

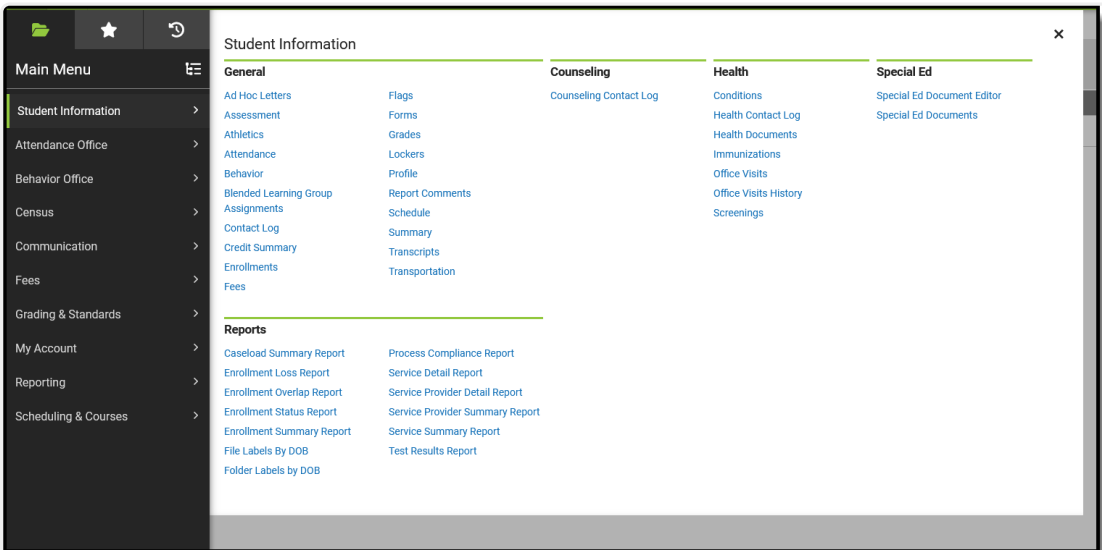
# Principals User Group

Last Modified on 02/11/2025 2:35 pm CST

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

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

## Student Information



*Student Information Access for Principals*

## General

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Ad hoc Letters</b>	X			
User Group Reports	X			
<b>Assessment</b>	X			
<b>Athletics</b>	X			
<b>Attendance</b>	X			
Additional Enrollment Attendance	X			

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

<b>Tool</b>	<b>Read</b>	<b>Write</b>	<b>Add</b>	<b>Delete</b>
Blank Forms	X			
Override	X			
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			
<b>Grades</b>	X			
Grade Book	X			
<b>Lockers</b>	X	X	X	X
<b>Profile</b>	X			
Attendance	X			
Behavior	X			
In-Progress Grades	X			
<b>Report Comments</b>	X			
<b>Schedule</b>	X			
<b>Summary</b>	X			
GUID	X			
Print Picture	X			
State ID	X			

Tool	Read	Write	Add	Delete
<b>Transcript</b>	X			
<b>Transportation</b>	X			

## Counseling

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Contact Log</b>	X			
Access to Records Created by Other Users	X			

## Health

▶ [Click here to expand...](#)

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

## Special Ed

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Special Ed Documents</b>		X		
Plan		X		
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

