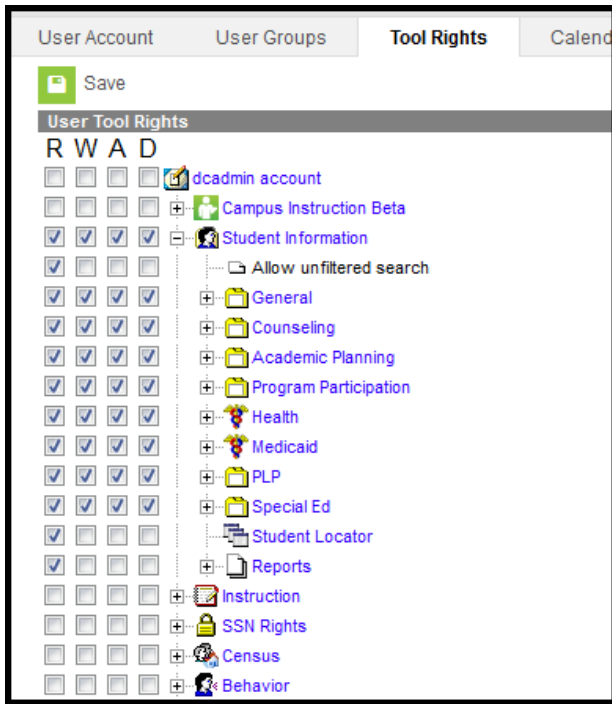# Tool Rights (Student Information)

Last Modified on 10/22/2022 9:31 am CDT

General | Counseling | Academic Planning | Program Participation | Health | Medicaid | PLP | Response to Intervention | Special Ed | Student Locator | Reports

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four).

Right	Description
R (Read)	The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to the Save, Add or Delete icons in the action bar.
W (Write)	The **W** right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the **A** right. This right includes the ability to change or remove data from a specific field.
A (Add)	The **A** right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.
D (Delete)	**ASSIGN THIS RIGHT WITH CAUTION**. The **D** right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the **W** right.

Student Information Tool Rights

A series of tool rights and sub-rights exist for each area within Student Information. The following sections detail the individual sections.

RWAD Rights assigned at the module level give those rights to all features within the module. For example, giving RW rights to the Student Information module assigns RW rights to all tools within Student Information, including subrights.

General

Tool	R	W	A	D

Tool	R	W	A	D
Allow Unfiltered Search	Allow the user full access to unlimited searching within schools/calendars/years allowed by assigned calendar rights. Without this right, users are only able to view information to which they have a connection (a teacher can only see courses and students related to his/her section roster, a case manager can only see his/her active students, etc.).	N/A	N/A	N/A
Summary	Allows complete access to all information on the Summary tab.	N/A	N/A	N/A
GUID	Allows user to view the student's GUID.	N/A	N/A	N/A
Print Picture	Allows the user to see the student picture.	N/A	N/A	N/A
State ID	Allows the user to see the student's State ID number.	N/A	N/A	N/A
Profile	Allows the user to see the student's Profile tab.	N/A	N/A	N/A
Attendance	Allows the user to view Attendance data on the Profile tab.	N/A	N/A	N/A
Behavior	Allows the user to view Behavior data on the Profile tab.	N/A	N/A	N/A
In-Progress Grades	Allows the user to view In-Progress Grades data on the Profile tab.	N/A	N/A	N/A

Tool	R	W	A	D
To do	Allows the user to view To Do data on the Profile tab.	N/A	N/A	N/A
Enrollments	Allows the user to view the student's enrollment tab and enrollment history information. See the **Enrollment Tool Right Recommendation** following this table for more information.	Allows the user to edit existing enrollment information and enrollment history information.	Allows the user to add enrollments and enrollment history information.	Allows the user full access to all options available on the enrollment tab.
General Enrollment Information	Allows the user to view the student's General Enrollment Information editor.	Allows the user to edit existing enrollment information located on the General Enrollment Information editor.	N/A	N/A
School of Accountability	Allows users to view students enrolled in a school that is different than the school in which they report for CRDC.	N/A	N/A	N/A
Future Enrollment	Allows the user to view the student's Future Enrollment editor.	Allows the user to edit existing enrollment information located on the Future Enrollment editor.	N/A	N/A

Tool	R	W	A	D
State Reporting	Allows the user to view the student's State Reporting Enrollment editor.	Allows the user to edit existing enrollment information located on the State Reporting Enrollment editor.	N/A	N/A
Homeless	Allows the user to view the Homeless field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's homeless detail on the State Reporting Enrollment editor.	N/A	N/A
Meal Status	Allows the user to view the Meal Status field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's meal status detail on the State Reporting Enrollment editor.	N/A	N/A
Migrant	Allows the user to view the Migrant field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's migrant detail on the State Reporting Enrollment editor.	N/A	N/A

Tool	R	W	A	D
Ward of State	Allows the user to view the Ward of State field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's ward of state detail on the State Reporting Enrollment editor.	N/A	N/A
Special Education	Allows the user to view the Special Education enrollment editor.	Allows the user to edit existing records located on the Special Education enrollment editor.	N/A	N/A
Service Hours	Allows the user to view the student's service hours.	Allows the user to edit the service hours field.	N/A	N/A
Service Hours Percent Reported	Allows the user to view the Service Hours Percent Report field.	Allows the user to edit the Service Hours Percent Reported field.	N/A	N/A
Enrollment History	Allows the user to view the student's enrollment history information.	Allows the user to edit existing enrollment information and enrollment history information.	Allows the user to add enrollments and enrollment history information.	Allows the user full access to all options available on the enrollment tab.
Schedule	Allows the user to view the schedule.	Allows the user to modify existing scheduled courses through the Walk-In Scheduler.	Allows new courses to be added to the schedule through the Walk-In Scheduler.	Allows courses to be removed from the schedule through the Walk-In Scheduler.

