

Principals User Group

Last Modified on 12/19/2024 10:26 am CST

IN PROGRESS

[Student Information](#) | [Attendance Office](#) | [Behavior Office](#) | [Census](#) | [Communication](#) | [Fees](#) | [Grading & Standards](#) | [Reporting](#) | [Scheduling & Courses](#)

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.

Student Information

[General](#) | [Counseling](#) | [Health](#) | [Special Ed](#) | [Reports](#)

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
All Calendars	X			
Modify Attendance	X			
Allow access to attached files	X			
Behavior History	X			
Blended Learning Group Assignments	X			

Tool	Read	Write	Add	Delete
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			
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			
Field Trip	X			
Health	X			
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			

Tool	Read	Write	Add	Delete
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		
Lock		X		
Unlock		X		
Amend Plan		X		
Copy		X		
Document Sections		X		
Publish Draft to Portal		X		
Evaluations	X	X		

Tool	Read	Write	Add	Delete
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			
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			

Tool	Read	Write	Add	Delete
Service Summary	X			
Test Results	X			

Student Information			
General	Counseling	Health	Special Ed
Ad Hoc Letters	Flags	Counseling Contact Log	Conditions
Assessment	Forms		Health Contact Log
Athletics	Grades		Health Documents
Attendance	Lockers		Immunizations
Behavior	Profile		Office Visits
Blended Learning Group	Report Comments		Office Visits History
Assignments	Schedule		Screenings
Contact Log	Summary		
Credit Summary	Transcripts		
Enrollments	Transportation		
Fees			
Reports			
Caseload Summary Report	Process Compliance Report		
Enrollment Loss Report	Service Detail Report		
Enrollment Overlap Report	Service Provider Detail Report		
Enrollment Status Report	Service Provider Summary Report		
Enrollment Summary Report	Service Summary Report		
File Labels By DOB	Test Results Report		
Folder Labels by DOB			

Student Information Access for Principals

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Attendance Office

[Attendance Management](#) | [Attendance Communication](#) | [Student Attendance](#) | [Attendance Reports](#)

Attendance Management

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

Tool	Read	Write	Add	Delete
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			

The screenshot displays the Infinite Campus web application interface. At the top, there is a search bar and the Infinite Campus logo. Below the header is a navigation menu with a 'Main Menu' section. The 'Attendance Office' menu is expanded, showing a grid of options:

- Attendance Management:** Classroom Monitor
- Attendance Communication:** Attendance Letters, Attendance Messenger, Attendance Messenger Scheduler
- Student Attendance:** Attendance Contact Log
- Reports:** ADM and ADA Detail Report, Attendance Register, Day Count Report, Dialer Extract, Federal Chronic Absenteeism Report, Period Count Report

Below the screenshot, the text reads: *Attendance Office Access for Principals*

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Behavior Office

[Behavior Management](#) | [Behavior Communication](#) | [Behavior Reports](#)

Behavior Management

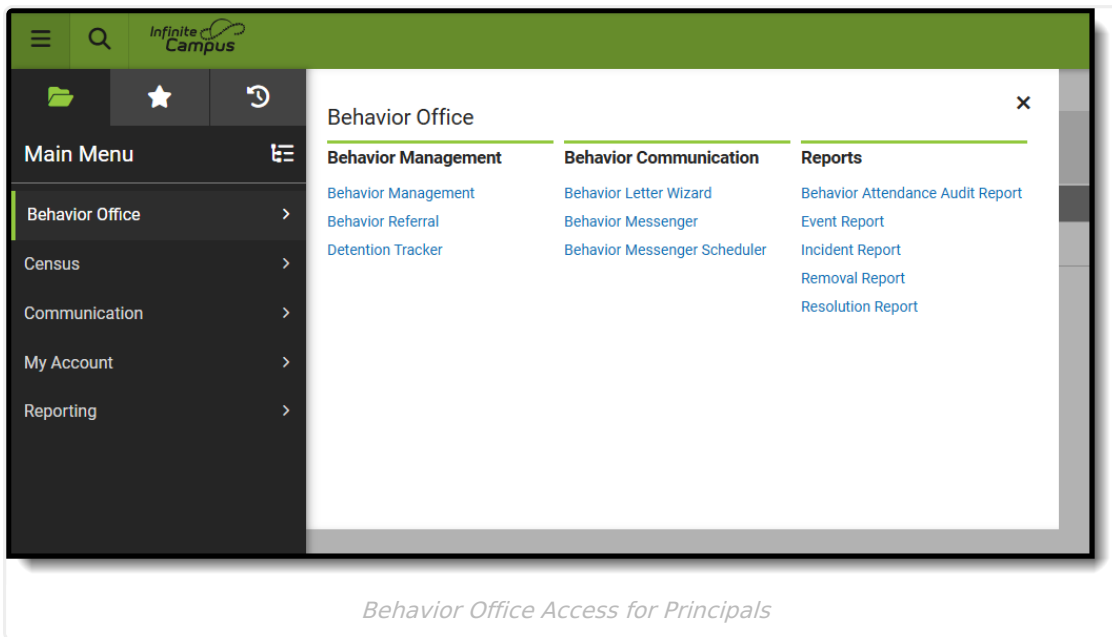
Tool	Read	Write	Add	Delete
Behavior Management	X	X	X	X
Modify Attendance	X	X	X	X
Unlock Incident	X	X	X	X
Behavior Referral	X	X	X	X
Detention Tracker	X	X	X	X

