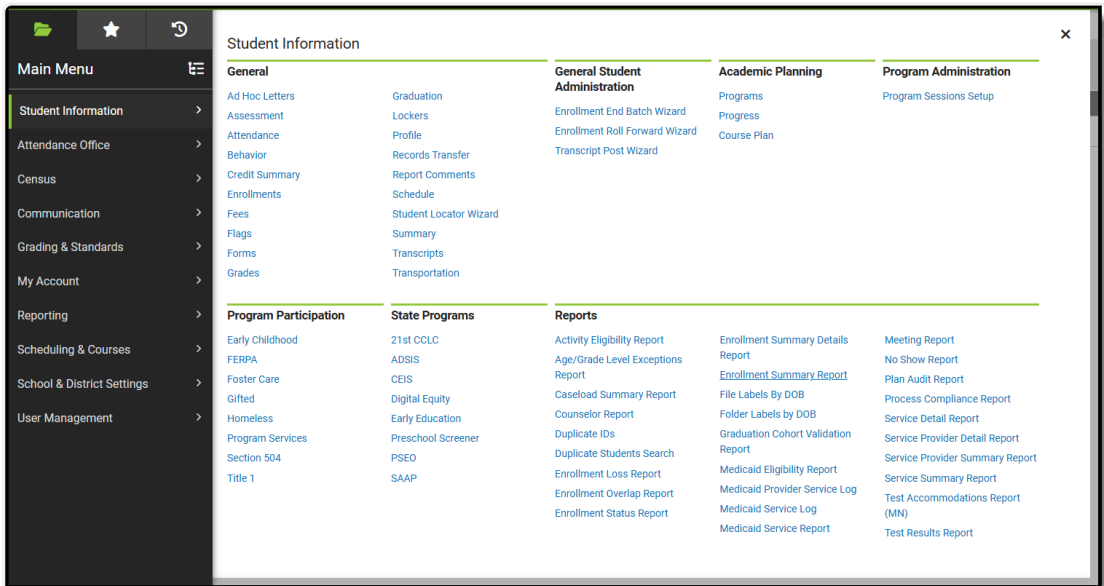


# Front Office User Group

Last Modified on 03/28/2025 1:41 pm CDT

The following are suggested tool rights for Front Office Staff. Your front office staff 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



*Student Information Access for Front Office Staff*

## General

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Ad hoc Letters</b>	X	X	X	X
User Group Reports	X	X	X	X
<b>Assessment</b>	X			
<b>Attendance</b>	X	X	X	X
Additional Enrollment Attendance	X	X	X	X
Chronic Absenteeism Information	X	X	X	X
<b>Behavior</b>	X			
All Calendars	X			

<b>Tool</b>	<b>Read</b>	<b>Write</b>	<b>Add</b>	<b>Delete</b>
Modify Attendance	X			
Allow access to attached files	X			
Behavior History	X			
<b>Credit Summary</b>	X			
<b>Enrollments</b>	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
<b>Fees</b>	X	X	X	X
<b>Flags</b>	X	X	X	X
Contact Flags	X			
Medical Flags	X			
State Reporting	X			
Special Ed	X	X	X	X
<b>Forms</b>	X	X	X	X
Activity	X	X	X	X
Activity Preapproval	X	X	X	X
Behavior	X	X	X	X
Custom Forms	X			

<b>Tool</b>	<b>Read</b>	<b>Write</b>	<b>Add</b>	<b>Delete</b>
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			
Copy	X			
Blank Forms	X			

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

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

## General Student Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Enrollment End Batch Wizard</b>	X			
<b>Enrollment Roll Forward Wizard</b>	X			
<b>Transcript Post Wizard</b>	X			

## Academic Planning

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Programs</b>	X	X	X	X
Academic Programs	X	X	X	X

Tool	Read	Write	Add	Delete
Graduation Programs	X	X	X	X
<b>Progress</b>	X			
<b>Course Plan</b>	X			

## Program Administration

[▶ Click here to expand...](#)

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

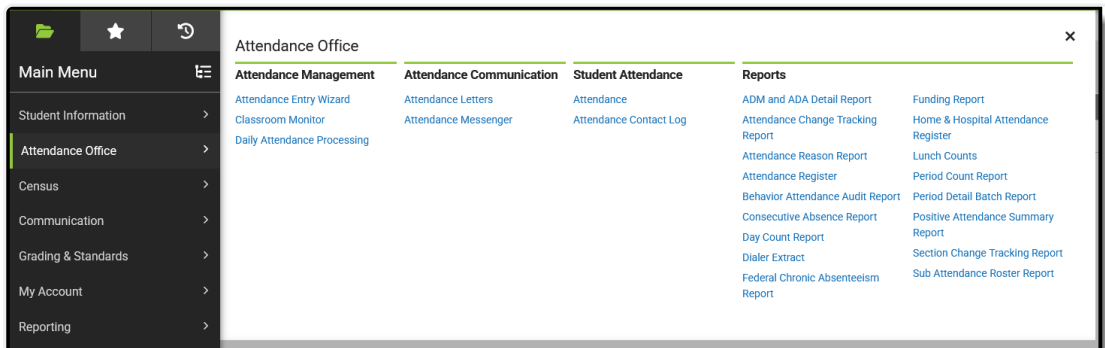
▶ [Click here to expand...](#)