Tool	R	W	A	D
Can Overload Section	Allows the user complete access to overload a course section when scheduling students in the Walk-In Scheduler.	N/A	N/A	N/A
Grade Book	Displays the Grade Book icon to view grades for each course section in which the student is scheduled (in conjunction with the Grades right).	N/A	N/A	N/A
Scheduling Messenger	Allows the user to send schedule change messages to appropriate individuals.	N/A	N/A	N/A
User Group Formats	Allows viewing and sending existing Group templates.	N/A	N/A	N/A
Additional Enrollment Schedules	Allows users the ability to print schedules for students who are enrolled in multiple schools.	N/A	N/A	N/A

Tool	R	W	A	D
Attendance	Allows the user to view the attendance summary, individual events and reports.	Allows the user to modify and overwrite existing attendance events. Users are able to add period attendance events for a day that already contains at least one event. Users cannot remove existing attendance events from a day without overwriting them with another attendance event.	Allows the user to add new attendance events.	Allows the user to delete existing attendance events.
Additional Enrollment Attendance	Allows users the ability to print the Period Detail Report for students who are enrolled in multiple schools.	N/A	N/A	N/A
Chronic Absenteeism Information	Allows users to see the Chronic Absenteeism editor.	N/A	N/A	N/A
Flags	Allows the user to view existing Flags that are not related to state reporting, contact information or medical information.	Allows users to edit existing flag assignments.	Allows users to add new flag assignments.	Allows users to delete student flag assignments.
Contact Flags	Allows users to view existing contact flags.	Allows users to edit existing contact flags.	Allows users to add new contact flag assignments.	Allows users to delete contact flag assignments.

Tool	R	W	A	D
Medical Flags	Allows users to view existing medical flags.	Allows users to edit existing medical flags.	Allows users to add new medical flag assignments.	Allows users to delete contact flag assignments.
State Reporting	Allows users to view existing state reporting flags.	Allows users to edit existing state reporting flag assignments.	Allows users to add new state reporting flag assignments.	Allows users to delete state reporting flag assignments
Grades	Allows the user to view the student's grades. Also allows the user to view the Grade Book through the Schedule tab.	N/A	N/A	N/A
Grade Book	Allows users to view the grading detail when selecting the Grade Book icon on the Grades tab.	N/A	N/A	N/A
Additional Enrollment Grades	Allows users the ability to print report cards for students who are enrolled in multiple schools.	N/A	N/A	N/A
Transcript	Allows user to view the details of the student's transcript.	Allows the user to edit existing entries on the student's transcript.	Allows users to add new transcript entries.	Allows users to delete transcript entries.

Tool	R	W	A	D
Credit Summary	Allows users to view the student's credit summary tab (view-only tab). It also allows the user to select the type of credit and view applicable courses, select the credit amount and view which courses the student has taken, and select the course and view transcript details.	N/A	N/A	N/A
Assessment	Allows the user to view the student's assessment tab.	Allows the user to edit existing assessment entries.	Allows the user to add new assessment records.	Allows the user to delete assessment records.
Behavior	Allows viewing and printing of student incident records and resolutions.	Allows recording of detention served.	N/A	N/A
All Calendars	Allows the user to view and print student incident records and resolutions in all calendars. Users without R rights cannot access the Behavior tab for a student in a calendar to which they do not have rights. It is assumed that the user is also assigned enough Census rights to access the All People search to locate a student from a school to which the user does not have rights.	Allows the user to view and print student incident records and resolutions and record Detention served in all calendars. User are able to view and modify the Behavior tab and Detention information for a student in any calendar, even if they do not have rights to the calendar.	N/A	N/A

Tool	R	W	A	D
Modify Attendance	Allows the user to select and modify attendance codes for behavior resolutions.	N/A	N/A	N/A
Allow access to attached files	Allows users to view and download any files associated with the student who is also associated with a behavior event that has uploaded files attached to it.	N/A	N/A	N/A
Transportation	Allows the user to view the Transportation tab.	Allows the user to edit existing Transportation entries.	Allows the user to add new transportation entries.	Allows the user to delete transportation records.
Fees	Allows the user to view the Fees tab.	Allows the user to edit existing Fees information.	Allows the user to add new fee assignments.	Allows the user to delete fee assignments.
Lockers	Allows the user to view the Lockers tab.	Allows the user to edit existing Locker information.	Allows the user to add new locker information.	Allows the user to delete locker information.
Graduation	Allows users to view the Graduation tab.	Allows users to edit graduation entries.	N/A	N/A
Modify Cohort	Allows users to modify the student's NGA Cohort End Year and NCLB Cohort End Year fields.	N/A	N/A	N/A
Modify 9th Grade Start Date	Allows users to modify the student's Date First Entered the 9th Grade field.	N/A	N/A	N/A
Athletics	Allows users to view the Athletics tab.	Allows users to edit existing athletics entries.	Allows users to add athletics entries.	Allows users to remove athletics entries.

Tool	R	W	A	D
Ad hoc Letter	Allows users to print any report for the student as long as the user has access rights to the area of the report.	N/A	N/A	N/A
User Group Reports	Allows viewing and sending existing Group templates.	N/A	N/A	N/A
Waiver	Allows users to view existing waiver information for a student.	Allows users to edit existing waiver information for a student.	Allows users to add new waiver information for a student.	Allows users to delete waiver information for a student.
Records Transfer	Allows a user to view records transfer requests and responses. Users may also import information made available in data import wizards. Users also need the following R rights assigned: • Assessment Import Wizard - Student Information > General > Assessment • Immunization Import Wizard - Student Information > Health > Immunizations • Health Condition Import Wizard - Health > Report > Health Alert Summary Report	N/A	Allows a user to create a new records request.	N/A
Report Comments	Allows the user to view entered report comments.	N/A	N/A	N/A

Tool	R	W	A	D
Person Documents	Allows a user to view uploaded documents, edit details (description and file name) and replace a file.	N/A	Allows the user to upload a new document.	Allows the user to delete a document.

