Principals User Group

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

The following are suggested tool rights for school principals, assistant principals, and similar titles. Your principals may need more tool rights or fewer tool rights, depending on their actual job duties. Start with this list and modify rights to meet your school or district needs.

Student Information

General | Counseling | Health | Special Ed | Reports

Student Information Access for Principals

General

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Ad hoc Letters	X			
User Group Reports	X			
Assessment	X			
Athletics	X			
Attendance	X			
Additional Enrollment Attendance	X			
Chronic Absenteeism Information	X			
Behavior	X	X	X	X

Tool	Read	Write	Add	Delete
All Calendars	X			
Modify Attendance	X			
Allow access to attached files	X			
Behavior History	X			
Blended Learning Group Assignments	X			
Contact Log	ALL			
Credit Summary	X			
Enrollments	X			
General Enrollment Information	X			
School of Accountability	X			
Enrollment History	X			
Fees	X			
Flags	X			
Contact Flags	X			
Medical Flags	X			
Forms	X			
Behavior	X			
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Counseling	X			
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			

Tool	Read	Write	Add	Delete
Field Trip	X			
Health	X			
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
PLP	X			
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Grades	X			
Grade Book	X			
Lockers	X	X	X	X
Profile	X			
Attendance	X			
Behavior	X			
In-Progress Grades	X			
Report Comments	X			
Schedule	X			
Summary	X			
GUID	X			
Print Picture	X			
State ID	X			
Transcript	X			
Transportation	X			

Counseling

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Contact Log	X			
Access to Records Created by Other Users	X			

Health

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Conditions	X			
Health Contact Log	X			
Access to Records Created by Other Users	X			
Health Documents	X			
Custom Forms	X			
Lock	X			
Unlock	X			
Copy	X			
Immunizations	X			
Office Visits	X			
Locked	X			
Office Visits History	X			
Screenings	X			

Special Ed

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Special Ed Documents		X		
Plan		X		

Tool	Read	Write	Add	Delete
Lock		X		
Unlock		X		
Amend Plan		X		
Copy		X		
Document Sections		X		
Publish Draft to Portal		X		
Evaluations		X		
Lock		X		
Unlock		X		
Copy		X		
Document Sections		X		
Progress Report		X		
Lock	X	X		
Unlock	X	X		
Custom Forms		X		
Lock		X		
Unlock		X		
Copy		X		
Document Upload		X		
Lock		X		
Unlock		X		

Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Caseload Summary	X			
Enrollment Loss Report	X			
Enrollment Overlap	X			

Tool	Read	Write	Add	Delete
Enrollment Status	X			
Enrollment Summary	X			
File Labels by DOB	X			
Folder Labels by DOB	X			
Process Compliance	X			
Service Detail	X			
Service Provider Summary	X			
Service Summary	X			
Test Results	X			

Attendance Office

Attendance Management | Attendance Communication | Student Attendance | Attendance Reports
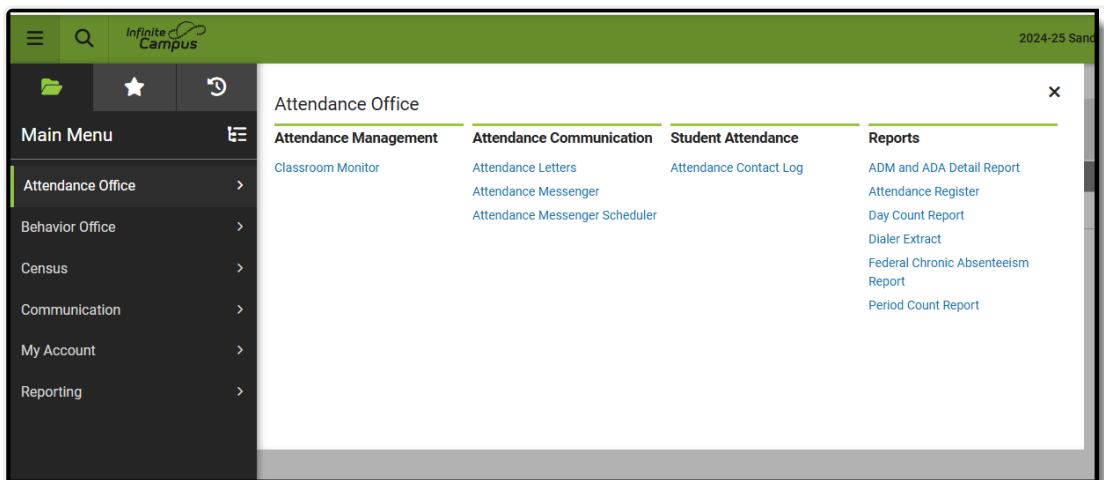
Attendance Office Access for Principals

