

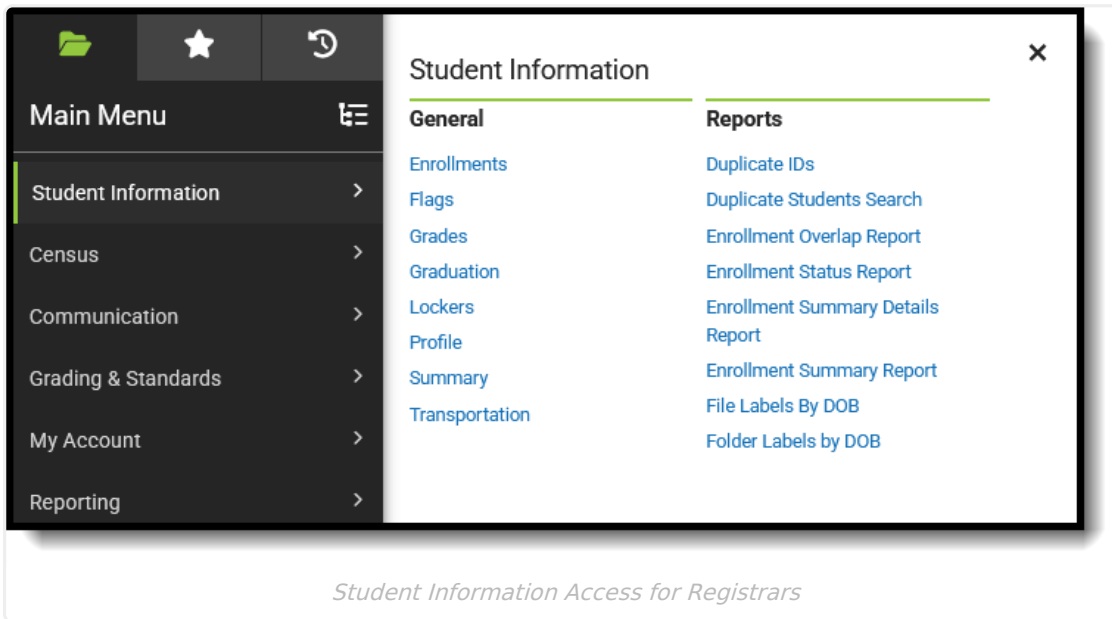
Registrars User Group

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

The following are suggested tool rights for Registrars. Your registrars may require more 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](#) | [Student Information Reports](#)



General

► [Click here to expand...](#)

| Tool | Read | Write | Add | Delete |
|--------------------------------|------|-------|-----|--------|
| Enrollments | X | X | X | X |
| General Enrollment Information | X | X | | |
| School of Accountability | X | | | |
| Future Enrollment | X | X | | |
| Enrollment History | X | X | X | X |
| Flags | X | X | X | X |
| Contact Flags | X | | | |
| State Reporting | X | | | |

| Tool | Read | Write | Add | Delete |
|-------------------------------|------|-------|-----|--------|
| Special Ed | X | X | X | 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 | | |
| 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 | | | |
| Student Locator Wizard | X | X | X | |
| Summary | X | | | |
| GUID | X | | | |
| Print Picture | X | | | |
| State ID | X | | | |
| Ed-Fi ID | X | | | |
| Transportation | X | X | X | X |

Student Information Reports

► [Click here to expand...](#)

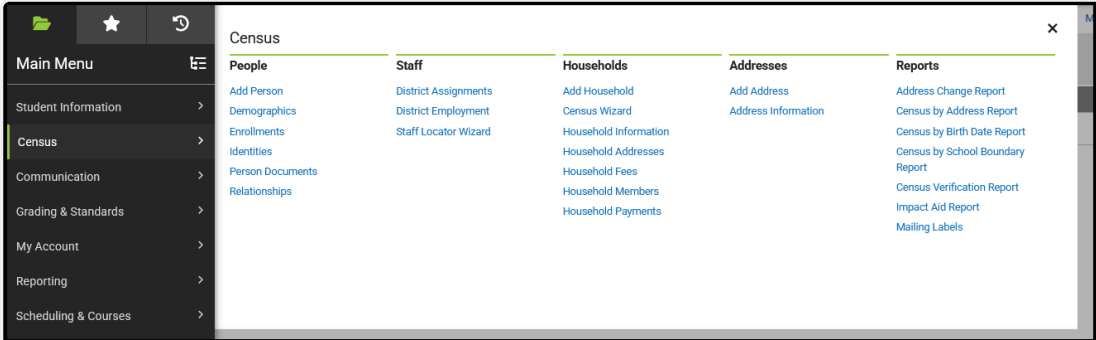
| Tool | Read | Write | Add | Delete |
|--|------|-------|-----|--------|
| Duplicate IDs | X | | | |
| Duplicate Student Search | X | | | |
| Enrollment Overlap Report | X | | | |
| Enrollment Status Report | X | | | |
| Enrollment Summary Detail Reports | X | | | |
| Enrollment Summary Report | X | | | |
| File Labels by DOB | X | | | |
| Folder Labels by DOB | X | | | |