Enrollment Tool Right Recommendation

Due to the complex nature of the Enrollments access rights, when feasible, access rights to the Enrollments editors should be set in the same manner as the editor sub-rights.

If RWAD is assigned to the State Reporting editor, sub-rights such as Ward of State, Meal Status, Migrant, etc. should also be RWAD.

Modifying specific sub-rights to control field-level access is possible, but may warrant additional user testing to ensure that setup complies with district, state and federal privacy standards.

Consider the following scenarios:

Singular Access to the Enrollment Editors

If a user can have the same level of access to all editors/sub-rights, assign the user R or RW rights to that editor of the entire Enrollments tab, as applicable.

A and D rights only affect the Enrollments tab and the Enrollment History rights. Choosing A or D on any other Enrollment editors/sub-rights has no affect.

With full access rights, the user is allowed to see and/or edit all Enrollment editors and fields. The user is also able to add and delete current and historical enrollments.
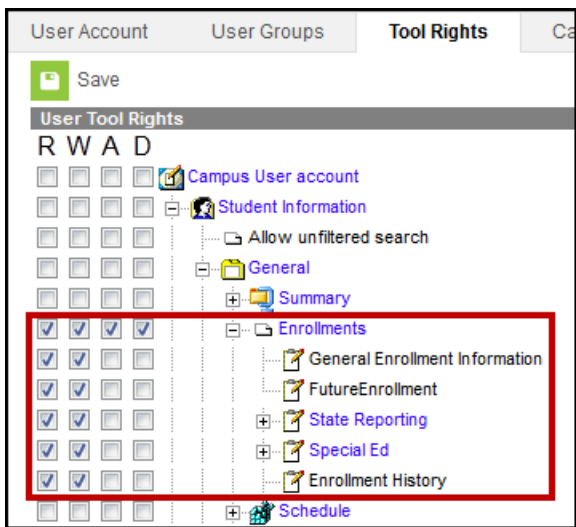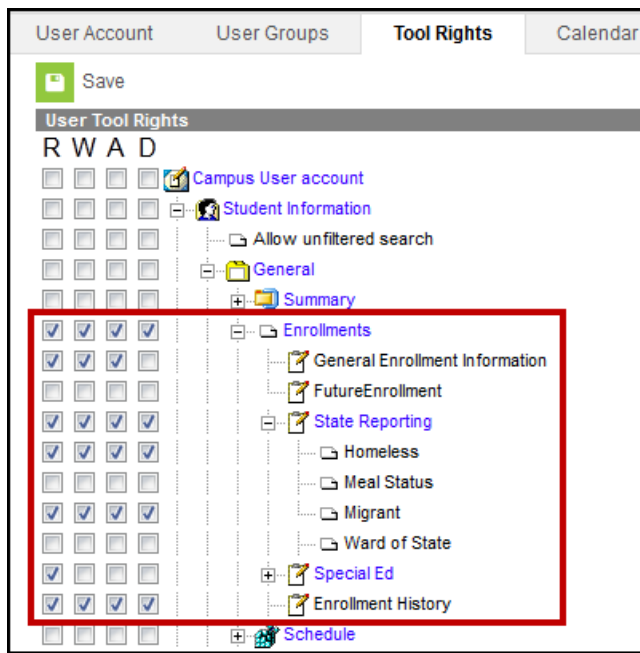

Enrollment Tool Rights

Varying Access to the Enrollments Editors and Sub-Rights

If a user needs varying levels of access to the Enrollments editors and sub-rights, the highest level of access rights assigned to any of those areas must also be assigned to the direct parent editor and to the Enrollments tab. Sub-rights cannot allow more access than the rights of the parent editor.

When rights are assigned to a parent area (editor or tab), the system always marks the child rights to reflect parent rights by default. This means that all areas that should be restricted from the user MUST BE manually removed.

Enrollment Tool Rights - Sub-right Selection

In the image above, the user has full access to Homeless and Migrant, which means he/she must also have full access to the State Reporting Editor, and therefore, full access to the Enrollments tab. All areas where the user should not have full access (i.e., Special Ed, Ward of State) have been removed.The fields for Ward of State and Meal Status appear on the Enrollment editor as NO ACCESS.