Attendance Management

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Classroom Monitor	X			

Attendance Communication

Tool	Read	Write	Add	Delete
Attendance Letters	X	X	X	X
User Group Formats	X	X	X	X
Attendance Messenger	X	X	X	X
User Group Formats	X	X	X	X
Attendance Messenger Scheduler	X	X	X	X

Student Attendance

Tool	Read	Write	Add	Delete
Attendance Contact Log	X			
Access to Records Created by Other Users	X			

Attendance Reports

Tool	Read	Write	Add	Delete
ADM and ADA Detail Report	X			
Attendance Register	X			
Day Count	X			
Dialer Extract	X			
Federal Chronic Absenteeism Report	X			
Period Count Report	X			

Behavior Office

Behavior Management | Behavior Communication | Behavior Reports

Behavior Office Access for Principals
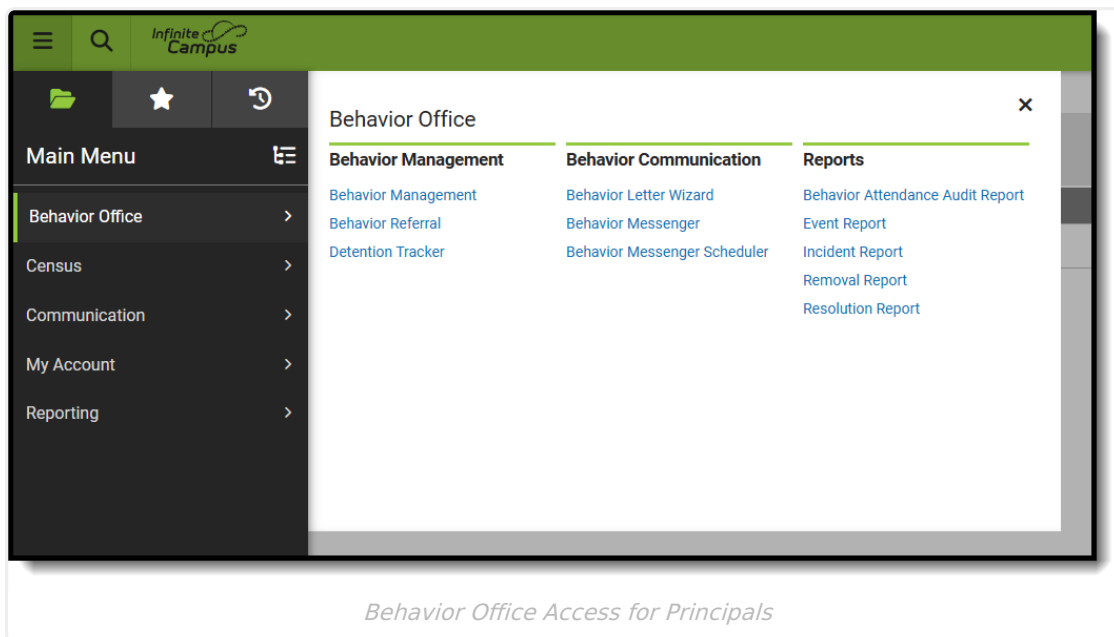
Behavior Management

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Behavior Management	X	X	X	X
Modify Attendance	X	X	X	X
Unlock Incident	X	X	X	X
Behavior Referral	X	X	X	X
Detention Tracker	X	X	X	X

Behavior Communication

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Behavior Letter Wizard	X	X	X	X
User Group Formats	X	X	X	X
Behavior Messenger	X	X	X	X
User Group Formats	X	X	X	X
Behavior Messenger Scheduler	X	X	X	X

Behavior Reports

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Behavior Attendance Audit Report	X			
Event Report	X			
Incident Report	X			
Removal Report	X			
Resolution Report	X			

