

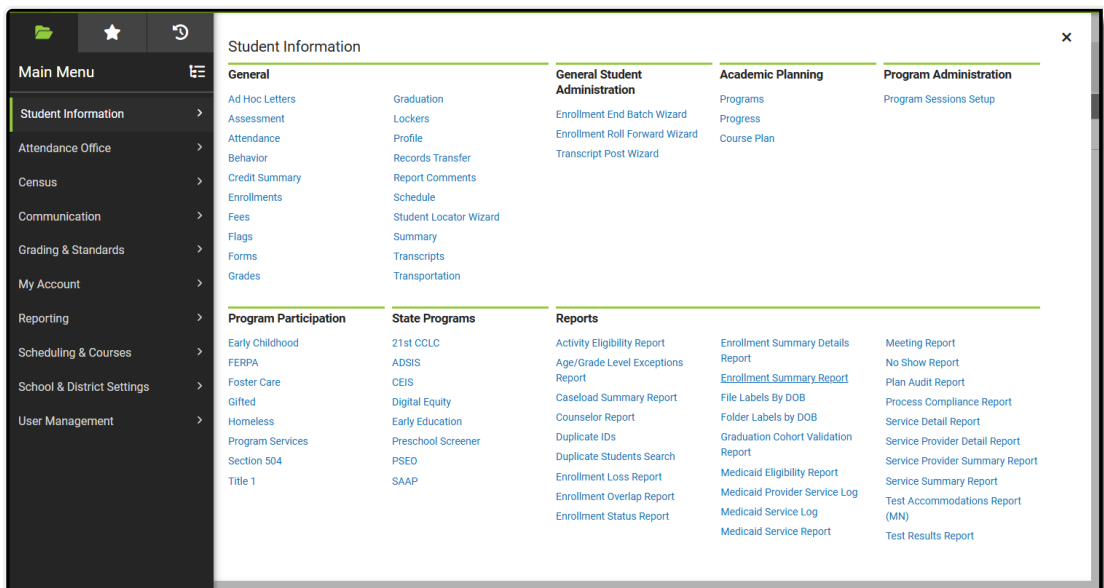
Front Office User Group

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

The following are suggested tool rights for Front Office Staff. Your front office staff 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](#) | [General Student Administration](#) | [Academic Planning](#) | [Program Administration](#) | [Program Participation](#) | [State Programs](#) | [Student Information Reports](#)



Student Information Access for Front Office Staff

General

► [Click here to expand...](#)

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

Tool	Read	Write	Add	Delete
All Calendars	X			
Modify Attendance	X			
Allow access to attached files	X			
Behavior History	X			
Credit Summary	X			
Enrollments	X	X	X	X
General Enrollment Information	X	X		
School of Accountability	X			
Future Enrollment	X	X		
State Reporting	X	X		
Homeless	X	X		
Meal Status	X	X		
Migrant	X	X		
Ward of State	X	X		
Special Ed	X	X		
Service Hours	X	X		
Service Hrs Percent Reported	X	X		
Enrollment History	X	X	X	X
Fees	X	X	X	X
Flags	X	X	X	X
Contact Flags	X			
Medical Flags	X			
State Reporting	X			
Special Ed	X	X	X	X
Forms	X	X	X	X
Activity	X	X	X	X
Activity Preapproval	X	X	X	X

Tool	Read	Write	Add	Delete
Behavior	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Counseling	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Field Trip	X	X	X	X
Health	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
PLP	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Response to Intervention	X	X	X	X
Custom Forms	X			
Unlock	X			

Tool	Read	Write	Add	Delete
Copy	X			
Blank Forms	X			
Override	X			
Special Ed	X	X	X	X
Custom Forms	X			
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
Grades	X			
Grade Book	X			
Additional Enrollment Grades	X			
GPA	X			
Term GPA	X			
Rolling Cumulative GPA	X			
Cumulative/Custom GPA	X			
Class Rank	X			
Graduation	X	X	X	X
Modify Cohort	X			
Modify 9th Grade Start Date	X			
Lockers	X	X	X	X
Profile	X			
Attendance	X			
Behavior	X			
In-Progress Grades	X			
Todo	X			
Records Transfer	X	X	X	
Report Comments	X			

Tool	Read	Write	Add	Delete
Schedule	X	X	X	X
Can Overload Sections	X			
Grade Book	X			
View Attendance	X			
Can Override Strict Student Constraints	X			
Scheduling Messenger	X			
User Group Formats	X			
Additional Enrollment Schedules	X			
Student Locator Wizard	X			
Summary	X			
GUID	X			
Print Picture	X			
State ID	X			
Ed-Fi ID	X			
Transcript	X	X	X	X
Free Form Entry	X			
Transportation	X	X	X	X

General Student Administration

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Enrollment End Batch Wizard	X			
Enrollment Roll Forward Wizard	X			
Transcript Post Wizard	X			

Academic Planning

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Programs	X	X	X	X
Academic Programs	X	X	X	X
Graduation Programs	X	X	X	X
Progress	X			
Course Plan	X			

Program Administration

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Program Sessions Setup	X	X	X	X
Print Session Report	X			

Program Participation

Program Participation tools vary by state. This table captures the most common programs.

