

Student Form Center Tool Rights

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This page is IN PROGRESS 2643 - <https://issues.infinitecampus.com/jira/browse/LCP-76461>

The [Student Form Center](#) allows administrators to find and view custom forms assigned to students using various filter options. Instead of locating custom forms for a single student at a time, administrators can use this tool to quickly find and manage forms across multiple students.

Users can only view forms in modules for which they have rights. The Student Forms Center tool obeys the [Forms](#) tool > Custom Forms and the module-specific Custom Forms tool rights (Student Information > [Module] > [Module] Documents > Custom Forms. See the following articles for information about the module-specific tool rights:

- [Counseling](#)
- [Health](#)
- [Personal Learning Plans \(PLP\)](#)
- [Response to Intervention](#)
- [Special Education](#)

Student Form Center ☆

[Student Information](#) > [Custom Forms & Custom Modules](#) > [Student Form Center](#)

Forms Overview

Filter:

Modules:

Forms:

Schools:

Ad Hoc Student Filter:

Select modules...

Select forms...

Select schools...

No Filter ▼

Apply

Clear

Action Required:

eSigned

No Participants

Requesting eSignature

1

2

16

View by:

Form Name

Form Status

Form Status	Form Count	Initiated By: Staff (Single)	Initiated By: Staff (Batch)	Initiated By: Guardian	Initiated By: Student
eSigned	1	0	0	1	0
No Participants	2	1	1	N/A	N/A
Requesting eSignature	16	1	15	N/A	N/A
Pending eSign	2	2	0	0	0
Unlocked	2	2	0	N/A	N/A
Locked	1	1	0	N/A	N/A
Locked & Overridden	1	1	0	0	0
Total	25	8	16	1	0

The Student Forms Center tool displays an overview of forms in a grid with filtering options at the top of the screen.

Related tools alert:

- The [Custom Forms Setup](#) tool is used to upload and manage forms at the administrator level.
- The [Forms](#) tool is used to manage forms associated with a single student.
- The [Custom Form Batch Setup](#) tool is used to assign student forms in a batch.

Available Tool Rights

Click the "Click here to expand" link to view an image of the Student Form Center Tool Rights.

[Click here to expand...](#)

Tool Rights					
▶ Instruction	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Student Information	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
▶ General	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ General Student Administration	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Academic Planning	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Activity Registration	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Assessment Administration	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Counseling	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Custom Forms & Custom Modules	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Custom Form Batch Setup	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
View Form Batches Created by Others	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Custom Form Setup	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Activity	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Activity Preapproval	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Athletics	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Behavior	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Counseling	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Dependent Care	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Field Trip	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Health	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
PLP	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Response to Intervention	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Special Ed	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Tuition	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Custom Module Setup	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Student Form Center	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete

Student Information > Custom Forms and Custom Modules > Student Form Center

R	W	A	D
• View the Student Form Center tool. • View form status groups and forms assigned to students. • Print forms.	N/A Write rights do not grant additional functionality for the Student Form Center.	N/A Add rights do not grant additional functionality for the Student Form Center.	N/A Delete rights do not grant additional functionality for the Student Form Center.

Suggested user groups

Some groups may only need Read access to the information displayed in this tool.

- [Counselors](#)
- [Front Office](#)
- [Health Office](#)
- [Special Ed](#)
- [Principals](#)

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