

# Data Access Tracker Report

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Tool Search: Data Access Tracker Report

The Data Access Tracker Report provides principals, superintendents, and other appropriate staff members with the ability to audit and review information about all users who viewed one or more specific student or users' data, when they viewed this data, and what tools they used to view this data. Districts can monitor data access and protect personal, private, or sensitive student data by identifying exactly who is accessing this information and determining if the access was appropriate.

**Data Access Tracker is available as part of the [Campus Data Suite](#). [Campus Data Suite](#) is available for self-hosted and Cloud Choice hosted Districts.**

This article covers the following topics:

- [Auditing Records Accessed By a Specific Person\(s\)](#)
- [Auditing Records Accessed for a Specific Tool\(s\) by a Specific Person\(s\)](#)
- [Auditing Who Accessed Records for a Specific Person\(s\)](#)
- [Auditing Who Accessed Records for a Specific Tool\(s\) for a Specific Person\(s\)](#)
- [Auditing Which Records a Specific Person Viewed for a Specific Tool\(s\) and Person\(s\)](#)
- [Filtering Report Data](#)

## Data Access Tracker Report ☆

### Access Tracker Report

This report allows an administrator to determine staff member(s) who have accessed the record of another person(s).

- The data retention period is 12 months.
- The report can be filtered to include specific person(s) with identification information, a specific time frame, and a specific tool.

#### Filter Criteria

**Person (Choose at least one) \***

Viewer(s)

Person(s) Viewed

**Tools Accessed**

**Access Start Date (inclusive) \***

**Access End Date (inclusive) \***

#### Format Options

<p><b>Format Type</b></p> <p><input checked="" type="radio"/> HTML</p> <p><input type="radio"/> CSV</p>	<p><b>Record Size Limit</b></p> <p><input checked="" type="radio"/> 1000</p> <p><input type="radio"/> 10000</p>
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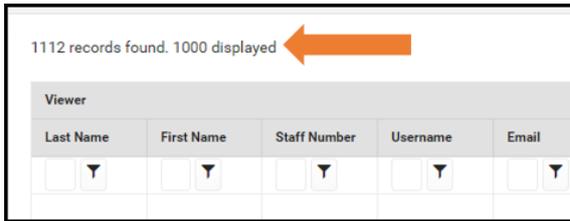
In order to generate this report, users must have at least **R**(ead) tool rights assigned for the tool.

## Auditing Records Accessed By a Specific Person(s)

One scenario for using this report is to audit what records were viewed by a specific person(s) during a specific time frame. For example, in the image below, the report indicates all records viewed by Steve Tester between 07/01/2019 and 07/03/2019.

To review this data:

1. Enter the name of the **Viewer(s)**. This is the person(s) you wish to audit the records they viewed.
2. Enter the **Access Start Date**. This is the first day in the audit time frame. Records accessed on this day through the Access End Date are reported.
3. Enter the **Access End Date**. This is the last day in the audit time frame.
4. Select the **Format Type**.
5. Determine the **Record Size Limit**. If the number of records reported exceeds this limit, you will receive a notification and will not be able to view records beyond this size limit.



6. Click **Generate**. The screen will refresh and present applicable records (Image 4).

**Filter Criteria**

**Person (Choose at least one) \***

Viewer(s)

Tester, Steve X

Person(s) Viewed

Search for person(s) viewed

**Tools Accessed**

Select tools...

**Access Start Date (inclusive) \***

07/01/2019

**Access End Date (inclusive) \***

07/03/2019

**Format Options**

**Format Type**

HTML

CSV

**Record Size Limit**

1000

10000

**Generate**

Reported records will appear in a table, describing data about the viewer (Last Name, First Name, Staff Number, Username, Email), information about the person (records) viewed (Last Name, First Name, Student Number, Staff Number, State ID), the tool used to view the records, and the timestamp of when the viewer viewed the records.