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Early Childhood	X			
FERPA	X			
Foster Care	X			
Gifted	X			
Homeless	X			
Add & Auto-end Records	X			
Program Services	X			
Homeless Services	X			
Section 504	X			
Title 1	X			

State Programs

State Programs tools vary by state. This table captures the most common programs.

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
21st CCLC	X			
ADSI	X			
CEIS	X			
Digital Equity	X			
Early Education	X			
Preschool Screener	X			
PSEO	X			
SAAP	X			

Student Information Reports

► [Click here to expand...](#)

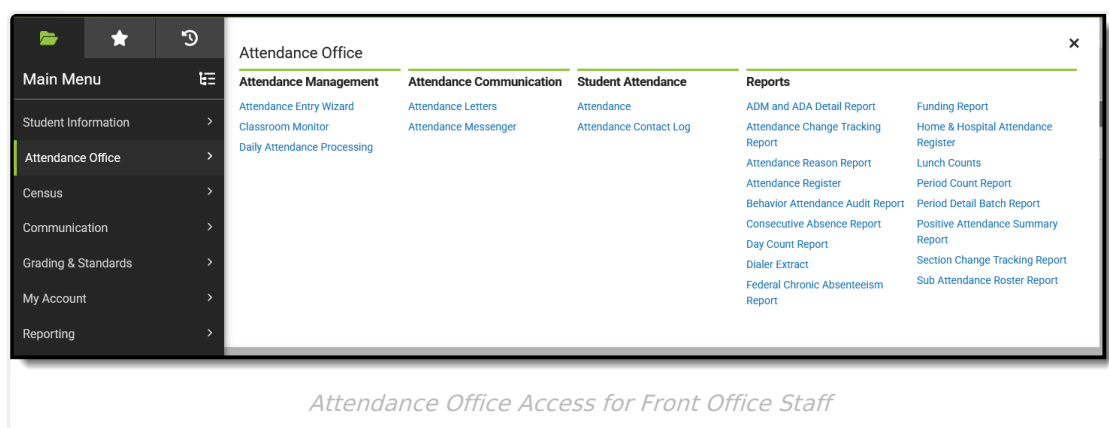
Tool	Read	Write	Add	Delete
Activity Eligibility Report	X			
Age/Grade Level Exceptions	X			
Caseload Summary Report	X			
Counselor Report	X			
Duplicate Students Search	X			
Enrollment Loss Report	X			
Enrollment Overlap Report	X			
Enrollment Status Report	X			
Enrollment Summary Details Report	X			
Enrollment Summary Report	X			
File Labels by DOB	X			
Folder Labels by DOB	X			
Graduation Cohort Validation Report	X			
Medicaid Eligibility Report	X			

Tool	Read	Write	Add	Delete
Medicaid Provider Service Log	X			
Medicaid Service Log	X			
Medicaid Service Report	X			
Meeting Report	X			
No Show Report	X			
Plan Audit Report	X			
Process Compliance Report	X			
Service Detail Report	X			
Service Provider Detail Report	X			
Service Provider Summary Report	X			
Service Summary Report	X			
Test Accommodations Report	X			
Test Results Report	X			

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Attendance Office

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



The screenshot displays the 'Attendance Office' interface. On the left is a 'Main Menu' sidebar with options: Student Information, Attendance Office (selected), Census, Communication, Grading & Standards, My Account, and Reporting. The main content area has four tabs: Attendance Management, Attendance Communication, Student Attendance, and Reports. The 'Attendance Management' tab is active, showing sub-items: Attendance Entry Wizard, Classroom Monitor, and Daily Attendance Processing. The 'Attendance Communication' tab shows Attendance Letters and Attendance Messenger. The 'Student Attendance' tab shows Attendance and Attendance Contact Log. The 'Reports' tab is expanded, showing a list of reports: ADM and ADA Detail Report, Attendance Change Tracking Report, Attendance Reason Report, Attendance Register, Behavior Attendance Audit Report, Consecutive Absence Report, Day Count Report, Dialer Extract, Federal Chronic Absenteeism Report, Funding Report, Home & Hospital Attendance Register, Lunch Counts, Period Count Report, Period Detail Batch Report, Positive Attendance Summary Report, Section Change Tracking Report, and Sub Attendance Roster Report.

