

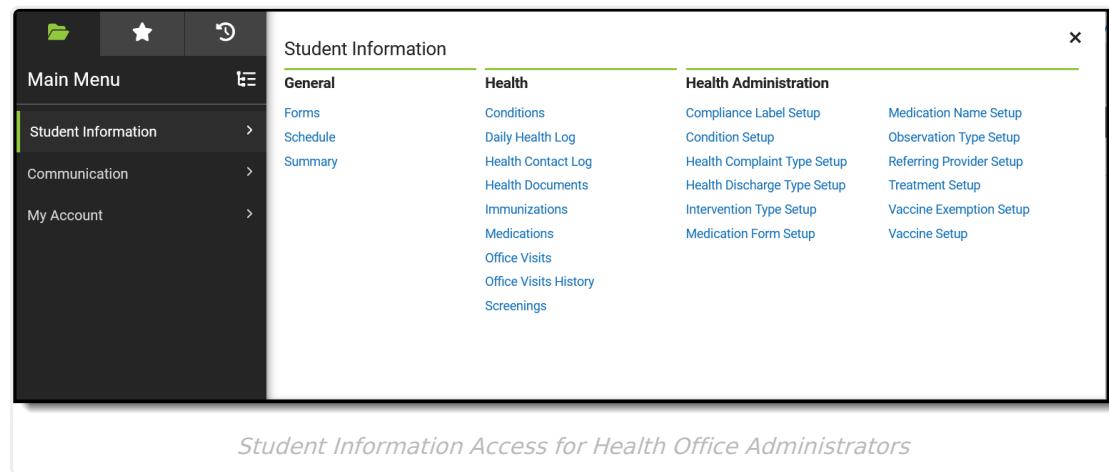
# Health Office Administrators User Group

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

The following are suggested tool rights for Health Office Administrators. Depending on their actual job duties, your health office administrators may need more or fewer tool rights. Start with this list and modify rights to meet your school's or district's needs.

## Student Information

[General](#) | [Health](#) | [Health Administration](#)



Student Information Access for Health Office Administrators

Tool	Read	Write	Add	Delete
<b>Forms</b>	X			
Health	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X	X	X	X
Copy	X	X	X	X
Blank Forms	X	X	X	X
Override	X	X	X	X
<b>Schedule</b>	X			
<b>Summary</b>	X			

## General

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Forms</b>	X			
Health	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X	X	X	X
Copy	X	X	X	X
Blank Forms	X	X	X	X
Override	X	X	X	X
<b>Schedule</b>	X			
<b>Summary</b>	X			

Tool	Read	Write	Add	Delete
GUID	X			
Print Picture	X			
State ID	X			

## Health

► [Click here to expand...](#)

When these rights are assigned or removed in Student Information, the same rights in Health Office > Student Health are assigned or removed.

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

Tool	Read	Write	Add	Delete
Screenings	X	X	X	X

## Health Administration

► Click here to expand...

Tool	Read	Write	Add	Delete
Compliance Label Setup	X	X	X	X
Condition Setup	X	X	X	X
Health Complaint Type Setup	X	X	X	X
Health Discharge Type Setup	X	X	X	X
Intervention Type Setup	X	X	X	X
Medication Form Setup	X	X	X	X
Medication Name Setup	X	X	X	X
Observation Type Setup	X	X	X	X
Referring Provider Setup	X	X	X	X
Treatment Setup	X	X	X	X
Vaccine Exemption Setup	X	X	X	X
Vaccine Setup	X	X	X	X

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## Census

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

The screenshot shows the Infinite Campus software interface. At the top is a green header bar with the 'Infinite Campus' logo. Below it is a dark navigation bar with icons for file, star, and refresh. The main menu on the left includes 'Main Menu', 'Student Information', 'Census' (which is selected and highlighted with a green vertical bar), 'Communication', and 'My Account'. The 'Census' menu has sub-options: 'People' (selected, indicated by a green underline) and 'Demographics'. The main content area is titled 'Census' and shows the 'People' sub-module. A large, semi-transparent text box in the center says 'Census Access for Health Administrators'. The bottom right corner of the main content area has a small 'X' icon.