Census

People | Staff | Households | Addresses

For specific details on what these rights do, visit the Census Tool Rights articles.
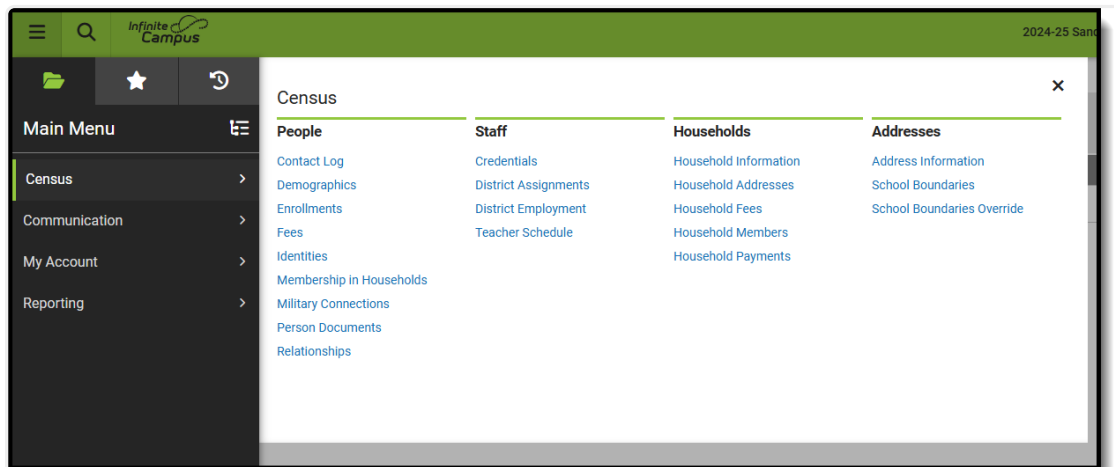
Census Access for Principals

People

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Contact Log	ALL			
Demographics	X	X	X	X
Staff State ID	X	X	X	X

Tool	Read	Write	Add	Delete
GUID	X	X	X	X
Student State ID	X	X	X	X
Modify Local Staff Number	X	X	X	X
Modify Local Student Number	X	X	X	X
Ed-Fi ID	X	X	X	X
View Staff Birth Date & Age	X	X	X	X
Reset Portal Password	ALL			
Enrollments	X			
General Enrollment Information	X			
School of Accountability	X			
Fees	X			
Identities	X			
Legal Name & Gender	X			
Membership in Households	X			
Military Connections	X			
Person Documents	X			
Relationships	X			

Staff

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Credentials	X			
District Assignments	X			
District Employment	X			
District Staff	X			
Teacher Schedule	X			

Households

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Household Information	X			
Household Addresses	X			
Household Fees	X			
Household Members	X			
Household Payments	X			

Addresses

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Address Information	X			
School Boundaries	X			
School Boundaries Override	X			

Communication

User Announcements | Messenger | Messenger Administration

Messenger Access for Principals
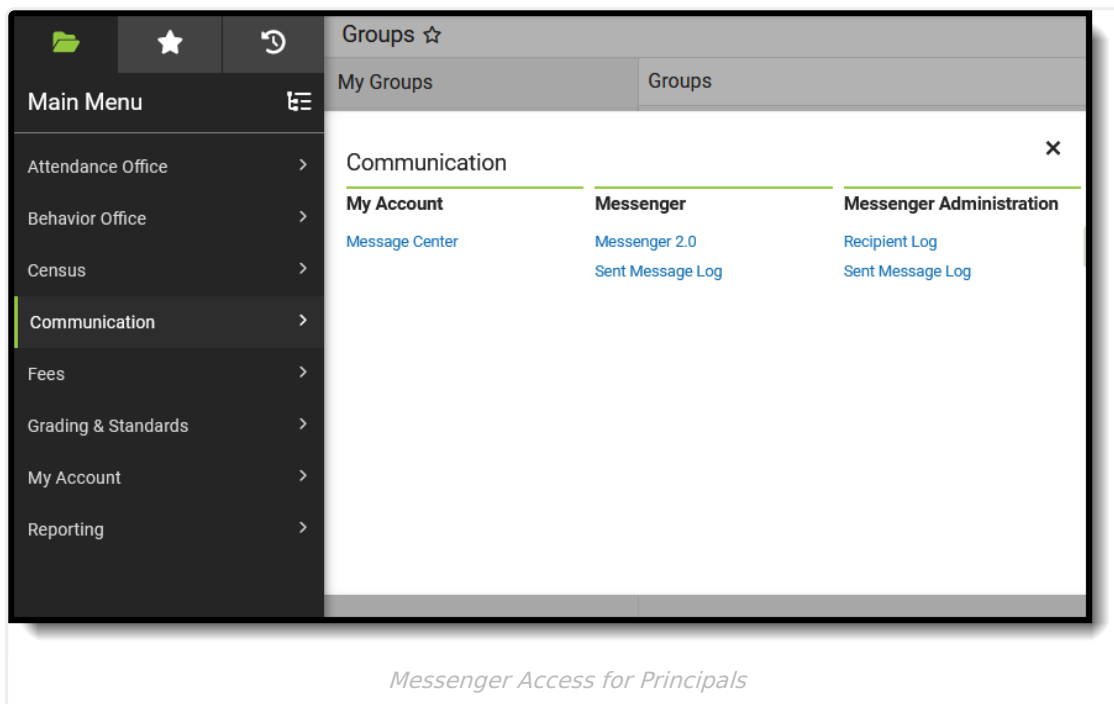
User Announcements