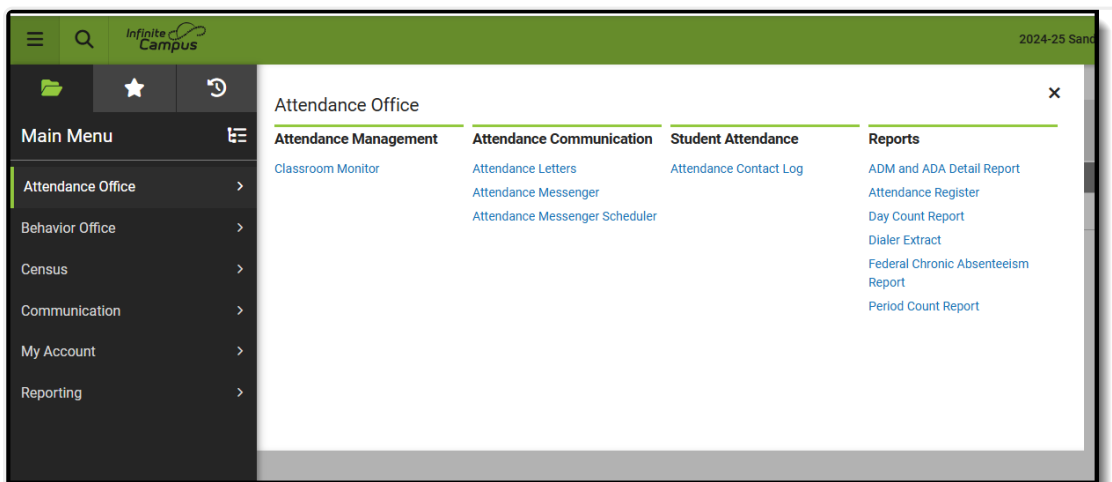
▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Caseload Summary</b>	X			

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

[^ Back to Top](#)

## Attendance Office



*Attendance Office Access for Principals*

## Attendance Management

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Classroom Monitor	X			

## Attendance Communication

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Attendance Letters</b>	X	X	X	X
User Group Formats	X	X	X	X
<b>Attendance Messenger</b>	X	X	X	X
User Group Formats	X	X	X	X
<b>Attendance Messenger Scheduler</b>	X	X	X	X

## Student Attendance

▶ [Click here to expand...](#)

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

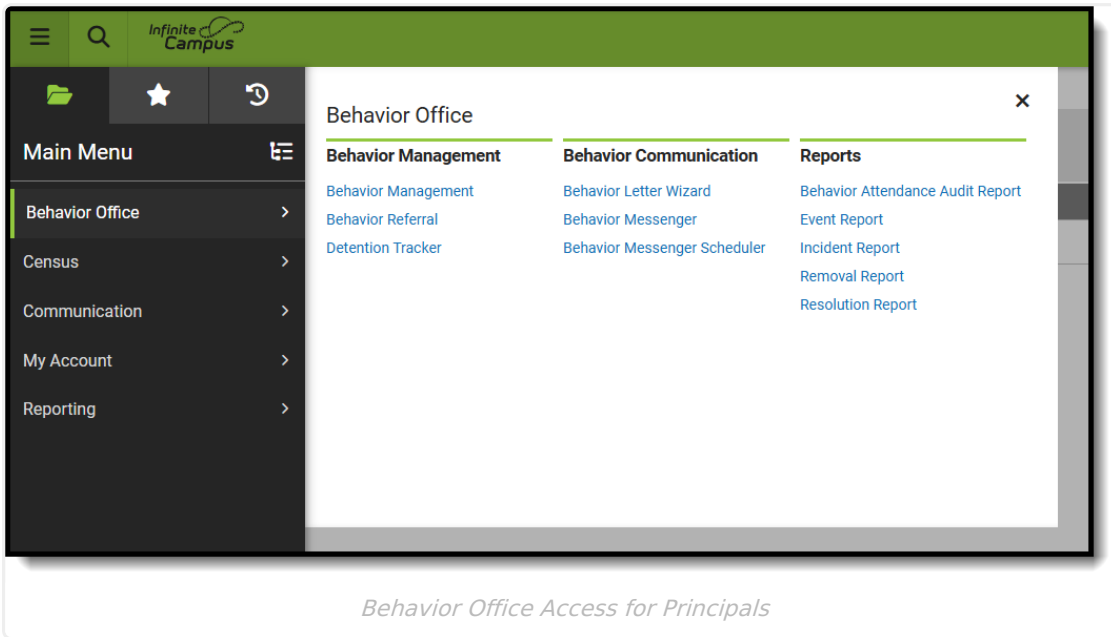
## Attendance Reports

▶ [Click here to expand...](#)