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			
Medicaid Provider Service Log	X			
Medicaid Service Log	X			

Tool	Read	Write	Add	Delete
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 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			



Tool	Read	Write	Add	Delete
State ID	X			
GUID	X			

## Attendance Communication

[▶ Click here to expand...](#)

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

## Student Attendance

[▶ Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Attendance</b>	X	X	X	X
Additional Enrollment Attendance	X	X	X	X
Chronic Absenteeism Information	X	X	X	X
<b>Attendance Contact Log</b>	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
<b>ADM and ADA Detail Report</b>	X			
<b>Attendance Change Tracking Report</b>	X			
<b>Attendance Reason Report</b>	X			
<b>Attendance Register</b>	X			
<b>Behavior Attendance Audit Report</b>	X			

Tool	Read	Write	Add	Delete
<b>Consecutive Absence Report</b>	X			
<b>Day Count Report</b>	X			
<b>Dialer Extract Report</b>	X			
<b>Federal Chronic Absenteeism Report</b>	X			
<b>Funding Report</b>	X			
<b>Home &amp; Hospital Attendance Register Report</b>	X			
<b>Lunch Counts</b>	X			
<b>Period Count Report</b>	X			
<b>Period Detail Batch Report</b>	X			
<b>Positive Attendance Summary Report</b>	X			
<b>Section Change Tracking Report</b>	X			
<b>Sub Attendance Report</b>	X			

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## Behavior Office

[▶ Click here to expand...](#)

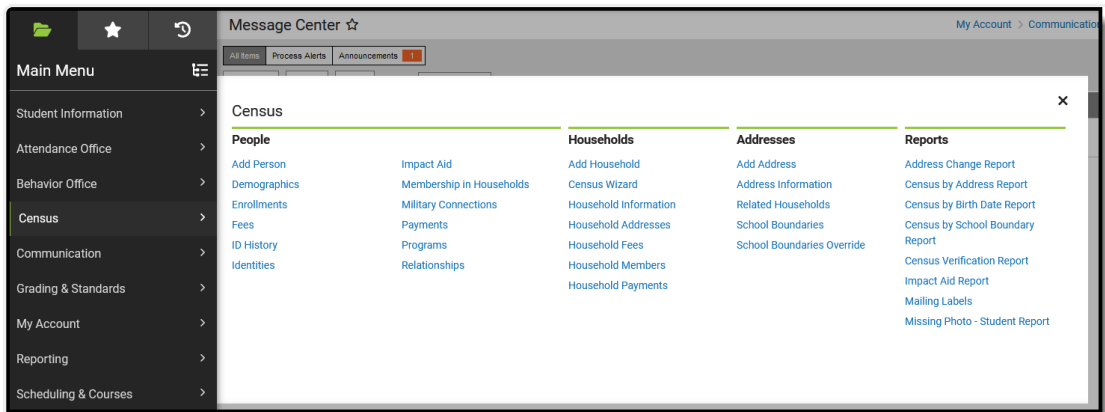
## Student Behavior

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

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## Census

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



*Census Access for Front Office Staff*

## People

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Add Person</b>	X	X	X	X
<b>Contact Log</b>	ALL			
<b>Demographics</b>	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			
<b>Enrollments</b>	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		
<b>Fees</b>	X	X	X	X
<b>ID History</b>	X			
<b>Identities</b>	X	X	X	X
Legal Name & Gender	X	X	X	X
<b>Impact Aid</b>	X	X	X	X
<b>Membership in Households</b>	X	X	X	X
<b>Military Connections</b>	X	X	X	X
<b>Payments</b>	X	X	X	
Show Payment Amounts	X	X	X	
<b>Programs</b>	X	X	X	X
<b>Relationships</b>	X	X	X	X

## Staff

▶ [Click here to expand...](#)

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

## Households

▶ [Click here to expand...](#)

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

## Addresses

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Add Address</b>	X	X		
<b>Address Information</b>	X	X	X	X
<b>Related Households</b>	X	X	X	X
<b>School Boundaries</b>	X	X	X	X
<b>School Boundaries Override</b>	X	X	X	X

## Census Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Address Change Report</b>	X			

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

The screenshot shows the 'Message Center' interface. On the left is a 'Main Menu' with options: Student Information, Attendance Office, Behavior Office, Census, Communication (highlighted), Grading & Standards, My Account, and Reporting. The main content area is titled 'Message Center' and includes tabs for 'All Items', 'Process Alerts', and 'Announcements' (with a '1' notification). Below the tabs are buttons for 'Select All', 'Remove', 'Search', and a 'Sort by' dropdown set to 'Sticky'. The main content area is titled 'Message Center (1)' and contains a 'Communication' section with two columns: 'My Account' (containing 'Message Center') and 'Messenger' (containing 'Messenger 2.0', 'Recipient Log', and 'Sent Message Log').