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Census

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

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



Census Access for Registrars

People

► [Click here to expand...](#)

| Tool | Read | Write | Add | Delete |
|---------------------|------|-------|-----|--------|
| Add Person | X | X | X | |
| Demographics | X | X | X | |
| Staff State ID | X | X | X | |
| GUID | X | | | |

| Tool | Read | Write | Add | Delete |
|--------------------------------|------|-------|-----|--------|
| Student State ID | X | X | X | |
| Modify Local Staff Number | X | | | |
| Modify Local Student Number | X | | | |
| Ed-Fi ID | X | X | X | |
| View Staff Birth Date & Age | X | | | |
| Enrollments | X | X | X | X |
| General Enrollment Information | X | X | | |
| School of Accountability | X | | | |
| State Reporting | X | X | | |
| Homeless | X | | | |
| Meal Status | X | | | |
| Migrant | X | | | |
| Ward of State | X | | | |
| Special Ed | X | X | | |
| Service Hours | X | | | |
| Service Hrs Percent Reported | X | | | |
| Enrollment History | X | X | X | X |
| Future Enrollment | X | X | | |
| Identities | X | X | X | X |
| Legal Name & Gender | X | X | X | X |
| Person Documents | 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 | |

| Tool | Read | Write | Add | Delete |
|-----------------------------|------|-------|-----|--------|
| District Staff | X | X | X | |
| Staff Locator Wizard | X | 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 |

Census Reports

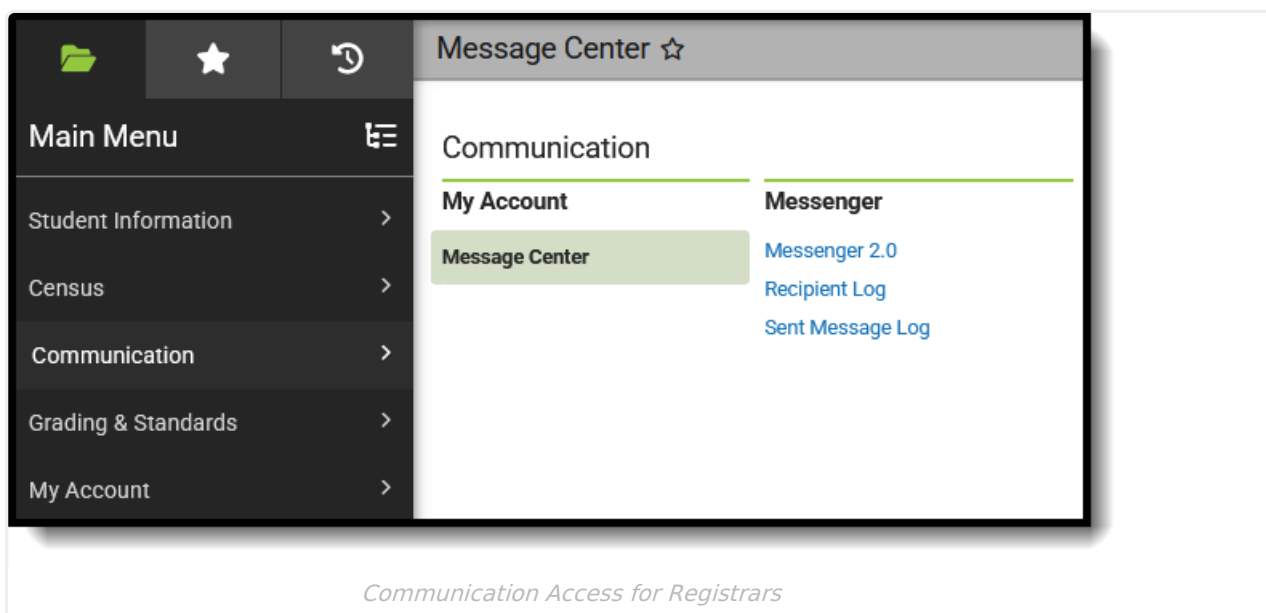
► [Click here to expand...](#)