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

[^ Back to Top](#)

## Behavior Office



## Behavior Management

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Behavior Management</b>	X	X	X	X
Modify Attendance	X	X	X	X
Unlock Incident	X	X	X	X
<b>Behavior Referral</b>	X	X	X	X
<b>Detention Tracker</b>	X	X	X	X

## Behavior Communication

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Behavior Letter Wizard</b>	X	X	X	X
User Group Formats	X	X	X	X
<b>Behavior Messenger</b>	X	X	X	X
User Group Formats	X	X	X	X
<b>Behavior Messenger Scheduler</b>	X	X	X	X



# Behavior Reports

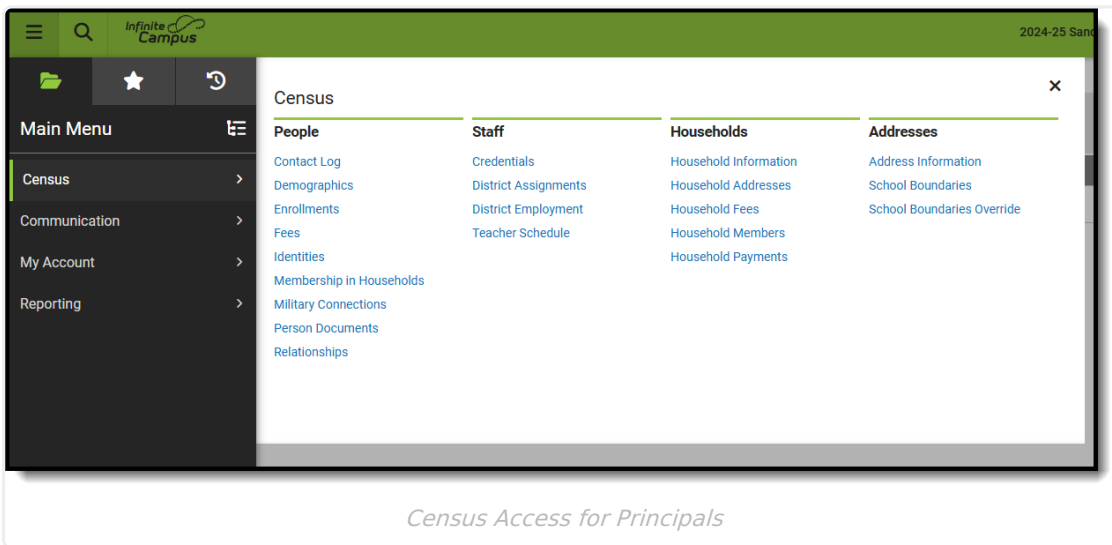
▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Behavior Attendance Audit Report</b>	X			
<b>Event Report</b>	X			
<b>Incident Report</b>	X			
<b>Removal Report</b>	X			
<b>Resolution Report</b>	X			

[^ Back to Top](#)

# Census

For specific details on what these rights do, visit the [Census Tool Rights](#) articles.



# People

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Contact Log</b>	ALL			
<b>Demographics</b>	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			
<b>Enrollments</b>	X			
General Enrollment Information	X			
School of Accountability	X			
<b>Fees</b>	X			
<b>Identities</b>	X			
Legal Name & Gender	X			
<b>Membership in Households</b>	X			
<b>Military Connections</b>	X			
<b>Person Documents</b>	X			
<b>Relationships</b>	X			

## Staff

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Credentials</b>	X			
<b>District Assignments</b>	X			
<b>District Employment</b>	X			
District Staff	X			
<b>Teacher Schedule</b>	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			