*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
<b>Messenger 2.0</b>	X				
View/Edit All Scheduled Messages	X				
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				
<b>Recipient Log</b>		X	X	X	X
Recipient Campus Fields		X	X	X	X
<b>Sent Message Log</b>		X	X	X	X

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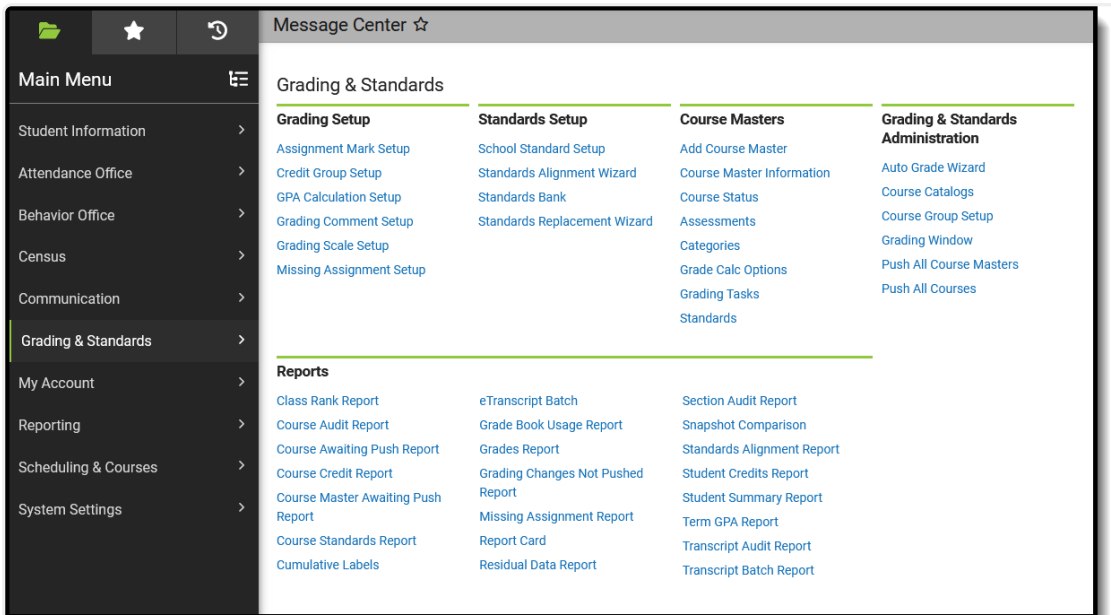
## Fees

[▶ Click here to expand...](#)

### Student Fees

Tool	Read	Write	Add	Delete
<b>Fees</b>	X	X	X	X

## Grading & Standards



*Grading & Standards Access for Front Office Staff*

## Grading & Standards Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Grading Window</b>	X	X	X	X
Grading Window Notifications	X			

## Grading & Standards Reports

▶ [Click here to expand...](#)

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

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# Reporting

The screenshot shows the Infinite Campus interface. On the left is a 'Main Menu' with categories like Student Information, Attendance Office, Behavior Office, Census, Communication, Grading & Standards, My Account, Reporting (highlighted), Scheduling & Courses, and System Settings. The main area is titled 'Message Center' and shows a notification: 'District Announcement' with the text 'YOU ARE IN THE robbinsdale-20241003\_2100\_dev TEST'. A 'Reporting' modal window is open, listing 'Ad Hoc Reporting' and several tools: Batch Queue, Data Export, Data Viewer, Filter Designer, Letter Builder, Letter Designer, and Pivot Designer.

*Reporting Access for Front Office Staff*

## 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
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
<b>Letter Builder</b>	X	X	X	X
Data Warehouse: Allow live data as source	X			
<b>Letter Designer</b>	X	X	X	X
User Group Formats	X			

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# Scheduling & Courses

*Scheduling & Courses Access for Front Office Staff*

## Scheduling

▶ [Click here to expand...](#)

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

## Courses

▶ [Click here to expand...](#)

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

## Calendar Setup

▶ [Click here to expand...](#)

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

## Build Schedules

▶ [Click here to expand...](#)

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

## Load Schedules

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Student Gap Scheduler</b>	X	X	X	X

## Scheduling & Courses Reports

▶ [Click here to expand...](#)

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

## School & District Settings

▶ [Click here to expand...](#)

# Transportation

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