| Tool | Read | Write | Add | Delete |
|------------------------------|------|-------|-----|--------|
| Address Change Report | X | | | |

| Tool | Read | Write | Add | Delete |
|----------------------------------|------|-------|-----|--------|
| Census by Address Report | X | | | |
| Census by Birth Date Report | X | | | |
| Census by School Boundary Report | X | | | |
| Census Verification Report | X | | | |
| Impact Aid Report | X | | | |
| Mailing Labels | X | | | |

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Communication



The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a 'Main Menu' and several options: Student Information, Census, Communication, Grading & Standards, and My Account. The 'Communication' option is highlighted. On the right, the 'Message Center' is open, showing a 'Communication' section with 'My Account' and 'Message Center' (highlighted). To the right of this are links for 'Messenger', 'Messenger 2.0', 'Recipient Log', and 'Sent Message Log'. Below the screenshot, the text 'Communication Access for Registrars' is displayed.

Messenger

► [Click here to expand...](#)

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

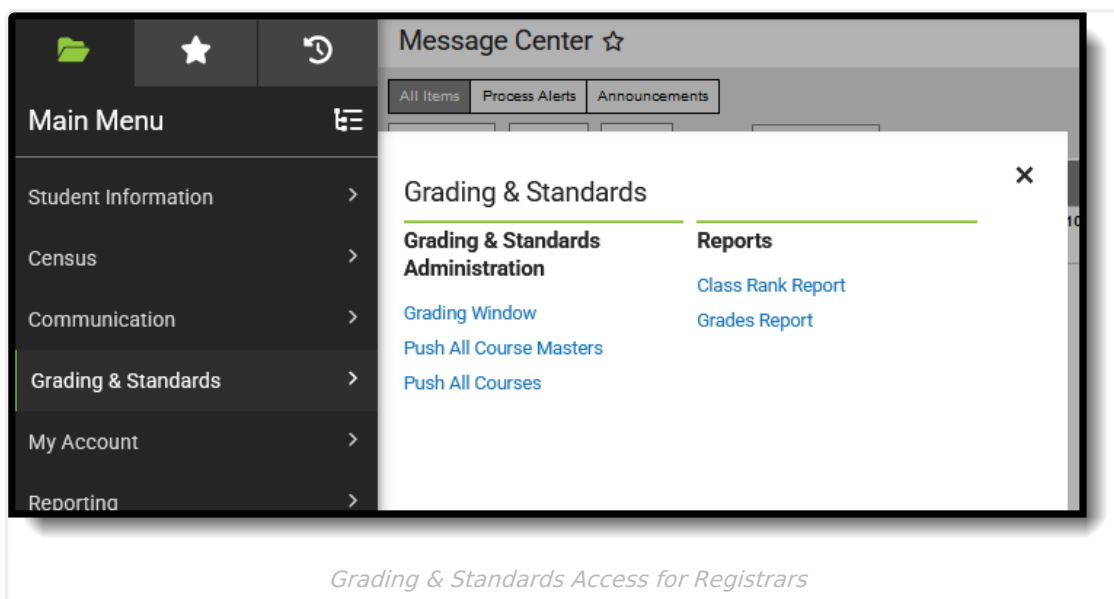
| Tool | All | Read | Write | Add | Delete |
|----------------------------------|-----|------|-------|-----|--------|
| Messenger 2.0 | X | | | | |
| View/Edit All Scheduled Messages | X | | | | |
| Roll User Group Templates | X | | | | |
| Delivery Modes | X | | | | |

| Tool | All | Read | Write | Add | Delete |
|-------------------------|-----|------|-------|-----|--------|
| 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 | |
| Recipient Campus Fields | | X | X | X | |
| Sent Message Log | | X | X | X | |