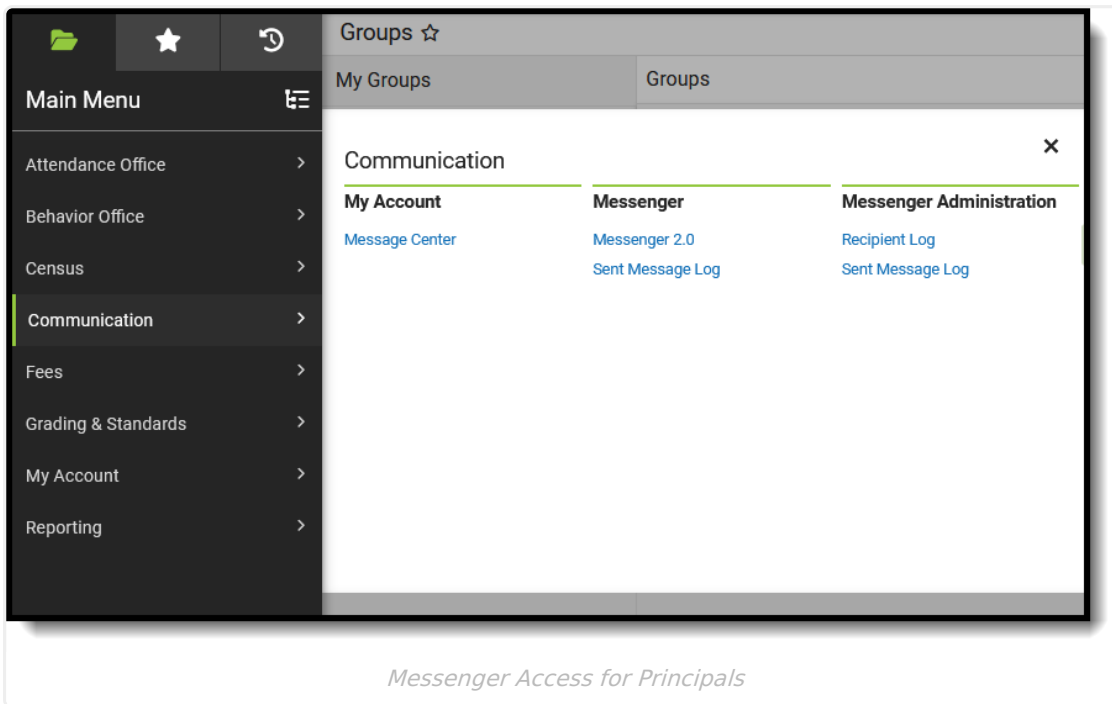
## Addresses

▶ [Click here to expand...](#)

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

[^ Back to Top](#)

## Communication



*Messenger Access for Principals*

## User Announcements

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Announcement Setup</b>	X	X	X	X

## Messenger

▶ [Click here to expand...](#)

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

Tool	All
<b>Messenger 2.0</b>	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
<b>Recipient Log</b>	X	X	X	X
Recipient Campus Fields	X	X	X	X
<b>Sent Message Log</b>	X	X	X	X

[^ Back to Top](#)

# Fees

The screenshot displays the Infinite Campus user interface. On the left, a dark sidebar titled 'Main Menu' lists various administrative functions. The 'Fees' option is currently selected and highlighted with a green bar. The main content area is titled 'Message Center' and features a sub-section for 'Fees Reports'. This section includes three blue links: 'Fee Audit Report', 'Fee Billing Batch Report', and 'Fee Receivable Summary Report'. Below the screenshot, the text 'Fees Access for Principals' is centered.