Counseling
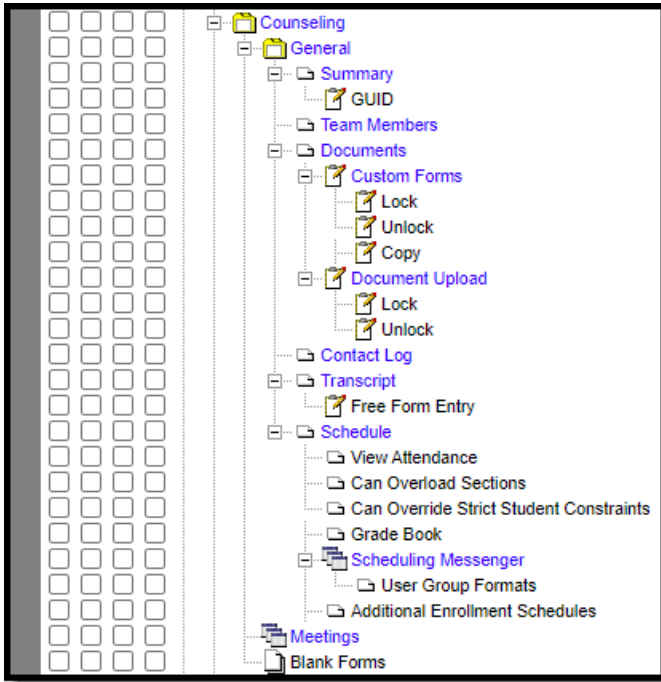
Counseling Tool Rights

For any user who needs access to counseling information, **R** rights must be granted to *Student Information > General > Summary*. **R** rights may also be granted to *Student Information > Allow Unfiltered Search*, to allow the user the ability to see students who are not in his/her direct caseload.
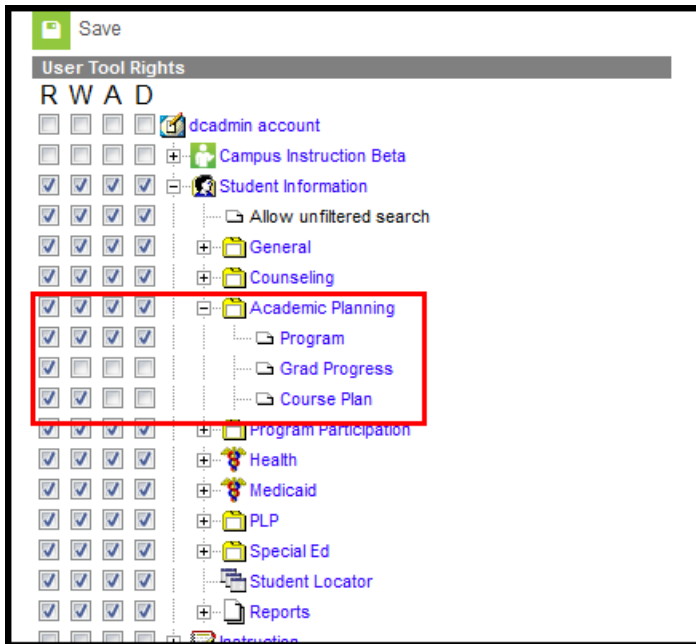
Right	R	W	A	D
Summary	Allows the user to view the student's Summary tab.	N/A	N/A	N/A
GUID	Allows the user to view the student's Summary tab.	N/A	N/A	N/A
Team Members	Allows the user to view the student's Team Members tab.	Allows the user to edit existing information on the Team Members tab.	Allows the user to add new information to the student's Team Members tab.	Allows the user to delete records from the Team Members tab.

Right	R	W	A	D
Document	Allows the user to view and select forms on the student's Documents tab.	Allows the user to edit documents on the Documents tab.	Allows the user to add new forms to the Documents tab.	Allows the user to delete existing forms.
Custom Forms	Allows the user full access to view all forms, including archived forms and active forms. R rights allow the user to make any form active or archived.	Allows the user to modify an existing form.	Allows the user to add a new document.	Allows the user to delete existing forms.
Lock	Allows the user to lock a Custom Form.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Custom Form.	N/A	N/A	N/A
Copy	Allows the user to copy a Custom Form.	N/A	N/A	N/A
Document Upload	N/A	N/A	Allows the user to add a new document.	N/A
Lock	Allows the user to lock an uploaded document.	N/A	N/A	N/A
Unlock	Allows the user to unlock an uploaded document.	N/A	N/A	N/A
Contact Log	Allows the user to view a record on the student's Contact Log.	Allows the user to edit a record on the student's Contact Log.	Allows the user to add a new Contact Log.	Allows the user to remove a record on the Contact Log.
Homeless		N/A	N/A	N/A
Transcript		N/A	N/A	N/A
Free Form Entry		N/A	N/A	N/A
Meetings		N/A	N/A	N/A

Right	R	W	A	D
Blank Forms	Allows the user to add and view Counseling-related blank forms.	N/A	N/A	N/A

Academic Planning

Academic Planning Tool Rights

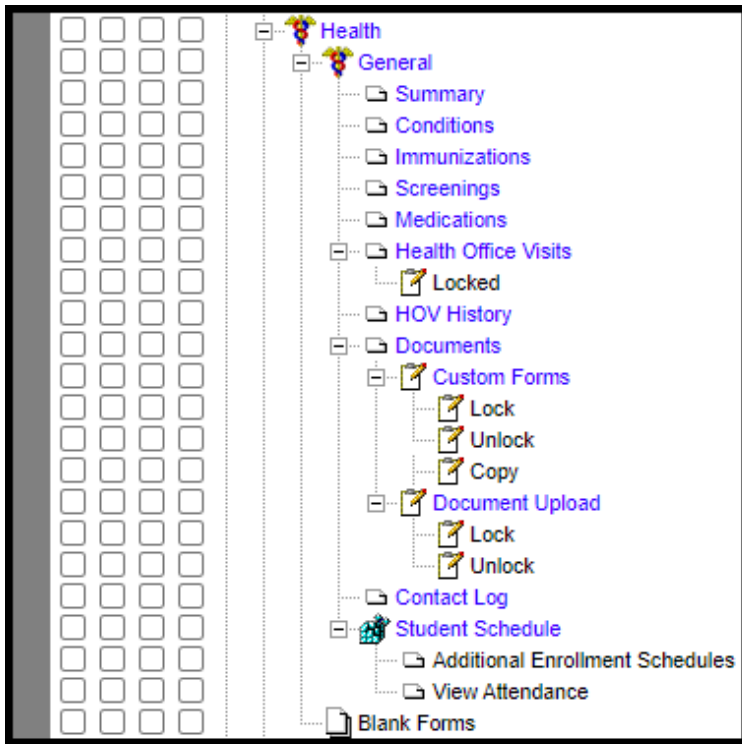| Right	R	W	A	D
Program	Allows the user to view information on the student's Academic Program tab.	Allows users to add information to existing academic program information.	Allows users to add new program information to the academic program tab.	Allows users to delete an academic program record.
Progress	Allows full access as the Grad Progress tab is view-only.	N/A	N/A	N/A
Course Plan	Allows the user to view information on the Course Plan.	Allows the user to add information to an existing course plan.	N/A	N/A