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Announcement Setup	X	X	X	X

Messenger

▸ Click here to expand...

For the following tool rights, ALL is the only selection available.

Tool	All
Messenger 2.0	X
View/Edit All Schedule Messages	X
Message Types	X
General	X
Priority	X
Emergency	X
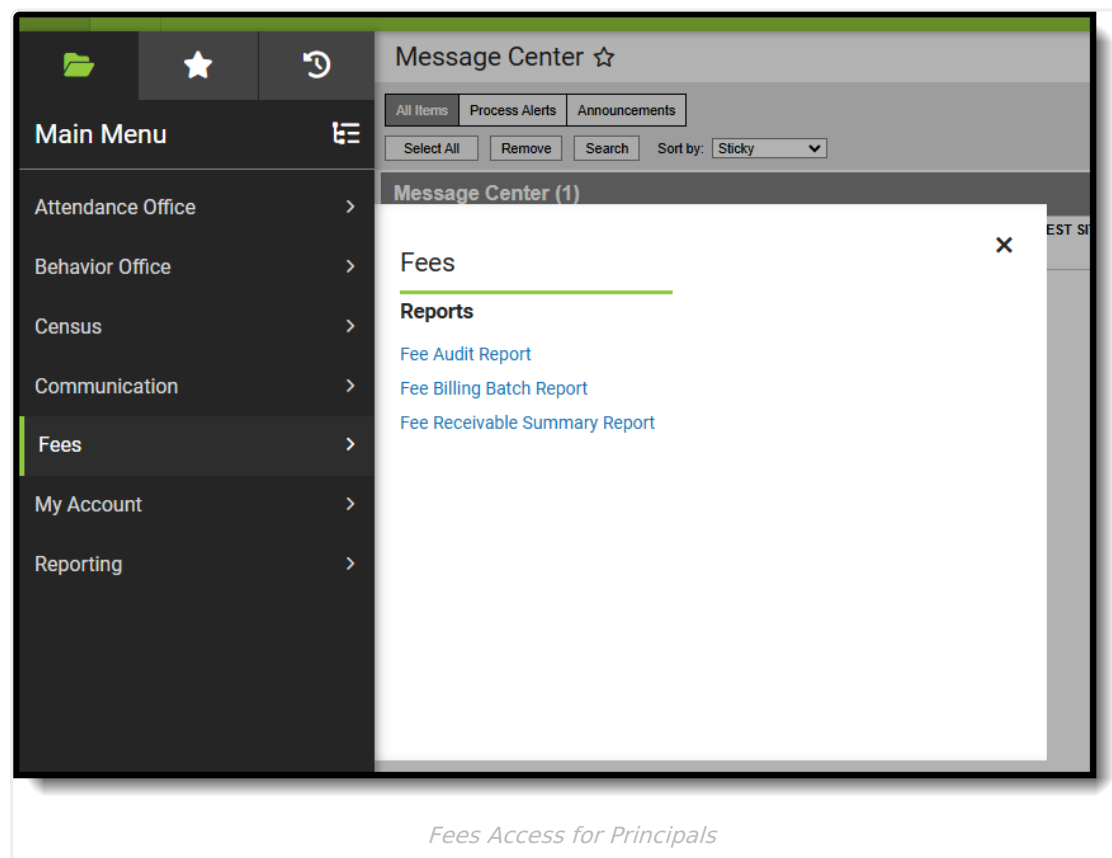
Messenger Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Recipient Log	X	X	X	X
Recipient Campus Fields	X	X	X	X
Sent Message Log	X	X	X	X