# 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			

[^ Back to Top](#)

# Grading & Standards

The screenshot shows the 'Grading & Standards' section of the Infinite Campus interface. It features a sidebar menu on the left with 'Grading & Standards' highlighted. The main content area is titled 'Grading & Standards' and contains three columns of links: 'Course Masters' (Add Course Master, Copy Course Master, Course Master Information, Course Status, Assessments, Categories, Grade Calc Options, Grading Tasks, Standards), 'Grading & Standards Administration' (Course Catalogs, Grading Window, Push All Course Masters, Push All Courses), and 'Reports' (Class Rank Report, Course Credit Report, Course Standards Report, Cumulative Labels, Grade Book Usage Report, Grades Report, Missing Assignment Report, Report Card, Section Audit Report, Standards Alignment Report, Student Credits Report, Term GPA Report, Transcript Audit Report, Transcript Batch Report). A message center at the top indicates 'YOU ARE IN THE robbinsdale-20241003\_2100\_dev TEST SITE - Refreshed on 10/04/2024'.

*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
Categories	X	X	X	X

Tool	Read	Write	Add	Delete
<b>Grade Calc Options</b>	X	X	X	X
<b>Standards</b>	X	X	X	X

## Grading & Standards Administration

[▶ Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Course Catalogs</b>	X			
<b>Grading Window</b>	X	X	X	X
Grading Window Notifications	X	X	X	X
<b>Push All Course Masters</b>	X	X	X	X
<b>Push All Courses</b>	X	X	X	X

## Grading & Standards Reports

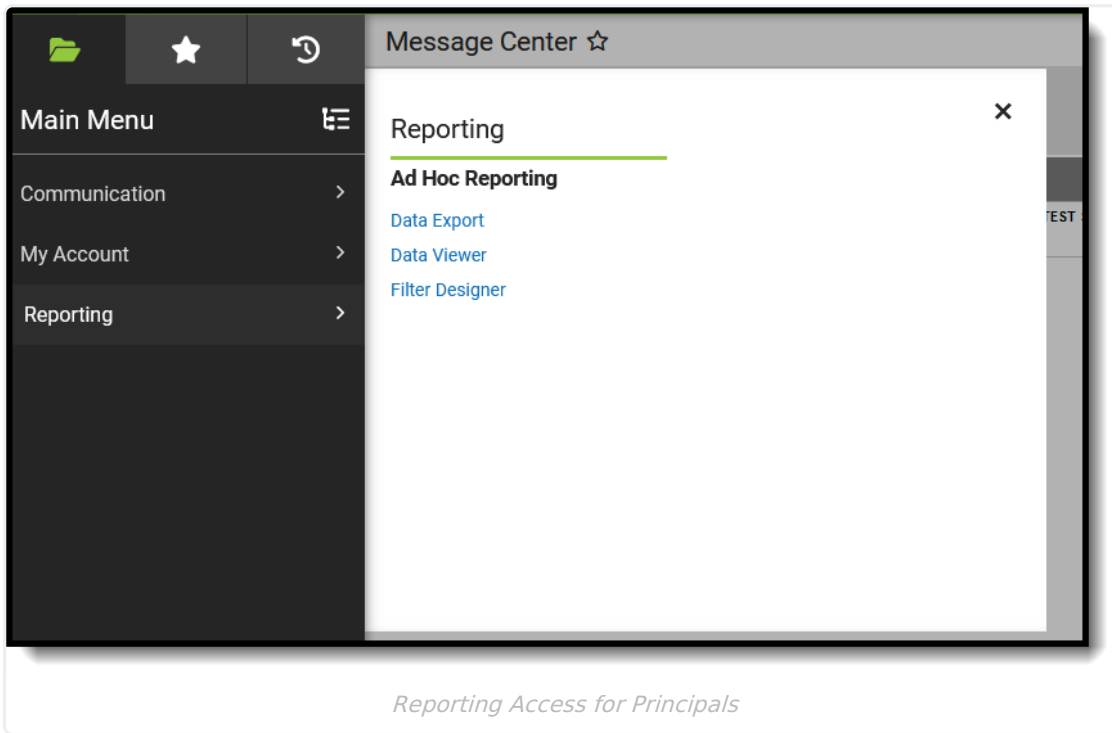
[▶ Click here to expand...](#)

