states receive new print formats for their Special Ed documents. We may allow a transition period for users to update their students' documents to a newer print format before archiving the older format, but this process will continue in perpetuity.

What do you need to do?

Districts must be on Campus.2631 for the archival process to run.