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Grading & Standards

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



The screenshot displays the Infinite Campus user interface. On the left is a dark sidebar with a 'Main Menu' containing items like 'Student Information', 'Census', 'Communication', 'Grading & Standards' (highlighted), 'My Account', and 'Reporting'. The main content area shows the 'Message Center' with tabs for 'All Items', 'Process Alerts', and 'Announcements'. A dropdown menu for 'Grading & Standards' is open, showing two columns: 'Grading & Standards Administration' with links for 'Grading Window', 'Push All Course Masters', and 'Push All Courses'; and 'Reports' with links for 'Class Rank Report' and 'Grades Report'. At the bottom of the page, a light gray banner reads 'Grading & Standards Access for Registrars'.

Grading & Standards Administration

► [Click here to expand...](#)

| Tool | Read | Write | Add | Delete |
|--------------------------------|------|-------|-----|--------|
| Grading Window | X | X | X | X |
| Grading Window Notifications | X | | | |
| Push All Course Masters | X | | | |
| Push All Courses | X | | | |

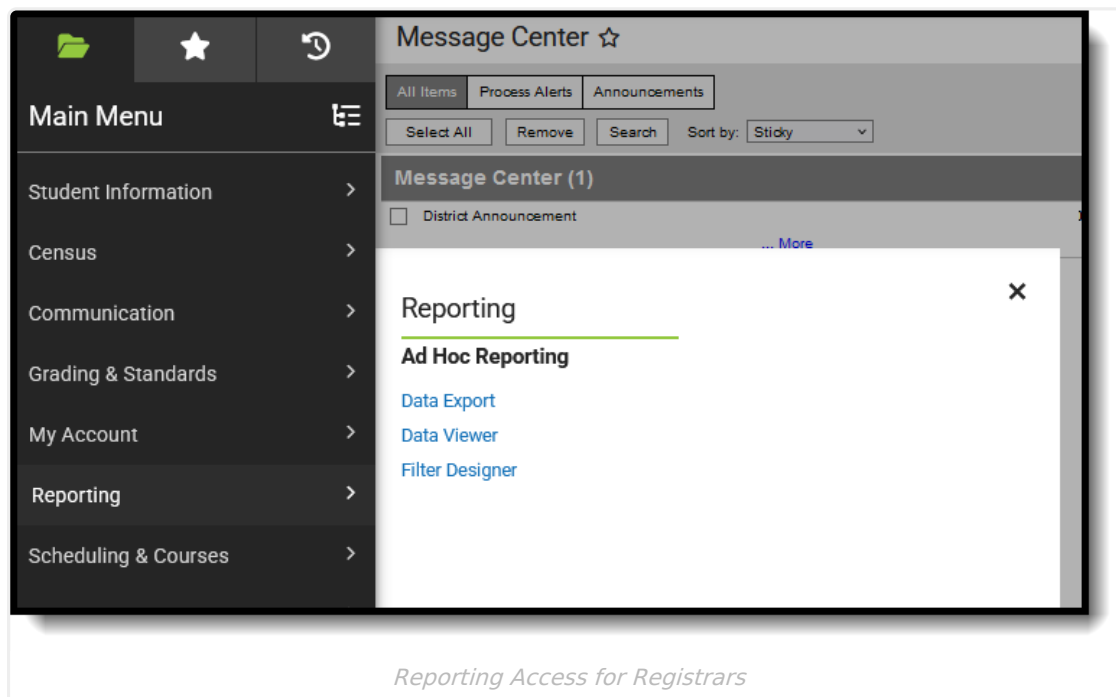
Grading & Standards Reports

► [Click here to expand...](#)

| Tool | Read | Write | Add | Delete |
|---------------------------|------|-------|-----|--------|
| Class Ranke Report | X | | | |
| Grades Report | X | | | |

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Reporting



The screenshot shows the Infinite Campus user interface. On the left is a dark sidebar with a 'Main Menu' containing items like Student Information, Census, Communication, Grading & Standards, My Account, Reporting, and Scheduling & Courses. The 'Reporting' item is highlighted. On the right, a 'Message Center' panel is visible with tabs for 'All Items', 'Process Alerts', and 'Announcements'. Below these, there's a 'Message Center (1)' section with a 'District Announcement' checkbox. A modal window titled 'Reporting' is open, showing a sub-menu for 'Ad Hoc Reporting' with links for 'Data Export', 'Data Viewer', and 'Filter Designer'. At the bottom of the interface, the text 'Reporting Access for Registrars' is displayed.

