

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

Main Menu	General		General Student Administration	Academic Planning	Program Administration
Student Information Attendance Office Census Communication Grading & Standards My Account	Ad Hoc Letters Assessment Attendance Behavior Credit Summary Enrollments Fees Flags Forms Grades	Graduation Lockers Profile Records Transfer Report Comments Schedule Student Locator Wizard Summary Transcripts Transportation	Administration Enrollment End Batch Wizard Enrollment Roll Forward Wizard Transcript Post Wizard	Programs Progress Course Plan	Program Sessions Setup
Reporting	> Program Participation	State Programs	Reports		
Scheduling & Courses School & District Settings User Management	 Early Childhood FERPA Foster Care Gifted Homeless Program Services Section 504 Title 1 	21st CCLC ADSIS CEIS Digital Equity Early Education Preschool Screener PSEO SAAP	Activity Eligibility Report Age/Grade Level Exceptions Report Caseload Summary Report Ouplicate IDS Duplicate IDS Duplicate Students Search Enrollment Loss Report Enrollment Overlap Report Enrollment Status Report	Enrollment Summary Details Report Enrollment Summary Report File Labels by DOB Folder Labels by DOB Graduation Cohort Validation Report Medicaid Elipbility Report Medicaid District Report Medicaid Service Log Medicaid Service Report	Meeting Report No Show Report Pina Audit Report Process Compliance Report Service Detail Report Service Provider Detail Report Service Provider Summary Report Service Summary Report Test Accommodations Report (MN) Test Results Report

General

ΤοοΙ	Read	Write	Add	Delete
Ad hoc Letters	Х	Х	Х	Х
User Group Reports	Х	Х	Х	Х
Assessment	Х			
Attendance	Х	Х	Х	Х
Additional Enrollment Attendance	Х	Х	Х	Х
Chronic Absenteeism Information	Х	Х	Х	Х
Behavior	Х			
All Calendars	Х			



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



Tool	Read	Write	Add	Delete
Unlock	Х			
Сору	Х			
Blank Forms	Х			
Override	Х			
Counseling	Х	х	Х	Х
Custom Forms	Х			
Unlock	Х			
Сору	Х			
Blank Forms	Х			
Override	Х			
Field Trip	Х	х	х	Х
Health	Х	х	Х	Х
Custom Forms	Х			
Unlock	Х			
Сору	Х			
Blank Forms	Х			
Override	Х			
PLP	Х	х	Х	Х
Custom Forms	Х			
Unlock	Х			
Сору	Х			
Blank Forms	Х			
Override	Х			
Response to Intervention	Х	Х	Х	Х
Custom Forms	Х			
Unlock	Х			
Сору	Х			
Blank Forms	Х			



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



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

General Student Administration

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Enrollment End Batch Wizard	Х			
Enrollment Roll Forward Wizard	Х			
Transcript Post Wizard	Х			

Academic Planning

ΤοοΙ	Read	Write	Add	Delete
Programs	Х	Х	Х	Х
Academic Programs	Х	Х	х	Х



ΤοοΙ	Read	Write	Add	Delete
Graduation Programs	Х	Х	Х	Х
Progress	Х			
Course Plan	Х			

Program Administration

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Program Sessions Setup	Х	Х	Х	Х
Print Session Report	Х			

Program Participation

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

Click here to expand...

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

State Programs

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

ΤοοΙ	Read	Write	Add	Delete
21st CCLC	Х			
ADSIS	Х			
CEIS	Х			
Digital Equity	Х			
Early Education	Х			
Preschool Screener	Х			
PSEO	Х			
SAAP	Х			

Student Information Reports

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



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

Attendance Office

Main Menu	i ⊟	Attendance Management	Attendance Communication	Student Attendance	Reports	
Student Information Attendance Office Census	> > >	Attendance Entry Wizard Classroom Monitor Daily Attendance Processing	Attendance Letters Attendance Messenger	Attendance Attendance Contact Log	ADM and ADA Detail Report Attendance Change Tracking Report Attendance Reason Report Attendance Register Behavior Attendance Audit Report	Funding Report Home & Hospital Attendance Register Lunch Counts Period Count Report Period Detail Batch Report
Communication Grading & Standards My Account Reporting	> > > >				Benanto Alicidualize Audin Report Consecutive Absence Report Dialer Extract Federal Chronic Absenteeism Report	Peditive Attendance Summary Report Section Change Tracking Report Sub Attendance Roster Report