Behavior Communication

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

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



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Census

[People](#) | [Staff](#) | [Households](#) | [Addresses](#)

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

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
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			

Tool	Read	Write	Add	Delete
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

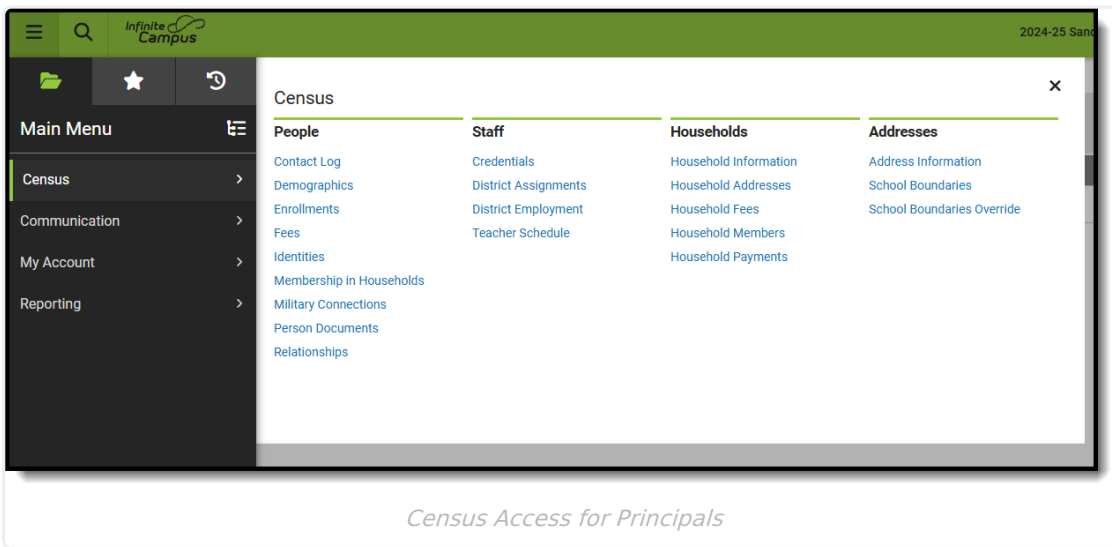
▶ [Click here to expand...](#)

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			



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Communication

[User Announcements](#) | [Messenger](#) | [Messenger Administration](#)

User Announcements

Tool	Read	Write	Add	Delete
Announcement Setup	X	X	X	X

Messenger

Tool	All	Read	Write	Add	Delete
Messenger 2.0	X				
View/Edit All Schedule Messages	X				

Tool	All	Read	Write	Add	Delete
Message Types	X				
General	X				
Priority	X				
Emergency	X				

Messenger Administration

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

The screenshot shows a web application interface. On the left is a dark sidebar with a 'Main Menu' containing items like Attendance Office, Behavior Office, Census, Communication (highlighted), Fees, Grading & Standards, My Account, and Reporting. The main content area is titled 'Groups ☆' and has two tabs: 'My Groups' and 'Groups'. Under the 'Groups' tab, there are three columns: 'My Account' with 'Message Center', 'Messenger' with 'Messenger 2.0' and 'Sent Message Log', and 'Messenger Administration' with 'Recipient Log' and 'Sent Message Log'. A close button 'x' is visible in the top right of the content area.