Access Tracker Report

5 records found. 5 displayed

Viewer					Person Viewed					Tool Accessed	Access Time
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID		
Tester	Steve	13995	testersteve		Johnson	Aaron	2000111555		3795594571	Student Information > General > Schedule Student	07/03/2019 11:42
Tester	Steve	13995	testersteve		Johnson	Aaron	2000111555		3795594571	Information > General > Attendance Student	07/03/2019 11:42
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Information > General > Migrant Info Student	07/03/2019 11:43
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Information > General > Waiver Student	07/03/2019 11:43
Tester	Steve	13995	testersteve		Smith	Achilles	2000151982		6584142529	Information > General > Waiver Student	07/03/2019 11:43

# Auditing Records Accessed for a Specific Tool(s) by a Specific Person(s)

This report can help you identify which records were viewed for a specific tool by a specific person(s). For example in the image below, the report would indicate which Migrant Info records were viewed by Steve Tester between 07/01/2019-07/03/2019.

To review this data:

1. Enter the name of the **Viewer(s)**. This is the person(s) you wish to audit the records they viewed.
2. Enter the **Tools Accessed**. This is the tool(s) accessed by the viewer to view records.
3. Enter the **Access Start Date**. This is the first day in the audit time frame. Records accessed on this day through the Access End Date are reported.
4. Enter the **Access End Date**. This is the last day in the audit time frame.
5. Select the **Format Type**.
6. Determine the **Record Size Limit**. If the number of records reported exceeds this limit, you will receive a notification and will not be able to view records beyond this size limit.



7. Click **Generate**. The screen will refresh and present applicable records.

**Filter Criteria**

**Person (Choose at least one) \***

Viewer(s)

Person(s) Viewed

**Tools Accessed**

**Access Start Date (inclusive) \***

**Access End Date (inclusive) \***

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**Format Options**

**Format Type** **Record Size Limit**

HTML  1000

CSV  10000

Reported records will appear in a table, describing data about the viewer (Last Name, First Name, Staff Number, Username, Email), information about the person (records) viewed (Last Name, First Name, Student Number, Staff Number, State ID), the tool used to view the records, and the timestamp of when the viewer viewed the records (Image 6).

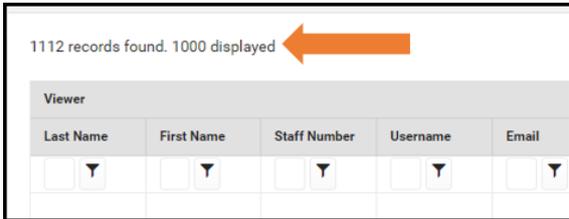
Access Tracker Report												
1 records found. 1 displayed												
Viewer					Person Viewed							
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID	Tool Accessed	Access Time	
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Student Information > General > Migrant Info	07/03/2019 11:43	

## Auditing Who Accessed Records for a Specific Person(s)

An important scenario for auditing records is to review which people viewed the records of a specific person or student(s). For example in the image below, the report would indicate who viewed Achilles Smith's records during a time frame of 07/01/2019-07/03/2019.

To review this data:

1. Enter the name of the **Person(s) Viewed**. This is the person(s) who had their records accessed during the time frame entered.
2. Enter the **Access Start Date**. This is the first day in the audit time frame. Records accessed on this day through the Access End Date are reported.
3. Enter the **Access End Date**. This is the last day in the audit time frame.
4. Select the **Format Type**.
5. Determine the **Record Size Limit**. If the number of records reported exceeds this limit, you will receive a notification and will not be able to view records beyond this size limit.



6. Click **Generate**. The screen will refresh and present applicable records (Image 8).

**Filter Criteria**

**Person (Choose at least one) \***

Viewer(s)

Person(s) Viewed

×

**Tools Accessed**

**Access Start Date (inclusive) \***

**Access End Date (inclusive) \***

**Format Options**

<p><b>Format Type</b></p> <p><input checked="" type="radio"/> HTML</p> <p><input type="radio"/> CSV</p>	<p><b>Record Size Limit</b></p> <p><input checked="" type="radio"/> 1000</p> <p><input type="radio"/> 10000</p>
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Reported records will appear in a table, describing data about the viewer (Last Name, First Name, Staff Number, Username, Email), information about the person (records) viewed (Last Name, First Name, Student Number, Staff Number, State ID), the tool used to view the records, and the timestamp of when the viewer viewed the records (Image 8).