Attendance Management

ΤοοΙ	Read	Write	Add	Delete
Attendance Entry Wizard	Х	Х		
Classroom Monitor	Х	Х		
Daily Attendance Reporting	Х			



ΤοοΙ	Read	Write	Add	Delete
State ID	Х			
GUID	Х			

Attendance Communication

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Attendance Letters	Х	Х	Х	Х
User Group Formats	Х			
Attendance Messenger	Х	Х	Х	Х
User Group Formats	Х	Х	Х	Х

Student Attendance

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Attendance	Х	Х	Х	Х
Additional Enrollment Attendance	Х	Х	Х	Х
Chronic Absenteeism Information	Х	х	Х	Х
Attendance Contact Log	Х	Х	Х	Х
Access to Records Created by Other Users	Х	х	Х	Х

Attendance Office Reports

ΤοοΙ	Read	Write	Add	Delete
ADM and ADA Detail Report	Х			
Attendance Change Tracking Report	Х			
Attendance Reason Report	Х			
Attendance Register	Х			
Behavior Attendance Audit Report	Х			



ТооІ	Read	Write	Add	Delete
Consecutive Absence Report	Х			
Day Count Report	Х			
Dialer Extract Report	Х			
Federal Chronic Absenteeism Report	х			
Funding Report	х			
Home & Hospital Attendance Register Report	х			
Lunch Counts	х			
Period Count Report	Х			

Х

Х

Х

Х

^ Back to Top

Behavior Office

Section Change Tracking Report

Period Detail Batch Report

Sub Attendance Report

Positive Attendance Summary Report

• Click here to expand...

Student Behavior

ΤοοΙ	Read	Write	Add	Delete
Behavior	Х			
All Calendars	Х			
Modify Attendance	Х			
Allow access to attached files	Х			
Behavior History	Х			

^ Back to Top

Census

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

1ain Menu					
udent Information	> Census				>
ttendance Office	> People		Households	Addresses	Reports
	Add Person	Impact Aid	Add Household	Add Address	Address Change Report
ehavior Office	> Demographics	Membership in Households	Census Wizard	Address Information	Census by Address Report
ensus	Enrollments	Military Connections	Household Information	Related Households	Census by Birth Date Report
ensus	Fees	Payments	Household Addresses	School Boundaries	Census by School Boundary
mmunication	> ID History	Programs	Household Fees	School Boundaries Override	Report Census Verification Report
	Identities	Relationships	Household Members		Impact Aid Report
ading & Standards	>		Household Payments		Mailing Labels
Account	>				Missing Photo - Student Report
porting					
porting					
cheduling & Courses	>				

People

Infinite Campus

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



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

Staff

ΤοοΙ	Read	Write	Add	Delete
District Assignments	Х	Х	Х	
District Employment	Х	х	х	
District Staff	Х	х	х	
Staff Locator Wizard	Х	х		
Teacher Schedule	Х			



Households

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Add Household	Х	Х		
Census Wizard	Х	Х		
Add Address	Х	Х		
Add Household	Х	Х		
Add Person	Х	Х		
Household Information	Х	Х	Х	Х
Household Addresses	Х	Х	Х	Х
Household Fees	Х	Х	Х	Х
Household Members	Х	Х	Х	Х
Household Payments	Х	Х		

Addresses

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Add Address	Х	Х		
Address Information	Х	Х	Х	Х
Related Households	Х	Х	Х	Х
School Boundaries	Х	Х	Х	Х
School Boundaries Override	Х	Х	Х	Х

Census Reports

ΤοοΙ	Read	Write	Add	Delete
Address Change Report	Х			



ΤοοΙ	Read	Write	Add	Delete
Census by Address Report	Х			
Census by Birthdate Report	Х			
Census by School Boundary Report	Х			
Census Verification Report	Х			
Impact Aid Report	Х			
Mailing Labels	Х			
Missing Photo - Student report	Х			
Staff Report	Х			

Communication



Messenger

Click here to expand...