Messenger Access for Principals

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Fees

Fees Reports

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

Fees Access for Principals

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Grading & Standards

[Course Masters](#) | [Grading & Standards Administration](#) | [Grading & Standards Reports](#)

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

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

Tool	Read	Write	Add	Delete
Standards Alignment Report	X			
Student Credits Report	X			
Term GPA Report	X			
Transcript Audit Report	X			
Transcript Batch Report	X			

The screenshot shows the Message Center interface with a sidebar menu on the left. The 'Grading & Standards' menu item is highlighted. The main content area displays a 'Message Center (1)' notification and a 'Grading & Standards' panel with three columns: Course Masters, Grading & Standards Administration, and Reports. The Reports column lists various reports including Class Rank Report, Report Card, Section Audit Report, Standards Alignment Report, Student Credits Report, Term GPA Report, Transcript Audit Report, and Transcript Batch Report.

Grading & Standards Access for Principals

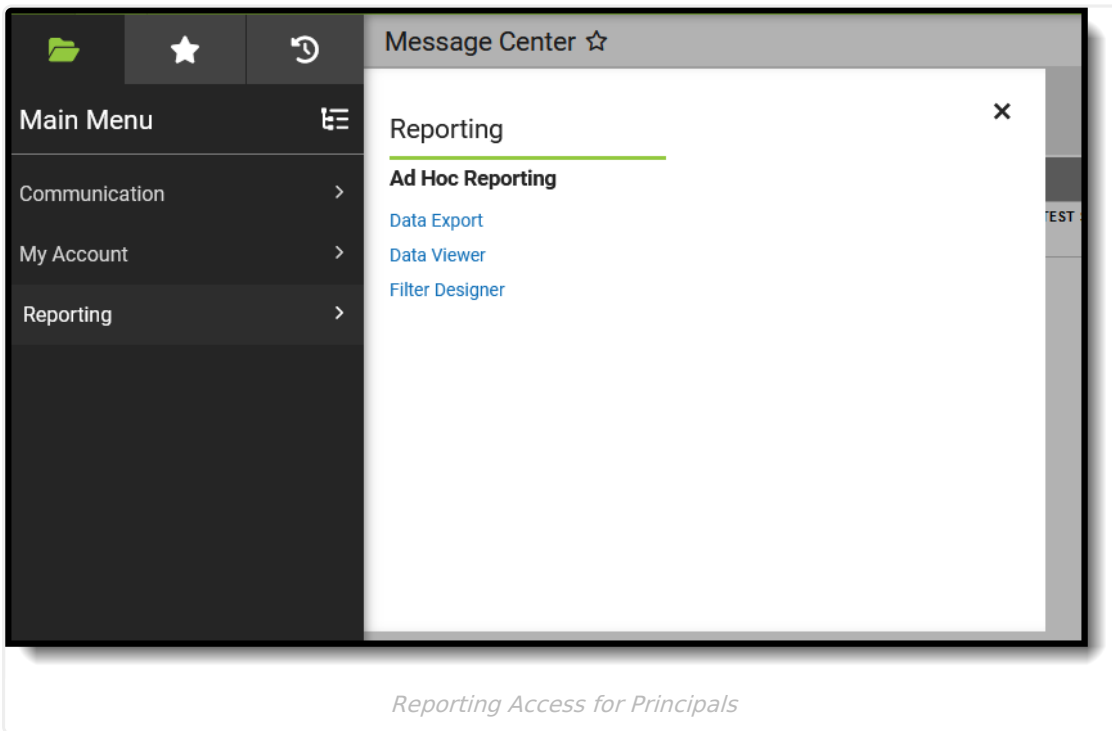
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Reporting

Ad hoc Reporting

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

Tool	Read	Write	Add	Delete
Query Wizard Filters	X	X	X	X
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



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Scheduling & Courses

[Scheduling](#) | [Courses](#) | [Calendar Setup](#) | [Build Schedules](#) | [Reports](#)

Scheduling

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

Tool	Read	Write	Add	Delete
Period Setup	X	X	X	X

Build Schedules

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			

Tool	Read	Write	Add	Delete
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			

Scheduling & Courses Access for Principals

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