Program Participation
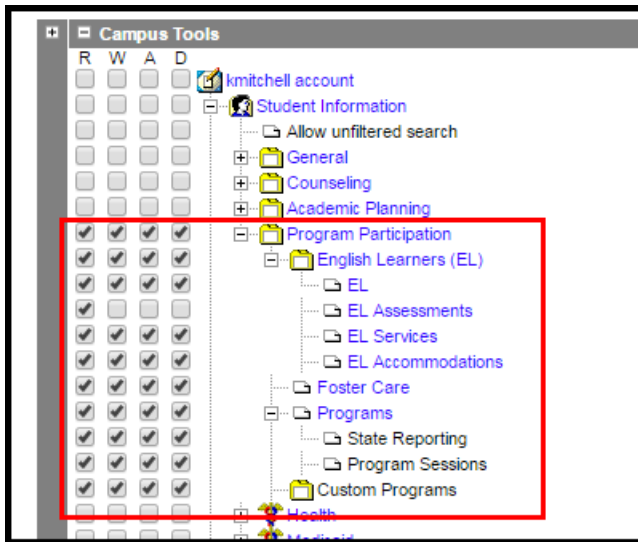
Program Participation Tool Rights

Right	R	W	A	D
Early Learning	Allows the user to view existing Early Learning records.	Allows the user to edit existing Early Learning records.	Allows the user to add new Early Learning records.	Allows the user to remove Early Learning records.
English Learners	Allows the user to view the English Learners (EL) toolset.	Allows the user to edit information to the tabs available in the EL toolset.	Allows the user to add new information to the tab available in the EL toolset.	Allows the user to delete EL records.

Right	R	W	A	D
EL	Allows the user to view existing data on the EL tab. For districts associated with a state edition installation, any PDF reports that were sent with a student who transferred from another state district, only R rights are needed to view these reports, as long as Student Records Transfer rights are also assigned.	Allows the user to add information to the existing EL tab.	Allows the user to add new information to the EL tab.	Allows the user to delete the student's EL record.
EL Assessments	Allows the user to view existing EL Assessment data. Assessment information is maintained on the student's Assessment tab. This view of assessments is read only.	N/A	N/A	N/A
EL Services	Allows the user to view existing EL Services.	Allows the user to add information to existing EL Services and print the Service History report.	Allows the user to add new EL Services records.	Allows the user to delete the student's EL Services record.

Right	R	W	A	D
EL Accommodations	Allows the user to view existing EL Accommodations.	Allows the user to add information to existing EL Accommodations and print the Accommodation History report.	Allows the user to add new EL Services records.	Allows the user to delete the student's EL Accommodations record.
Foster Care	Allows the user to view existing Foster Care records.	Allows the user to edit existing Foster Care records.	Allows the user to add new Foster Care records.	Allows the user to remove Foster Care records.
Homeless	Allows the user to view existing Homeless records.	Allows the user to edit existing Homeless records.	Allows the user to add new Homeless records.	Allows the user to remove Homeless records.
Programs	Allows the user to view Program assignments assigned to students.	Allows the user to add information or modify existing program assignments.	Allows the user to add new program assignments.	Allows the user to delete program assignments.
State Reporting	Allows the user to view existing state reporting programs.	Allows the user to edit existing state reporting program assignments.	Allows the user to add new state reporting program assignments.	Allows the user to delete state reporting program assignments
Program Sessions	Allows the user to view existing program session assignments.	Allows the user to edit existing program session assignments.	Allows users to add new program session assignments.	Allows users to delete program session assignments
Custom Programs	Allows the user to view existing custom program information.	Allows the user to edit existing custom program information.	Allows the user to add new custom program information.	Allows the user to delete custom program information.

Health

Student Health Tool Rights

Right	R	W	A	D
Summary	Allows full access to the Summary tab, as it is view-only.	N/A	N/A	N/A
Conditions	Allows the user to view entered health conditions.	Allows the user to modify existing conditions for a student.	Allows the user to add conditions for a student.	Allows the user to delete condition information.
Immunizations	Allows the user to view student's vaccination records.	Allows the user to modify existing vaccination records for a student.	Allows the user to add new vaccination records for a student.	N/A

Right	R	W	A	D
Screenings	Allows the user to view the student's health screenings.	Allows the user to modify existing screening information.	Allows the user to add new screening information.	Allows the user to delete screening records.
Medications	Allows the user to view student medication records.	Allows the user to modify existing medication records.	Allows the user to add new medication records.	Allows the user to delete medication records,
Health Office Visits	Allows the user to view entered (in-progress and completed) health office visits.	Allows the user to modify existing health office visits. User can add/delete items on a visit including complaints, medication doses, discharges, treatments, observations and/or interventions.	Allows the user to add health office visits, including health complaints, medication doses, discharges, treatments, observations and/or interventions.	Allows the user to delete the entire health office visit record.
Locked	Allows the user to mark a health office visit as complete and to change a complete health office visit from complete to non-complete.	N/A	N/A	N/A
HOV History	Allows the user to view the student's health office visit records from all years.	N/A	N/A	N/A
Documents	Allows the user to view existing health documents.	Allows the user to edit existing documents and new documents using the Create New Document option.	N/A	Allows the user to delete existing forms.