Attendance Office Access for Front Office Staff

Attendance Management

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance Entry Wizard	X	X		
Classroom Monitor	X	X		
Daily Attendance Reporting	X			
State ID	X			
GUID	X			

Attendance Communication

► [Click here to expand...](#)

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

Student Attendance

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance	X	X	X	X
Additional Enrollment Attendance	X	X	X	X
Chronic Absenteeism Information	X	X	X	X
Attendance Contact Log	X	X	X	X
Access to Records Created by Other Users	X	X	X	X

Attendance Office Reports

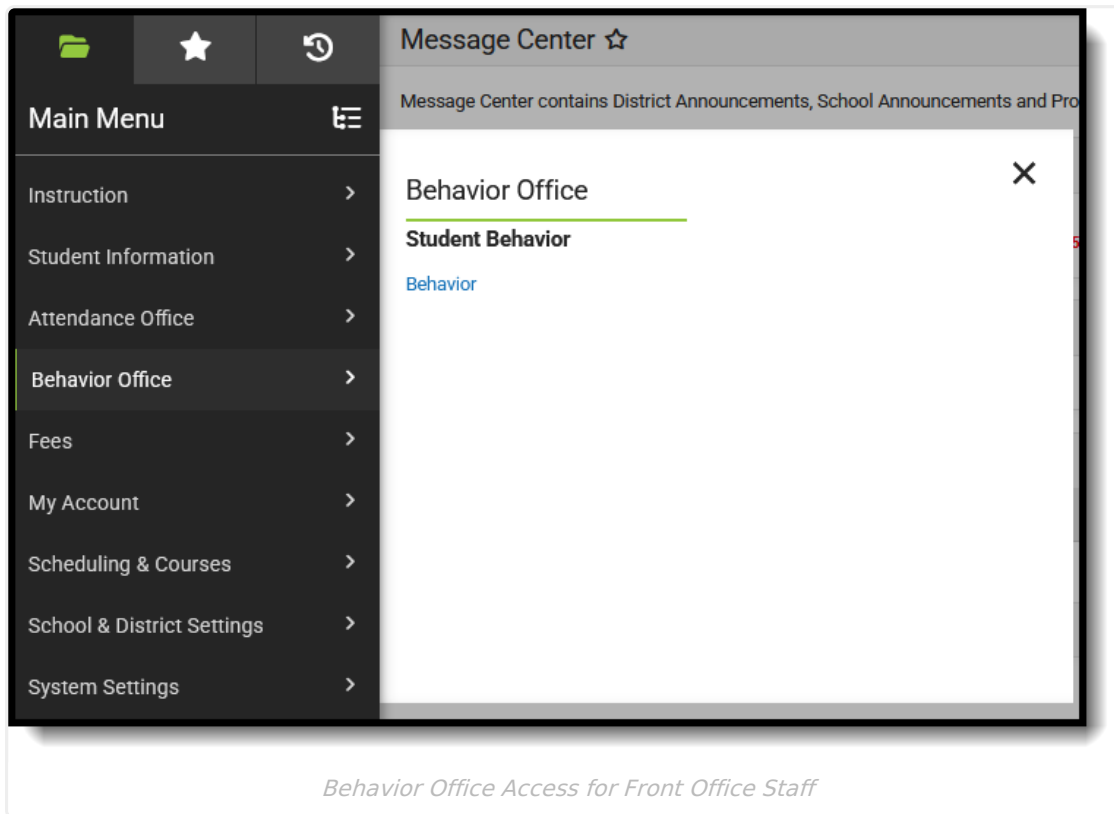
► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
ADM and ADA Detail Report	X			
Attendance Change Tracking Report	X			

Tool	Read	Write	Add	Delete
Attendance Reason Report	X			
Attendance Register	X			
Behavior Attendance Audit Report	X			
Consecutive Absence Report	X			
Day Count Report	X			
Dialer Extract Report	X			
Federal Chronic Absenteeism Report	X			
Funding Report	X			
Home & Hospital Attendance Register Report	X			
Lunch Counts	X			
Period Count Report	X			
Period Detail Batch Report	X			
Positive Attendance Summary Report	X			
Section Change Tracking Report	X			
Sub Attendance Report	X			