Fees

Fees Access for Principals

Fees Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Fee Audit Report	X			
Fee Billing Batch Report	X			
Fee Receivable Summary Report	X			

Grading & Standards

Course Masters | Grading & Standards Administration | Grading & Standards Reports

Grading & Standards Access for Principals

Course Masters

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Add Course Master	X	X	X	X
Copy Course Master	X	X	X	X
Course Master Information	X	X	X	X
Course Status	ALL			
Assessments	X	X	X	X

Tool	Read	Write	Add	Delete
Categories	X	X	X	X
Grade Calc Options	X	X	X	X
Standards	X	X	X	X

Grading & Standards Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Course Catalogs	X			
Grading Window	X	X	X	X
Grading Window Notifications	X	X	X	X
Push All Course Masters	X	X	X	X
Push All Courses	X	X	X	X

Grading & Standards Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Class Rank Report	X			
Course Credit Report	X			
Course Standards Report	X			
Cumulative Labels	X			
Grade Book Usage Report	X			
Grades Report	X			
Missing Assignment Report	X			
Report Card	X			
Section Audit Report	X			
Standards Alignment Report	X			
Student Credits Report	X			
Term GPA Report	X			

Tool	Read	Write	Add	Delete
Transcript Audit Report	X			
Transcript Batch Report	X			

Reporting

Reporting Access for Principals
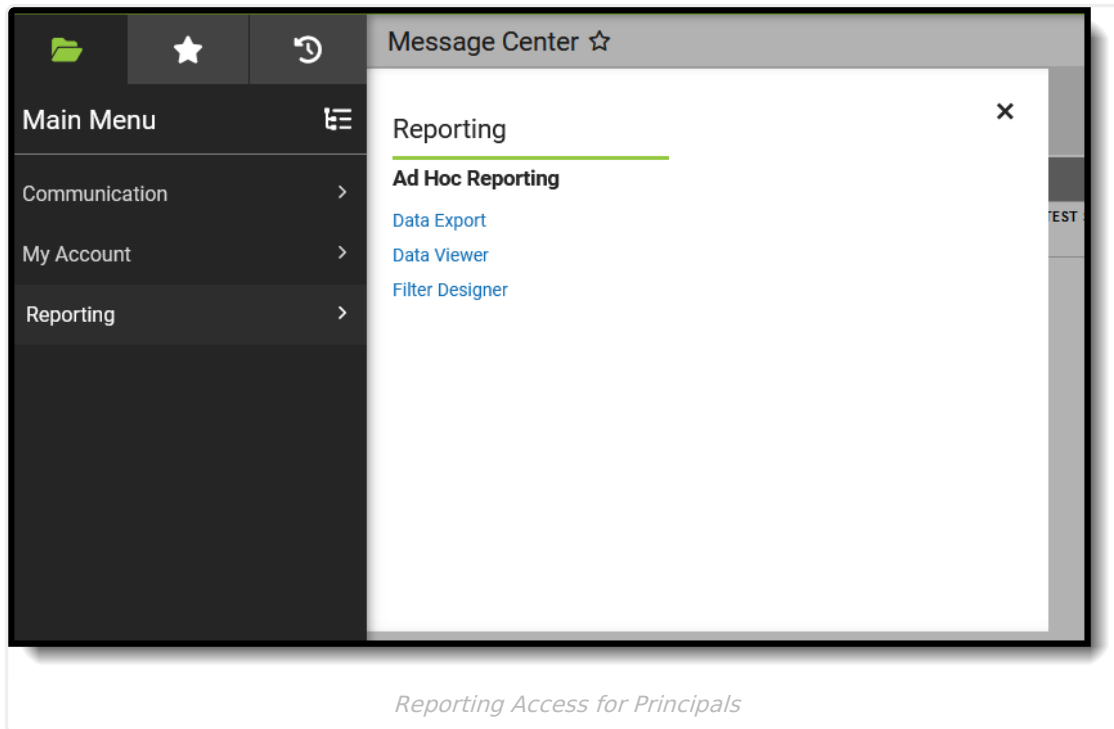
Ad hoc Reporting