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

Tool	Read	Write	Add	Delete
<b>Transcript Batch Report</b>	X			

[^ Back to Top](#)

# Reporting



*Reporting Access for Principals*

## Ad hoc Reporting

▶ [Click here to expand...](#)

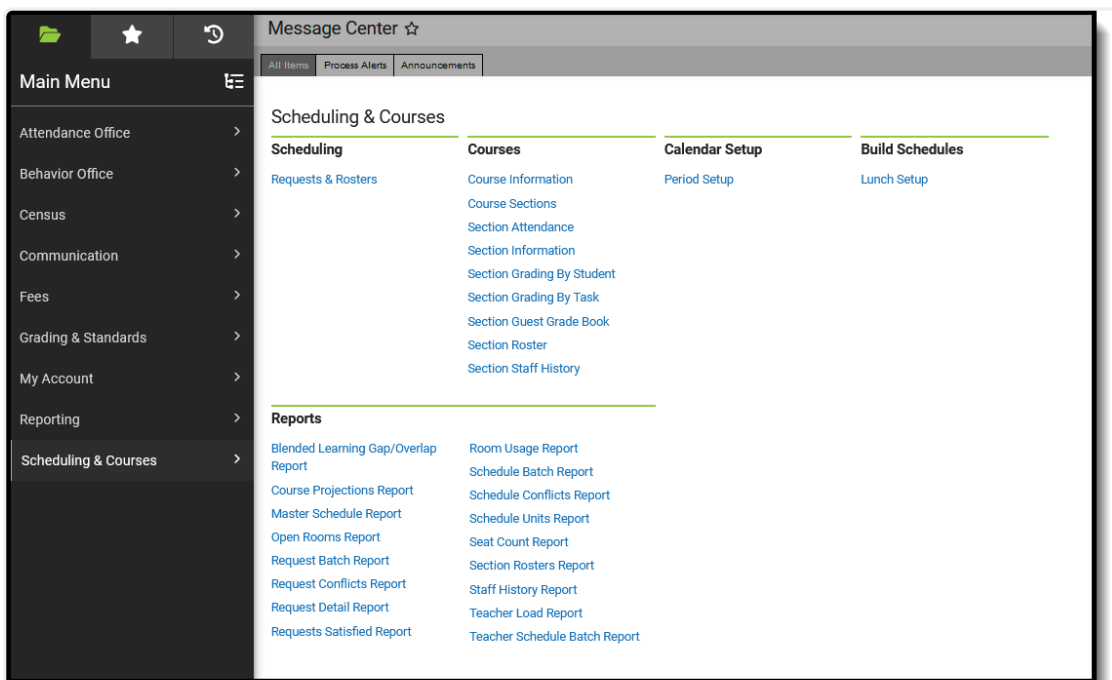
Tool	Read	Write	Add	Delete
<b>Data Export</b>	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
<b>Data Viewer</b>	X	X	X	X
<b>Filter Designer</b>	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Pass-through SQL Filters	X	X	X	X
Query Wizard Filters	X	X	X	X
Selection Editor Filters	X	X	X	X



Tool	Read	Write	Add	Delete
User Group Filters	X	X	X	X
State Owned Filters	X	X	X	X
Export Filters	X	X	X	X

[^ Back to Top](#)

# Scheduling & Courses



*Scheduling & Courses Access for Principals*

## Scheduling

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Requests &amp; Rosters</b>	X	X	X	X
Modify Rosters				

## Courses

▶ [Click here to expand...](#)

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

## Calendar Setup

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Period Setup</b>	X	X	X	X

## Build Schedules

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Lunch Setup</b>	X			

## Reports

▶ [Click here to expand...](#)

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

[^ Back to Top](#)

# Additional Access Rights

## General

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

Tool	All
<b>Allow unfiltered search</b>	X