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Behavior Office



Student Behavior

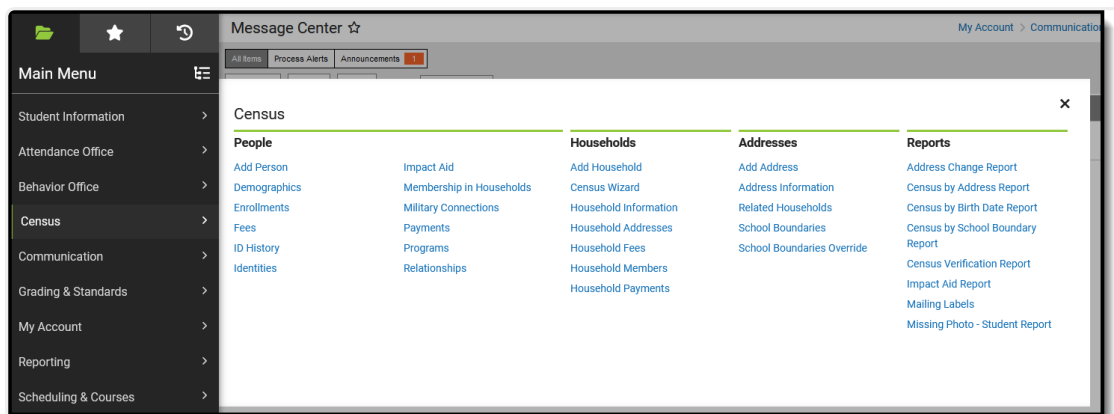
► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Behavior	X			
All Calendars	X			
Modify Attendance	X			
Allow access to attached files	X			
Behavior History	X			

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Census

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



Census Access for Front Office Staff

People

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Add Person	X	X	X	X
Contact Log	ALL			
Demographics	X	X	X	
Staff State ID	X	X	X	
GUID	X			
Student State ID	X	X	X	
Modify Local Staff Number	X			
Modify Local Student Number	X			
Ed-Fi ID	X			
View Staff Birth Date & Age	X			
Reset Portal Password	ALL			
Enrollments	X	X	X	X
General Enrollment Information	X	X		
School of Accountability	X			
State Reporting	X	X	X	X
Homeless	X			
Meal Status	X			

Tool	Read	Write	Add	Delete
Migrant	X			
Ward of State	X			
Special Ed	X			
Service Hours	X			
Service Hrs Percent Reported	X			
Enrollment History	X	X	X	X
FutureEnrollment	X	X		
Fees	X	X	X	X
ID History	X			
Identities	X	X	X	X
Legal Name & Gender	X	X	X	X
Impact Aid	X	X	X	X
Membership in Households	X	X	X	X
Military Connections	X	X	X	X
Payments	X	X	X	
Show Payment Amounts	X	X	X	
Programs	X	X	X	X
Relationships	X	X	X	X

Staff

► [Click here to expand...](#)

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

Households

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Add Household	X	X		
Census Wizard	X	X		
Add Address	X	X		
Add Household	X	X		
Add Person	X	X		
Household Information	X	X	X	X
Household Addresses	X	X	X	X
Household Fees	X	X	X	X
Household Members	X	X	X	X
Household Payments	X	X		

Addresses

► [Click here to expand...](#)