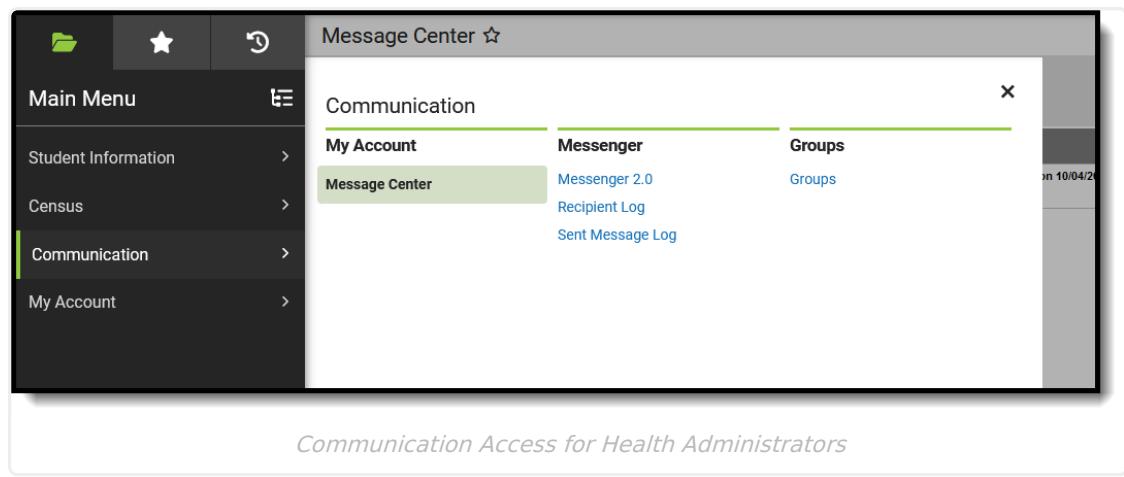
## People

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Demographics</b>	X			
Staff State ID	X			
GUID	X			
Student State ID	X			
Modify Local Staff Number	X			
Modify Local Student Number	X			
Ed-Fi ID	X			
View Staff Birth Date & Age	X			

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## Communication



Communication Access for Health Administrators

## Messenger

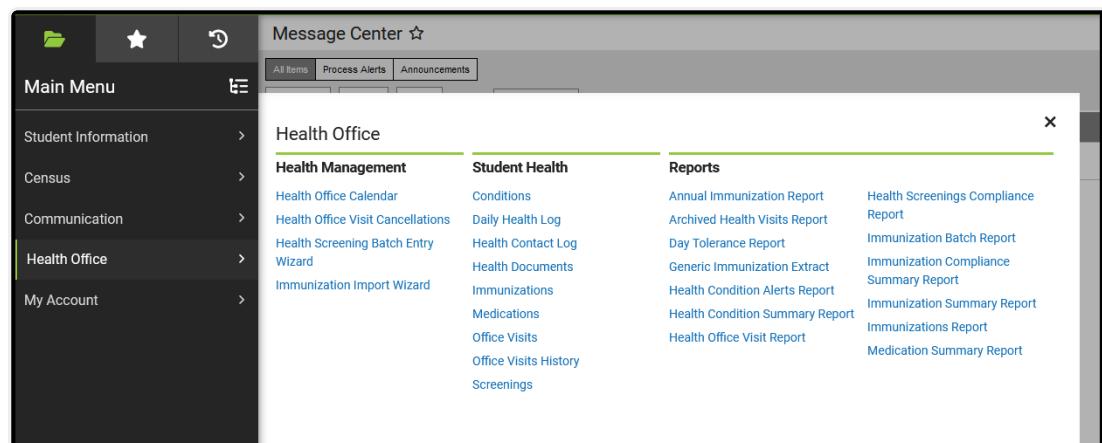
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Tool	All	Read	Write	Add	Delete
<b>Messenger 2.0</b>	X				
Message Types	X				
General	X				
Priority	X				
<b>Recipient Log</b>		X			
Recipient Campus Field		X			
<b>Sent Message Log</b>		X			

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## Health Office

[Health Management](#) | [Student Health](#) | [Reports](#)



The screenshot shows the Infinite Campus software interface. The main menu on the left includes 'Student Information', 'Census', 'Communication', 'Health Office' (which is selected and highlighted in yellow), and 'My Account'. A sub-menu for 'Health Office' is open, showing 'Health Management', 'Student Health', and 'Reports' sections. The 'Reports' section is expanded, listing various reports like 'Annual Immunization Report', 'Health Screenings Compliance Report', and 'Medication Summary Report'. At the bottom of the interface, a message center is visible with tabs for 'All Items', 'Process Alerts', and 'Announcements'.

*Health Office Access for Health Administrators*

## Health Management

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Health Office Calendar</b>	X	X	X	
<b>Health Office Visit Cancellations</b>	X	X	X	
<b>Health Screening Batch Entry Wizard</b>	X	X	X	
<b>Immunization Import Wizard</b>	X	X	X	

## Student Health

► [Click here to expand...](#)

When these rights are assigned or removed in Health Office, the same rights in Student Information > Health are assigned or removed.