Ad hoc Reporting

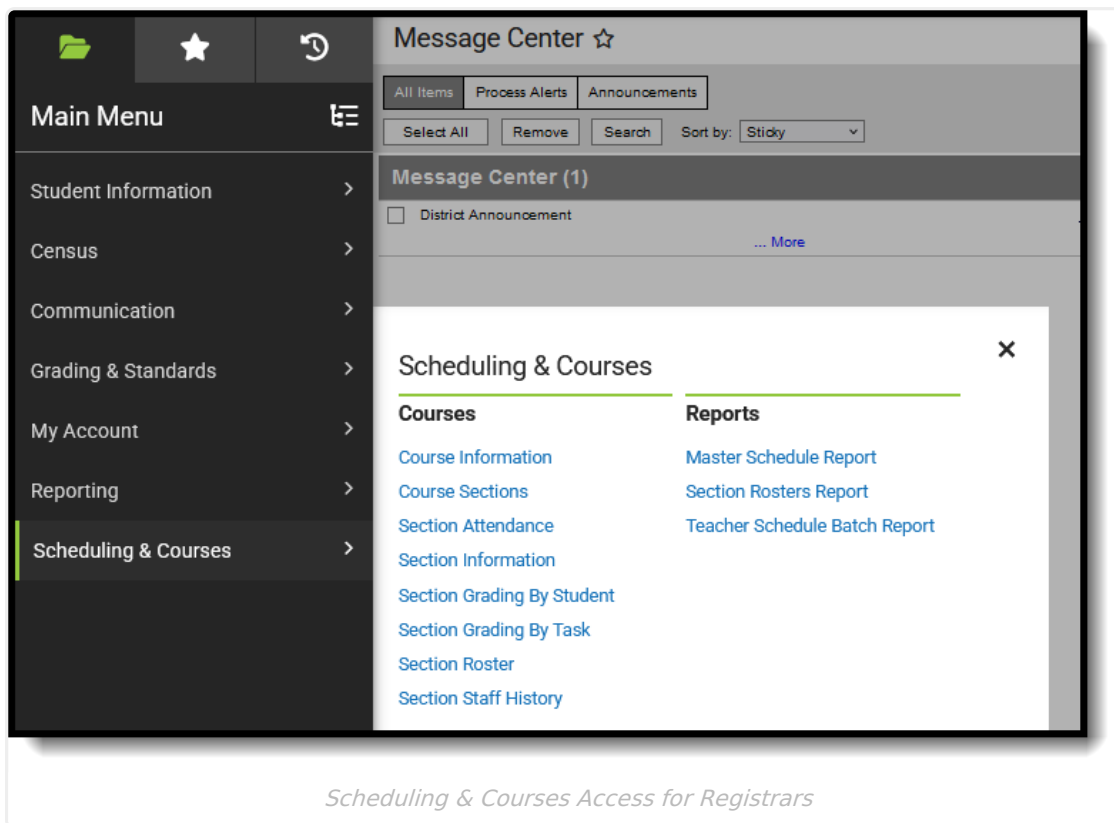
► [Click here to expand...](#)

| 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 | | |
| Data Warehouse: Allow list data as source | X | | | |
| Pass-through SQL Filters | X | X | | |
| Query Wizard Filters | X | X | | |
| Selection Editor Filters | X | X | | |
| User Group Filters | X | X | | |
| State Owned Filters | X | | | |
| Export Filters | X | X | | |

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Scheduling & Courses

[Courses](#) | [Scheduling & Courses Reports](#)



Courses

► [Click here to expand...](#)

| Tool | Read | Write | Add | Delete |
|-----------------------------------|------|-------|-----|--------|
| Course Information | X | X | | |
| Push to Section | X | X | | |
| Course Sections | X | X | X | X |
| Section Attendance | 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 Roster | X | X | X | X |
| View IEP/Plan Icons | X | X | X | X |
| Section Staff History | X | X | X | X |

Scheduling & Courses Reports

► [Click here to expand...](#)

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

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