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

Census Reports

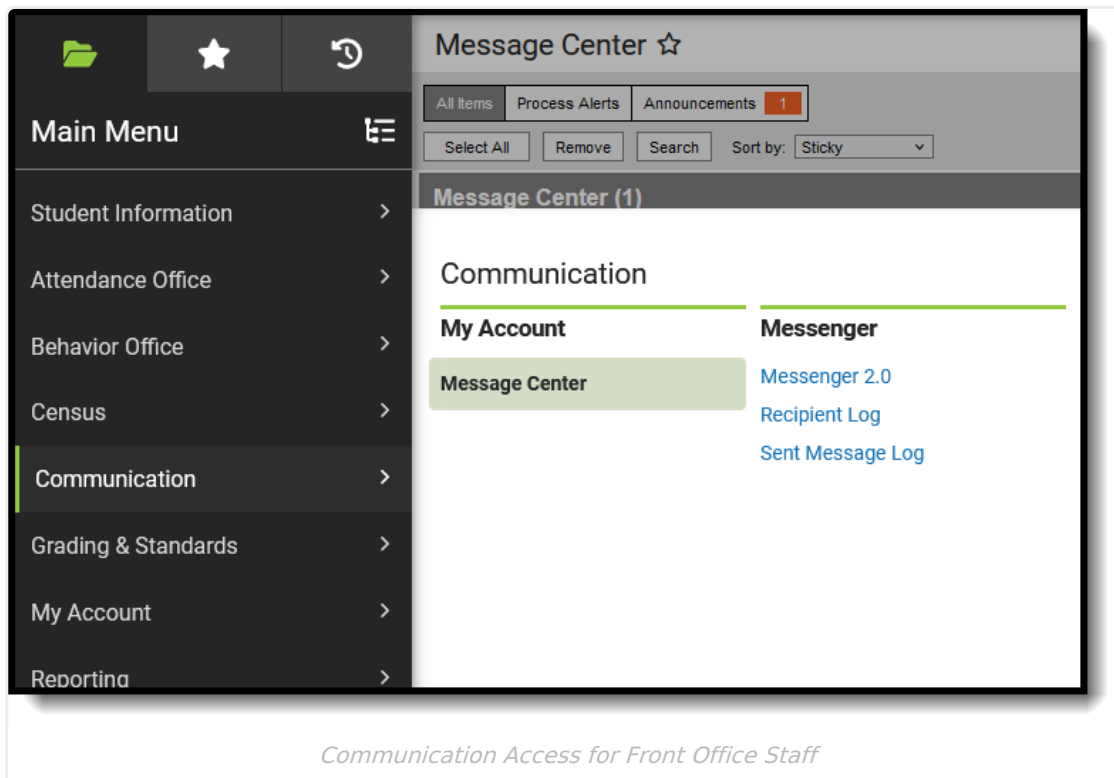
► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Address Change Report	X			
Census by Address Report	X			
Census by Birthdate Report	X			

Tool	Read	Write	Add	Delete
Census by School Boundary Report	X			
Census Verification Report	X			
Impact Aid Report	X			
Mailing Labels	X			
Missing Photo - Student report	X			
Staff Report	X			

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Communication



Communication Access for Front Office Staff

Messenger

► [Click here to expand...](#)

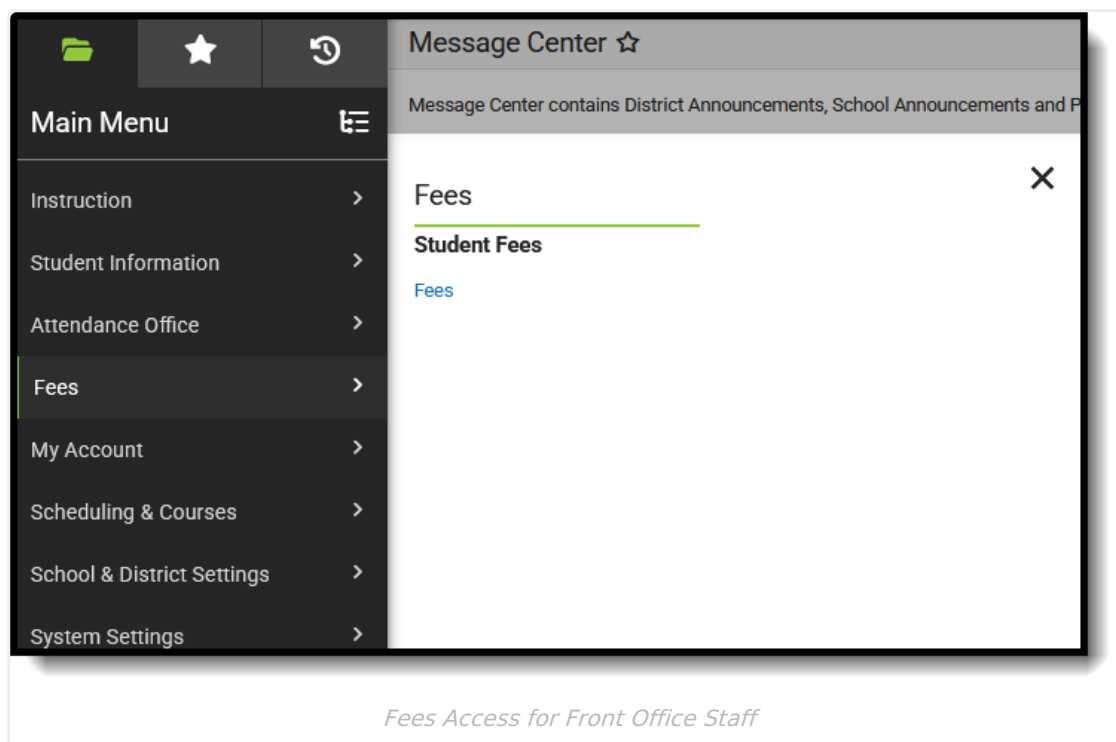
For the following tool rights, ALL is the only selection available.