Access Tracker Report

1 records found. 1 displayed

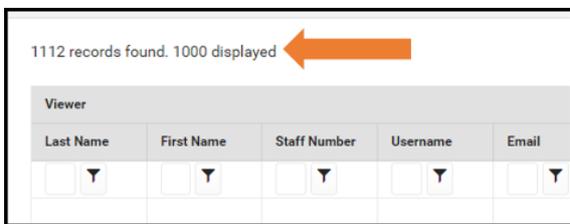
Viewer					Person Viewed					Tool Accessed	Access Time
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID		
Tester	Steve	13995	testersteve		Smith	Achilles	2000151982		6584142529	Student Information > General > Waiver	07/03/2019 11:43

# Auditing Who Accessed Records for a Specific Tool(s) for a Specific Person(s)

Another scenario for auditing is to review who viewed the records for a specific tool and person. For example in the image below, the report would indicate who viewed Achilles Smith's Waiver records.

To review this data:

1. Enter the name of the **Person(s) Viewed**. This is the person(s) who had their records accessed during the time frame entered.
2. Enter the **Tools Accessed**. This is the tool(s) accessed by the viewer to view records.
3. Enter the **Access Start Date**. This is the first day in the audit time frame. Records accessed on this day through the Access End Date are reported.
4. Enter the **Access End Date**. This is the last day in the audit time frame.
5. Select the **Format Type**.
6. Determine the **Record Size Limit**. If the number of records reported exceeds this limit, you will receive a notification and will not be able to view records beyond this size limit.



7. Click **Generate**. The screen will refresh and present applicable records (Image 8).

**Filter Criteria**

**Person (Choose at least one) \***

Viewer(s)

Search for viewer(s)

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Person(s) Viewed

Smith, Achilles X

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**Tools Accessed**

Student Information > General > Waiver X

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**Access Start Date (inclusive) \***

07/01/2019

**Access End Date (inclusive) \***

07/03/2019

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**Format Options**

**Format Type**

HTML  CSV

**Record Size Limit**

1000  10000

---

**Generate**

Reported records will appear in a table, describing data about the viewer (Last Name, First Name, Staff Number, Username, Email), information about the person (records) viewed (Last Name, First Name, Student Number, Staff Number, State ID), the tool used to view the records, and the timestamp of when the viewer viewed the records (Image 10).

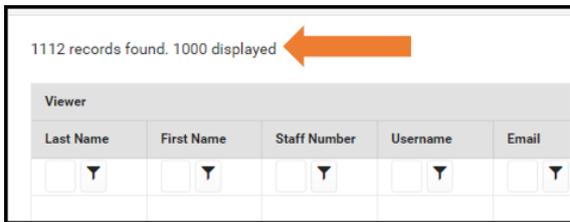
Access Tracker Report											
1 records found. 1 displayed											
Viewer					Person Viewed						
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID	Tool Accessed	Access Time
Tester	Steve	13995	testersteve		Smith	Achilles	2000151982		6584142529	Student Information > General > Waiver	07/03/2019 11:43

## Auditing Which Records a Specific Person Viewed for a Specific Tool(s) and Person(s)

This report can also audit which records were viewed by a specific person(s) for a specific tool and person(s). For example in the image below, the report will indicate all Migrant Info records Steve Tester viewed for Aaron Smith (Image 11).

To review this data:

1. Enter the name of the **Viewer(s)**. This is the person(s) you wish to audit the records they viewed.
2. Enter the name of the **Person(s) Viewed**. This is the person(s) who had their records accessed during the time frame entered.
3. Enter the **Tools Accessed**. This is the tool(s) accessed by the viewer to view records.
4. Enter the **Access Start Date**. This is the first day in the audit time frame. Records accessed on this day through the Access End Date are reported.
5. Enter the **Access End Date**. This is the last day in the audit time frame.
6. Select the **Format Type**.
7. Determine the **Record Size Limit**. If the number of records reported exceeds this limit, you will receive a notification and will not be able to view records beyond this size limit.



8. Click **Generate**. The screen will refresh and present applicable records (Image 8).

### Access Tracker Report

This report allows an administrator to determine staff member(s) who have accessed the record of another person(s).

- The data retention period is 12 months, set in the Data Change Tracker interface.
- The report can be filtered to include specific person(s) with identification information, a specific time frame, and a specific tool.