Right	R	W	A	D
Custom Forms	Allows view-only access to existing health documents, including active and locked documents.	Allows the user to edit existing documents. Users can also add new documents using the Create New Document option.	N/A	Allows the user to delete existing forms,
Lock	Allows the user to lock a custom form.	N/A	N/A	N/A
Unlock	Allows the user to unlock a custom form.	N/A	N/A	N/A
Copy	Allows the user to copy a custom form.	N/A	N/A	N/A
Document Upload	N/A	N/A	Allows the user to add a new document.	N/A
Lock	Allows the user to mark a document as complete.	N/A	N/A	N/A
Unlock	Allows the user to mark a complete document as non-complete.	N/A	N/A	N/A
Contact Log	Allows the user to view the contact log.	Allows the user to modify a contact event.	Allows the user to add a contact event.	Allows the user to delete the contact event.
Student Schedule	Displays the student's schedule for easy location of the student. View-only tab.	N/A	N/A	N/A

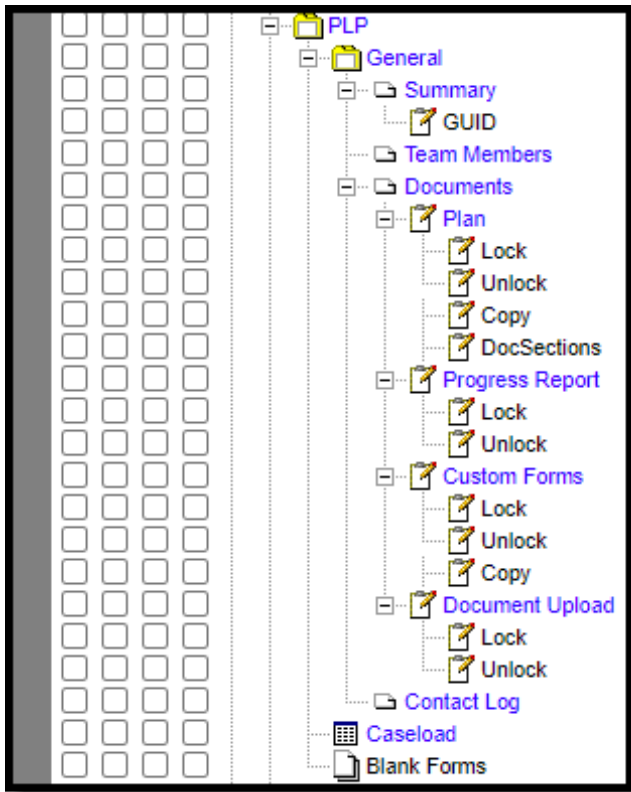| Right	R	W	A	D
Blank Forms	Allows the user full access to adding, viewing, etc. for blank forms, as long as R rights are granted to Health > Reports.	N/A	N/A	N/A

Medicaid

Right	R	W	A	D
Insurance	Allows the user to view existing Insurance records for the student.	Allows the user to edit existing insurance records.	Allows the user to add new insurance records.	Allows the user to delete insurance records for the student.
Services	Allows the user to view existing medicaid service records for the student.	Allows the user to edit existing medicaid service records for the student.	Allows the user to add new service records for the student.	Allows the user to delete service records for the student.
Service Log	Allows the user to view existing medicaid service log records for the student.	Allows the user to edit existing medicaid service logs for the student.	Allows the user to add new medicaid service logs for the student.	Allows the user to delete service log records.
Bills	N/A	N/A	N/A	N/A

PLP

For any user who needs access to PLP information, R rights must be granted to Student Information > General > Summary. R rights may also be granted to Student Information > Allow Unfiltered Search, to allow the user the ability to see students who are not in his/her direct caseload.
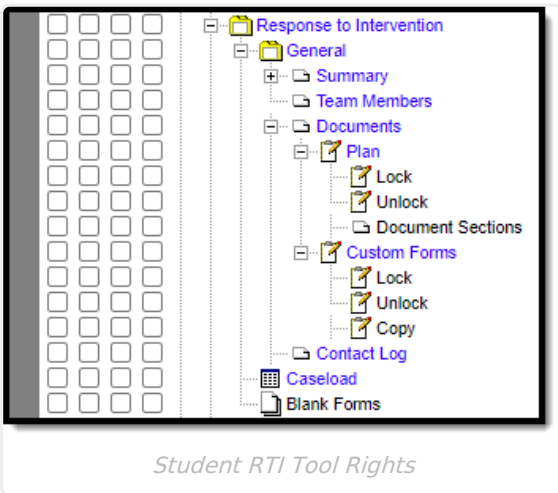
Student PLP Tool Rights

Right	R	W	A	D
Caseload	Allows the user access to see the names of his/her caseload students.	N/A	N/A	N/A
Summary	Allows the user to view the student's Summary tab in the PLP toolset.	N/A	N/A	N/A
GUID	Allows the user to view the student's GUID.	N/A	N/A	N/A
Team Members	Allows the user to view the student's PLP Team Members tab and any information on the tab.	Allows the user to edit existing information on the Team Members tab.	Allows the user to add information to the Team Members tab.	Allows the user to delete information on the Team Members tab.