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

Tool	Read	Write	Add	Delete
Custom Forms	X	X	X	X
Lock	X			
Unlock	X	X	X	X
Copy	X			
Document Upload	X	X	X	X
Lock	X	X	X	X
Unlock	X	X	X	X
<b>Immunizations</b>	X	X	X	X
<b>Medications</b>	X	X	X	X
<b>Office Visits</b>	X	X	X	X
Locked	X	X	X	X
<b>Office Visits History</b>	X			
<b>Screenings</b>	X	X	X	X

## Reports

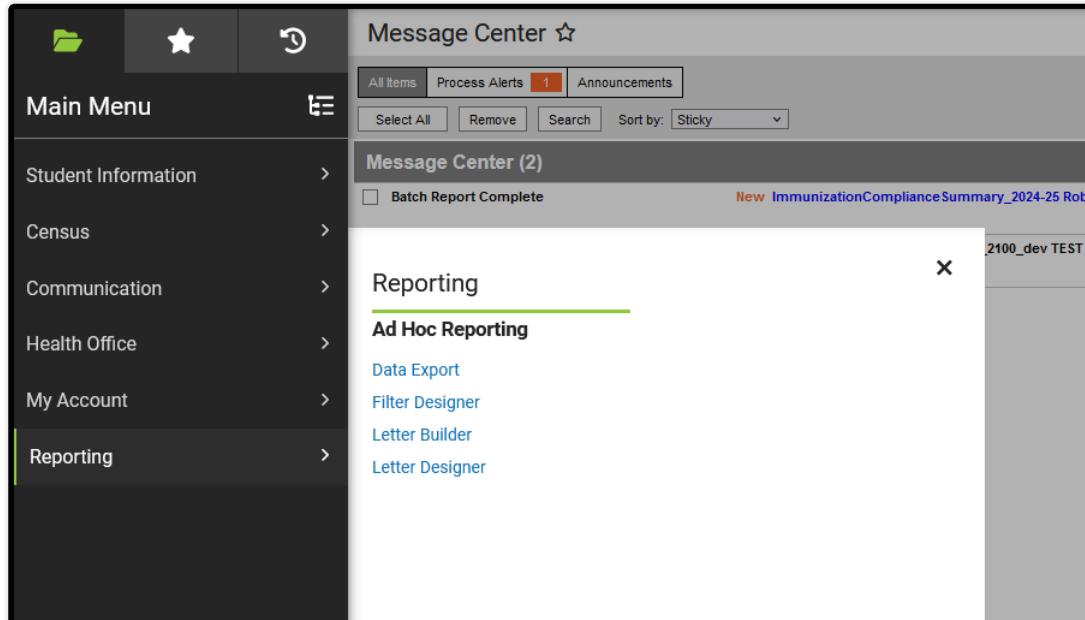
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Tool	Read	Write	Add	Delete
<b>Annual Immunization Report</b>	X			
<b>Archived Health Visits Report</b>	X			
<b>Day Tolerance Report</b>	X			
<b>Generate Immunization Extract</b>	X			
<b>Health Conditions Alert Report</b>	X			
<b>Health Condition Summary Report</b>	X			
<b>Health Office Visit Report</b>	X			
<b>Health Screenings Compliance Report</b>	X			
<b>Immunization Batch Report</b>	X			
<b>Immunization Compliance Summary Report</b>	X			
<b>Immunizations Report</b>	X			

Tool	Read	Write	Add	Delete
Medication Summary Report	X			

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## Reporting



The screenshot shows the Infinite Campus software interface. On the left is a 'Main Menu' sidebar with icons for file, star, and refresh. The menu items are: Student Information, Census, Communication, Health Office, My Account, and Reporting. The 'Reporting' item is currently selected, indicated by a green vertical bar on the left and a blue underline on the menu text. To the right of the sidebar is a 'Message Center' window. At the top of this window are buttons for 'All Items', 'Process Alerts' (with a count of 1), and 'Announcements'. Below these are buttons for 'Select All', 'Remove', 'Search', and 'Sort by: Sticky'. The main content area of the message center is titled 'Message Center (2)' and shows a single item: 'Batch Report Complete' (New ImmunizationComplianceSummary\_2024-25 Rob...). Below the message center is a 'Reporting' section with a sub-section 'Ad Hoc Reporting' containing links for 'Data Export', 'Filter Designer', 'Letter Builder', and 'Letter Designer'. A small 'X' icon is in the top right corner of the reporting section.

*Health Office Administrator Access for Reporting*

## Ad hoc Reporting

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Data Export</b>	X	X	X	X
Data Warehouse: Allow live data as source	X	X	X	X
<b>Filter Designer</b>	X	X	X	X
Data Warehouse: Allow live 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	
State Owned Filters	X	X	X	

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

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## Additional Access Rights

### General

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

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

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