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

Tool	All	Read	Write	Add	Delete
Roll User Group Templates	X				
Delivery Modes	X				
Process Inbox	X				
Email	X				
Recipient Types	X				
Students/Contacts	X				
Staff	X				
District Staff	X				
Non-Campus Recipients	X				
Individual Recipients	X				
Message Types	X				
General	X				
Priority	X				
Recipient Log		X	X	X	X
Recipient Campus Fields		X	X	X	X
Sent Message Log		X	X	X	X

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Fees



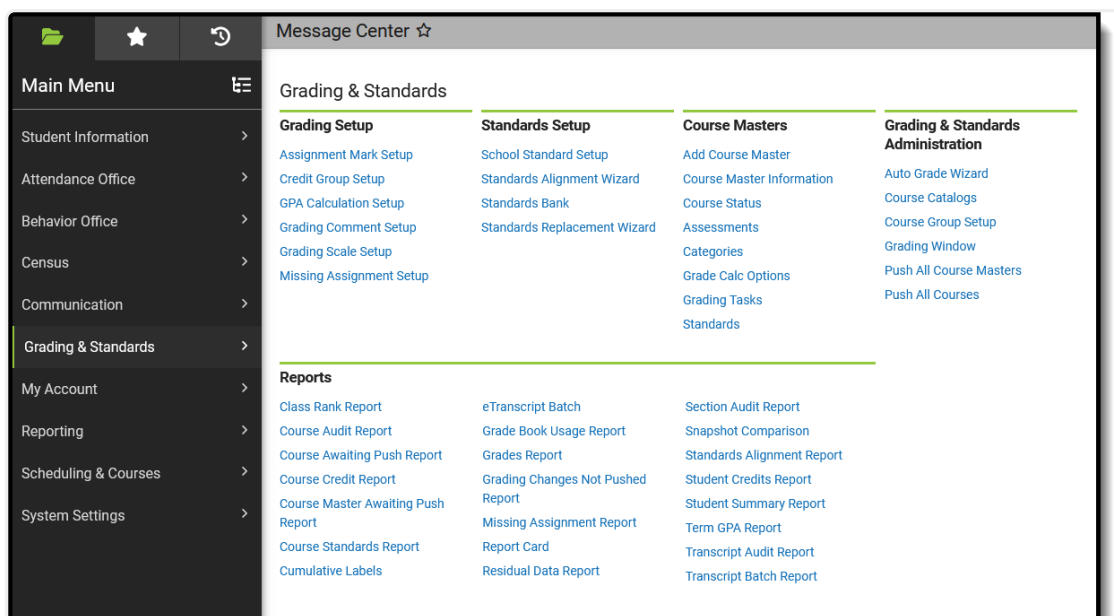
Student Fees

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Fees	X	X	X	X

Grading & Standards

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



Grading & Standards Access for Front Office Staff

Grading & Standards Administration

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Grading Window	X	X	X	X
Grading Window Notifications	X			