Right	R	W	A	D
Documents	Allows the user to view PLP documents.	Allows the user to modify contents of an unlocked PLP document and add a new plan.	N/A	Allows the user to delete PLP plan documents.
Plan	Allows the user to view PLP plans.	Allows the user to modify contents of an unlocked PLP and add a new plan.	N/A	Allows the user to delete plan information.
Lock	Allows the user to lock a Plan.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Plan.	N/A	N/A	N/A
Copy	Allows the user to copy a Plan.	N/A	N/A	N/A
Doc Sections	Allows the user to view PLP plans.	Allows the user to modify contents of an unlocked PLP and add a new plan.	N/A	Allows the user to delete plan information.
Progress Report	N/A	N/A	N/A	N/A
Lock	Allows the user to lock a Progress Report.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Progress Report.	N/A	N/A	N/A
Custom Forms	Allows the user to view an existing form.	Allows the user to edit an existing form.	Allows users to add a new form.	Allows the user to delete a form.
Lock	Allows the user to lock a Custom Form.	N/A	N/A	N/A
Unlock	Allows the unlock a Custom Form.	N/A	N/A	N/A
Copy	Allows the user to copy a Custom Form.	N/A	N/A	N/A

Right	R	W	A	D
Document Upload	Allows the user to view the uploaded documents.	Allows the user to edit an uploaded document.	Allows the user to add a new uploaded document.	Allows the user to delete an uploaded document.
Lock	Allows the user to lock a document.	N/A	N/A	N/A
Unlock	Allows the user to unlock a document.	N/A	N/A	N/A
Contact Log	Allows the user to view contact log information.	Allows the user to edit a contact log record.	Allows the user to add a new contact log record.	Allows the user to delete a contact log record.
Caseload	Allows the user access to see the names of his/her caseload students.	N/A	N/A	N/A
Blank Forms	Allows the user full access to blank forms.	N/A	N/A	N/A

Response to Intervention

Student RTI Tool Rights

Right	R	W	A	D

Right	R	W	A	D
Summary	Allows the user to view the student's Summary tab in the RTI toolset.	N/A	N/A	N/A
GUID	Allows the user to view the student's GUID.	N/A	N/A	N/A
State ID	Allows the user to view the student's state ID.	N/A	N/A	N/A
Team Members	Allows the user to view the student's RTI Team Members tab and any information on the tab.	Allows the user to edit existing information on the Team Members tab.	Allows the user to add information to the Team Members tab.	Allows the user to delete information on the Team Members tab.
Documents	Allows the user to view RTI documents.	Allows the user to modify contents of an unlocked RTI document and add a new plan.	N/A	Allows the user to delete RTI plan documents.
Plan	Allows the user to view RTI plans.	Allows the user to modify contents of an unlocked Special Ed and add a new plan.	N/A	Allows the user to delete plan information.
Lock	Allows the user to lock a RTI Plan.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Plan.	N/A	N/A	N/A
Document Sections	Allows the user to view RTI plans.	N/A	N/A	N/A

Right	R	W	A	D
Custom Forms	Allows the user to view an existing form.	Allows the user to edit an existing form.	Allows users to add a new form.	Allows the user to delete a form.
Lock	Allows the user to lock a Custom Form.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Custom Form.	N/A	N/A	N/A
Copy	Allows the user to copy a Custom Form.	N/A	N/A	N/A
Contact Log	Allows the user to view contact log information.	Allows the user to edit a contact log record.	Allows the user to add a new contact log record.	Allows the user to delete a contact log record.
Caseload	Allows the user access to see the names of his/her caseload students	N/A	N/A	N/A
Blank Forms	Allows the user full access to blank forms.	N/A	N/A	N/A

Special Ed
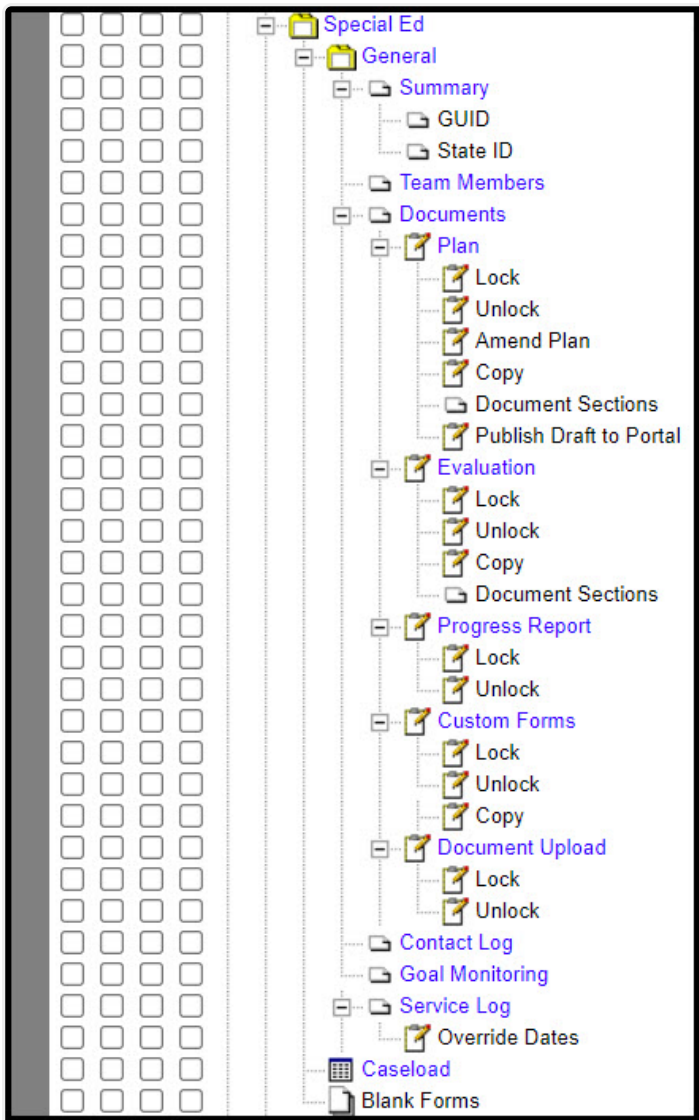
Student Special Ed Tool Rights