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



ΤοοΙ	All	Read	Write	Add	Delete
Messenger 2.0	Х				
View/Edit All Scheduled Messages	Х				
Roll User Group Templates	Х				
Delivery Modes	Х				
Process Inbox	Х				
Email	Х				
Recipient Types	Х				
Students/Contacts	Х				
Staff	Х				
District Staff	Х				
Non-Campus Recipients	Х				
Individual Recipients	Х				
Message Types	Х				
General	Х				
Priority	Х				
Recipient Log		Х	Х	Х	Х
Recipient Campus Fields		Х	Х	Х	Х
Sent Message Log		Х	Х	Х	Х

Fees

• Click here to expand...

Student Fees

Tool	Read	Write	Add	Delete
Fees	Х	Х	х	Х

Grading & Standards



Grading & Standards Administration

Click here to expand...

Infinite Campus

ΤοοΙ	Read	Write	Add	Delete
Grading Window	Х	Х	Х	Х
Grading Window Notifications	Х			

Grading & Standards Reports

Click here to expand...

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

^ Back to Top



Reporting

*	9	Message Center 🏠	
Main Menu	ŧ	All Items Process Alerts Announcements Select All Remove Search Sort	t by: Sticky v
Student Information	>	Message Center (1)	New
Attendance Office	>		YOU ARE IN THE robbinsdale-20241003_2100_dev TEST More
Behavior Office	>		
Census	>	Poporting	×
Communication	>	Reporting Ad Hoc Reporting	
Grading & Standards	>	Batch Queue	
My Account	>	Data Export Data Viewer	
Reporting	>	Filter Designer Letter Builder	
Scheduling & Courses	>	Letter Designer Pivot Designer	
System Settings	>	Prior Designer	
	Re	eporting Access for Front Of	ffice Staff

Ad hoc Reporting

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



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

Scheduling & Courses

in Menu	Scheduling	Courses		Build Schedules	Load Schedules
udent Information	Scheduling Center	Add Course	Course Standards	Lunch Setup	Fill Counselor Wizard
	Course Planner	Course Information	Section Attendance	Student Constraints Setup	Fill Teams Wizard
ndance Office	> Requests & Rosters	Course Assessments	Section Information	Team (Scheduling Group) Setup	Schedule Gap Filler
	Scheduling Board	Course Categories	Section Grading By Student		Student Gap Scheduler
avior Office	Staff Planner	Course Fees	Section Grading By Task		
sus		Course Grade Calc Options	Section Guest Grade Book		
isus		Course Grading Tasks	Section Roster		
nmunication	>	Course Rules	Section Staff History		
		Course Sections			
ding & Standards	>				
Account	Responsive Scheduling	Section Templates	Reports		•
ACCOUNT	Responsive Schedule Designer	Section Template Information	Course Projections Report	Schedule Batch Report	
orting	> Responsive Schedule Section	Generate Section Templates	Master Schedule Report	Schedule Conflicts Report	
	Builder	Wizard	Open Rooms Report	Schedule Units Report	
eduling & Courses	>	Mass Set Section Template	Request Batch Report	Seat Count Report	
		Groups Wizard	Request Conflicts Report	Section Rosters Report	
tem Settings			Request Detail Report	Staff History Report	
			Requests Satisfied Report	Teacher Load Report	
			Room Usage Report	Teacher Schedule Batch Report	

Scheduling

ΤοοΙ	Read	Write	Add	Delete
Requests & Rosters	Х	Х	Х	Х
Modify Rosters	Х	Х	Х	Х
Can Overlad Sections	Х	х	х	Х
Can Override Strict Student Constraints	Х	Х	Х	Х
Delete Rosters	Х	Х	х	Х



Courses

• Click here to expand...

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

Calendar Setup

ΤοοΙ	Read	Write	Add	Delete
Calendar Information	Х			
Schedule Structure Setup	Х			
Grade Level Setup	Х			
Term Setup	Х			
Period Setup	Х			
Day Setup	Х			

Build Schedules

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Lunch Setup	Х			

Load Schedules

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Student Gap Scheduler	Х	Х	Х	Х

Scheduling & Courses Reports

Click here to expand...

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

School & District Settings



Transportation

ΤοοΙ	Read	Write	Add	Delete
Student Bus Assignment	Х			
Transportation Summary Report	Х			

^ Back to Top

Additional Access Rights

General

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

ΤοοΙ	AII
Allow unfiltered search	Х