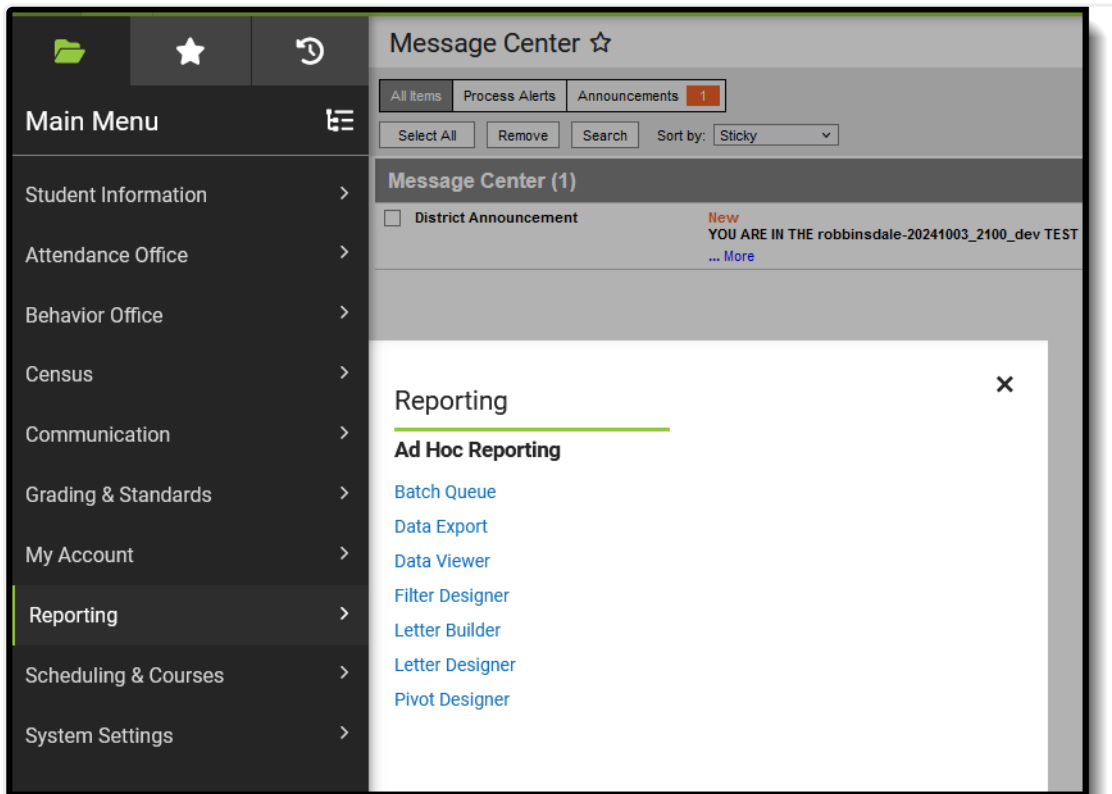
Grading & Standards Reports

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
eTranscript Batch	X			
Electronic Release	X			
Grade Book Usage Report	X			
Grades Report	X			
Term GPA Report	X			
Transcript Audit Report	X			
Transcript Batch Report	X			

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Reporting



Reporting Access for Front Office Staff

Ad hoc Reporting

► [Click here to expand...](#)

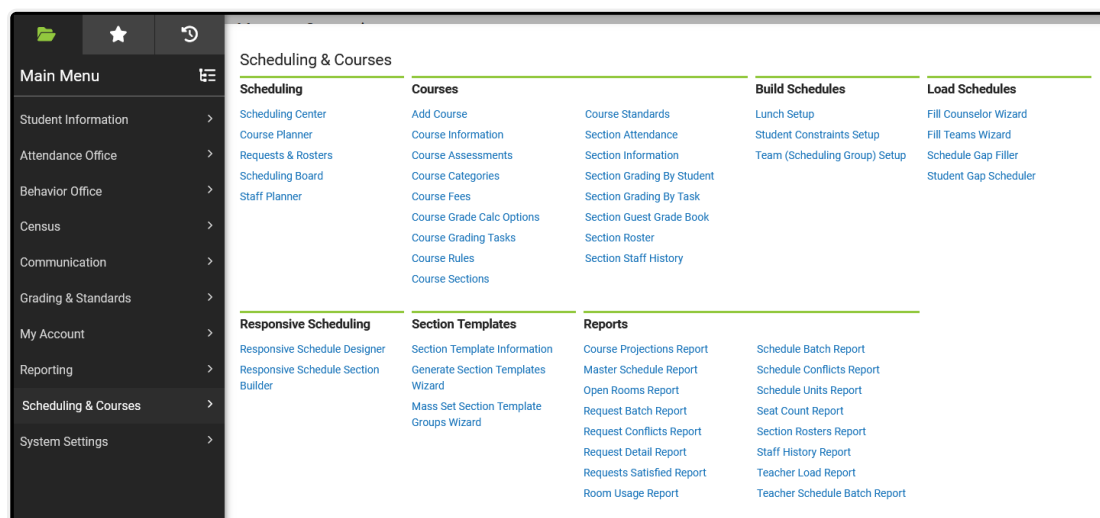
Tool	Read	Write	Add	Delete
Data Export	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Data Viewer	X	X	X	X
Filter Designer	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Pass-through SQL Filters	X	X	X	X
Query Wizard Filters	X	X	X	X
Selection Editor Filters	X	X	X	X
User Group Filters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

Tool	Read	Write	Add	Delete
Export Filters	X	X	X	X
Letter Builder	X	X	X	X
Data Warehouse: Allow live data as source	X			
Letter Designer	X	X	X	X
User Group Formats	X			