Right	R	W	A	D
Summary	Allows the user to view the student's Summary tab in the Special Ed toolset.	N/A	N/A	N/A
GUID	Allows the user to view the student's GUID.	N/A	N/A	N/A
State ID	Allows the user to view the student's state ID.	N/A	N/A	N/A

Right	R	W	A	D
Team Members	Allows the user to view the student's Special Ed Team Members tab and any information on the tab.	Allows the user to edit existing information on the Team Members tab.	Allows the user to add information to the Team Members tab.	Allows the user to delete information on the Team Members tab.
Documents	Allows the user to view Special Ed documents.	Allows the user to modify contents of an unlocked Special Ed document and add a new plan.	N/A	Allows the user to delete Special Ed plan documents.
Plan	Allows the user to view Special Ed plans.	Allows the user to modify contents of an unlocked Special Ed and add a new plan.	N/A	Allows the user to delete plan information.
Lock	Allows the user to lock a Plan.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Plan.	N/A	N/A	N/A
Copy	Allows the user to copy a Plan.	N/A	N/A	N/A
Publish Draft to Portal	Allows the user to publish a draft of the student's plan to the Campus Parent/Campus Student portal.	N/A	N/A	N/A
Doc Sections	Allows the user to view Special Ed plans.	Allows the user to modify contents of an unlocked Special Ed and add a new plan.	N/A	Allows the user to delete plan information.
Evaluation	Allows the user to view special ed evaluation documents.	Allows the user to modify existing evaluation documents.	Allows the user to add new evaluation documents.	Allows the user to delete evaluation documents.
Lock	Allows the user to lock an Evaluation.	N/A	N/A	N/A

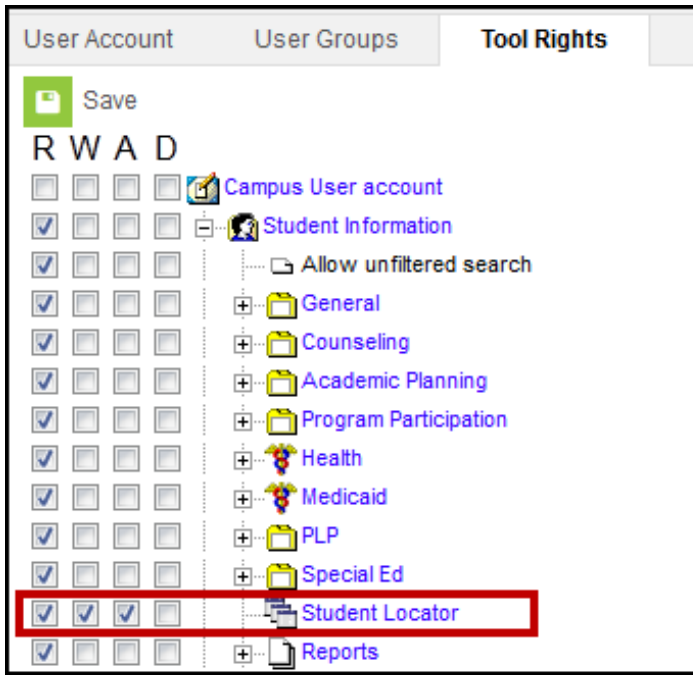| Right	R	W	A	D
Unlock	Allows the user to unlock an Evaluation.	N/A	N/A	N/A
Copy	Allows the user to Copy an Evaluation.	N/A	N/A	N/A
Doc Sections	Allows the user to view Special Ed Evaluations.	Allows the user to modify contents of an unlocked Special Ed and add a new Evaluation.	N/A	Allows the user to delete Evaluation information.
Progress Report	Allows the user to view a special ed progress report.	Allows a user to modify existing progress reports.	Allows a user to add a new progress report.	Allows a user to delete a progress report.
Lock	Allows the user to lock a Progress Report.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Progress Report.	N/A	N/A	N/A
Custom Forms	Allows the user to view an existing form.	Allows the user to edit an existing form.	Allows users to add a new form.	Allows the user to delete a form.
Lock	Allows the user to lock a Custom Form.	N/A	N/A	N/A
Unlock	Allows the user to unlock a Custom Form.	N/A	N/A	N/A
Copy	Allows the user to copy a Custom Form.	N/A	N/A	N/A
Document Upload	Allows the user to view the uploaded documents.	Allows the user to edit an uploaded document.	Allows the user to add a new uploaded document.	Allows the user to delete an uploaded document.
Lock	Allows the user to lock a document.	N/A	N/A	N/A
Unlock	Allows the user to unlock a document.	N/A	N/A	N/A

Right	R	W	A	D
Contact Log	Allows the user to view contact log information.	Allows the user to edit a contact log record.	Allows the user to add a new contact log record.	Allows the user to delete a contact log record.
Service Log	Allows the user to view existing Service Log records.	Allows the user to edit existing Service Log records.	Allows the user to add new Service Log records.	Allows the user to delete an existing Service Log record.
Override Dates	Allows the user to add service log records that fall outside the plan dates.	N/A	N/A	N/A
Caseload	Allows the user access to see the names of his/her caseload students.	N/A	N/A	N/A
Blank Forms	Allows the user full access to blank forms.	N/A	N/A	N/A

Student Locator

If a user should be able to enroll a new student using the Student Locator, the following rights (at a minimum) must also be given:

- R rights to Student Information > General > Summary
- RWA rights to Student Information > Student Locator
- R rights to Census > People > Demographics
- RW rights to Census > People > Enrollments

Student Locator Tool Rights

Right	R	W	A	D
Student Locator	Allows the user to view the Student Locator tool.	Allows the user to locate existing students.	Allows the user to add new students but not enroll the student, unless the above tool rights are also assigned.	N/A

Reports

R rights to any report allow full use of it, including viewing and generating the report.