**Filter Criteria**

**Person (Choose at least one) \***

Viewer(s)  
Tester, Steve X

Person(s) Viewed  
Smith, Aaron X

**Tools Accessed**  
Student Information > General > Migrant Info X

**Access Start Date (inclusive) \***  
07/01/2019

**Access End Date (inclusive) \***  
07/08/2019

**Format Options**

**Format Type**

HTML  
 CSV

**Record Size Limit**

1000  
 10000

**Generate**

Reported records will appear in a table, describing data about the viewer (Last Name, First Name, Staff Number, Username, Email), information about the person (records) viewed (Last Name, First Name, Student Number, Staff Number, State ID), the tool used to view the records, and the timestamp of when the viewer viewed the records (Image 12).

Access Tracker Report

1 records found. 1 displayed

Viewer					Person Viewed					Tool Accessed	Access Time
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID		
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Student Information > General > Migrant Info	07/03/2019 11:43

# Filtering Report Data

To assist in auditing report data for a large number of records, each column in the HTML format can be filtered using the text field found under the column name (see image below). For example, entering 'smith' for the Last Name column filtered records to only those with a Last Name value matching 'smith'. You can continue to refine data further by entering filter criteria in a additional columns, such as entering 'Aaron' under the First Name column to filter report data to only records with a Last Name = smith and a First Name = Aaron.

Viewer					Person Viewed					Tool Accessed	Access Time
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID	Tool Accessed	Access Time
					smith						
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Student Information > General > Migrant Info	07/03/2019 11:43
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Student Information > General > Waiver	07/03/2019 11:43
Tester	Steve	13995	testersteve		Smith	Achilles	2000151982		6584142529	Student Information > General > Waiver	07/03/2019 11:43

You can filter columns based on operators by entering a value in the text field found under the column name and selecting the icon. For example in the image below, the State ID column is being filtered by the Contains operator with a value of 145. What this means is that only records with a State ID which contains '145' are displayed.

Viewer					Person Viewed					Tool Accessed	Access Time
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID	Tool Accessed	Access Time
									145		
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Student Information > General > Waiver	07/03/2019 11:43
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Student Information > General > Waiver	07/03/2019 11:43

You can also remove columns from the table by clicking the button, unchecking the columns you wish to remove, and clicking **Apply**.

Viewer					Person Viewed					Tool Accessed	Access Time
Last Name	First Name	Staff Number	Username	Email	Last Name	First Name	Student Number	Staff Number	StateID	Tool Accessed	Access Time
Tester	Steve	13995	testersteve				2000111555		3795594571	Student Information > General > Schedule	07/03/2019 11:42
Tester	Steve	13995	testersteve				2000111555		3795594571	Student Information > General > Attendance	07/03/2019 11:42
Tester	Steve	13995	testersteve				2000128740		1452140898	Student Information > General > Migrant Info	07/03/2019 11:43
Tester	Steve	13995	testersteve		Smith	Aaron	2000128740		1452140898	Student Information > General > Waiver	07/03/2019 11:43

If the report is generated in the CSV format, filtering options are determined based on the third-party program used to open the file (i.e., Microsoft Excel).

5 records found. 5 displayed.

personIDViewed	staffNumberViewed	stateIDViewed	lastNameViewed	firstNameViewed	userNameViewed	userIDViewed	emailViewed	personIDViewed	studentNumberViewed	staffNumberViewed	stateIDViewed	lastNameViewed	firstNameViewed	toolID	toolName
1211027	13995		Tester	Steve	testersteve	11212		391971	2000111555		3795594571	Johnson	Aaron	404	Student Information > General >
1211027	13995		Tester	Steve	testersteve	11212		391971	2000111555		3795594571	Johnson	Aaron	406	Student Information > General >
1211027	13995		Tester	Steve	testersteve	11212		97474	2000128740		1452140898	Smith	Aaron	3202	Student Information > General >
1211027	13995		Tester	Steve	testersteve	11212		97474	2000128740		1452140898	Smith	Aaron	1030	Student Information > General >
1211027	13995		Tester	Steve	testersteve	11212		44015	2000151982		6584142529	Smith	Achilles	1030	Student Information > General >