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Scheduling & Courses

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



Scheduling & Courses			
Scheduling	Courses	Build Schedules	Load Schedules
<ul style="list-style-type: none"> Scheduling Center Course Planner Requests & Rosters Scheduling Board Staff Planner 	<ul style="list-style-type: none"> Add Course Course Information Course Assessments Course Categories Course Fees Course Grade Calc Options Course Grading Tasks Course Rules Course Sections 	<ul style="list-style-type: none"> Course Standards Section Attendance Section Information Section Grading By Student Section Grading By Task Section Guest Grade Book Section Roster Section Staff History 	<ul style="list-style-type: none"> Lunch Setup Student Constraints Setup Team (Scheduling Group) Setup Fill Counselor Wizard Fill Teams Wizard Schedule Gap Filler Student Gap Scheduler
Responsive Scheduling	Section Templates	Reports	
<ul style="list-style-type: none"> Responsive Schedule Designer Responsive Schedule Section Builder 	<ul style="list-style-type: none"> Section Template Information Generate Section Templates Wizard Mass Set Section Template Groups Wizard 	<ul style="list-style-type: none"> Course Projections Report Master Schedule Report Open Rooms Report Request Batch Report Request Conflicts Report Request Detail Report Requests Satisfied Report Room Usage Report Schedule Batch Report Schedule Conflicts Report Schedule Units Report Seat Count Report Section Rosters Report Staff History Report Teacher Load Report Teacher Schedule Batch Report 	

Scheduling & Courses Access for Front Office Staff

Scheduling

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Requests & Rosters	X	X	X	X
Modify Rosters	X	X	X	X
Can Overlad Sections	X	X	X	X
Can Override Strict Student Constraints	X	X	X	X

Tool	Read	Write	Add	Delete
Delete Rosters	X	X	X	X

Courses

► [Click here to expand...](#)

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

Calendar Setup

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Calendar Information	X			
Schedule Structure Setup	X			
Grade Level Setup	X			
Term Setup	X			
Period Setup	X			
Day Setup	X			

Build Schedules

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Lunch Setup	X			

Load Schedules

▶ [Click here to expand...](#)

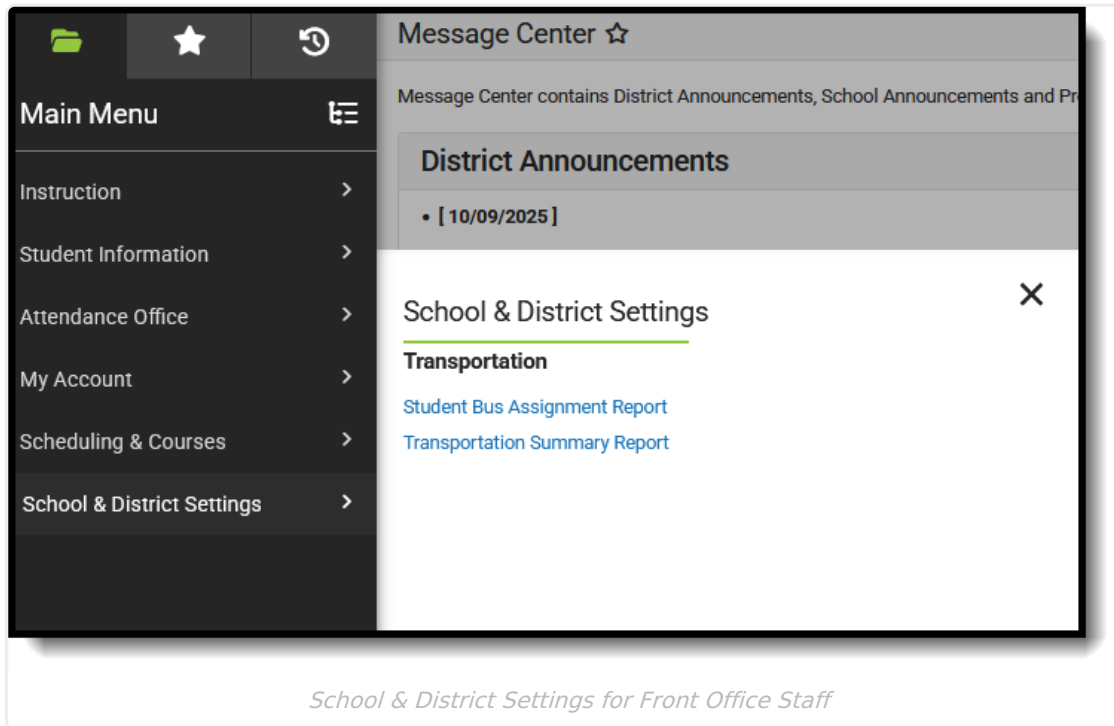
Tool	Read	Write	Add	Delete
Student Gap Scheduler	X	X	X	X

Scheduling & Courses Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Master Schedule Report	X			
Room Usage Report	X			
Section Rosters Report	X			
View IEP/Plan Icons	X			
Teacher Schedule Batch Report	X			

School & District Settings



School & District Settings for Front Office Staff

Transportation

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Student Bus Assignment	X			
Transportation Summary Report	X			

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Additional Access Rights

General

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

Tool	All
Allow unfiltered search	X