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Data Export	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Data Viewer	X	X	X	X
Filter Designer	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Pass-through SQL FIlters	X	X	X	X
Query Wizard Filters	X	X	X	X
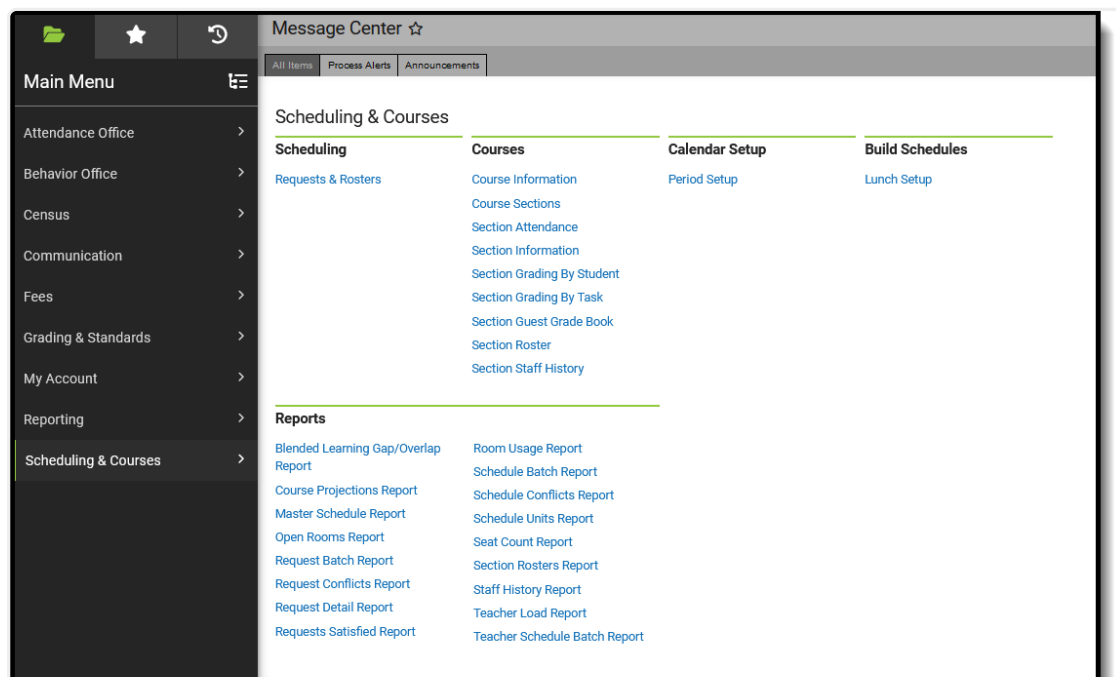
Tool	Read	Write	Add	Delete
Selection Editor Filters	X	X	X	X
User Group Filters	X	X	X	X
State Owned Filters	X	X	X	X
Export Filters	X	X	X	X

Scheduling & Courses

Scheduling | Courses | Calendar Setup | Build Schedules | Reports

Scheduling & Courses Access for Principals

Scheduling

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Requests & Rosters	X	X	X	X
Modify Rosters				

Courses

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Course Information	X			
Course Sections	X			
Section Attendance	X			
Section Information	X	X	X	X
Section Grading by Student	X			
Section Grading by Task	X			
Section Guest Grade Book	X			
Grade Calc Options	X			
Composite Grades	X			
Categories	X			
Section Roster	X			
View IEP/Plan Icons	X			
Section Staff History	X			

Calendar Setup

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Period Setup	X	X	X	X

Build Schedules

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Lunch Setup	X			

Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Blended Learning Gap/Overlap Report	X			
Course Projections Report	X			
Master Schedule Report	X			
Open Rooms Report	X			
Request Batch Report	X			
Request Conflicts Report	X			
Request Detail Report	X			
Requests Satisfied Report	X			
Room Usage Report	X			
Schedule Batch Report	X			
Schedule Conflicts Report	X			
Schedule Units Report	X			
Seat Count Report	X			
Section Rosters Report	X			
View IEP/Plan Icons	X			
Staff History Report	X			
Teacher Load Report	X			
Teacher Schedule Batch Report	X			

Additional Access Rights

General

For the following tool right, ALL is the only selection available.

Tool	All
Allow unfiltered search	X