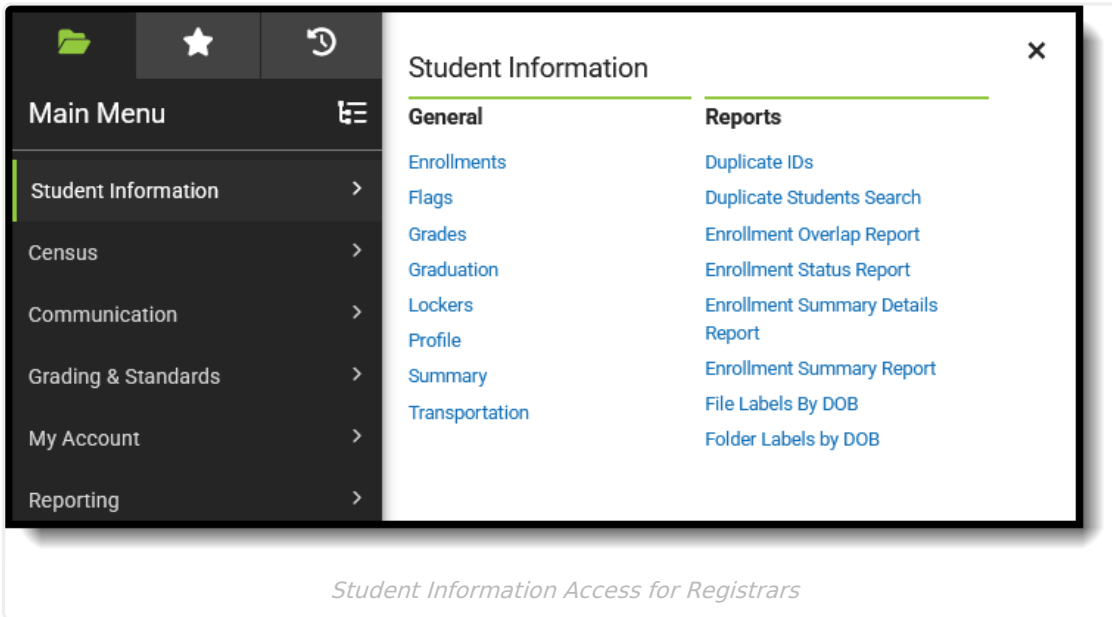


# Registrars User Group

Last Modified on 03/28/2025 1:49 pm CDT

The following are suggested tool rights for Registrars. Your registrars 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



## General

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Enrollments</b>	X	X	X	X
General Enrollment Information	X	X		
School of Accountability	X			
Future Enrollment	X	X		
Enrollment History	X	X	X	X
<b>Flags</b>	X	X	X	X
Contact Flags	X			
State Reporting	X			
Special Ed	X	X	X	X

Tool	Read	Write	Add	Delete
<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		
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>Student Locator Wizard</b>	X	X	X	
<b>Summary</b>	X			
GUID	X			
Print Picture	X			
State ID	X			
Ed-Fi ID	X			
<b>Transportation</b>	X	X	X	X

## Student Information Reports

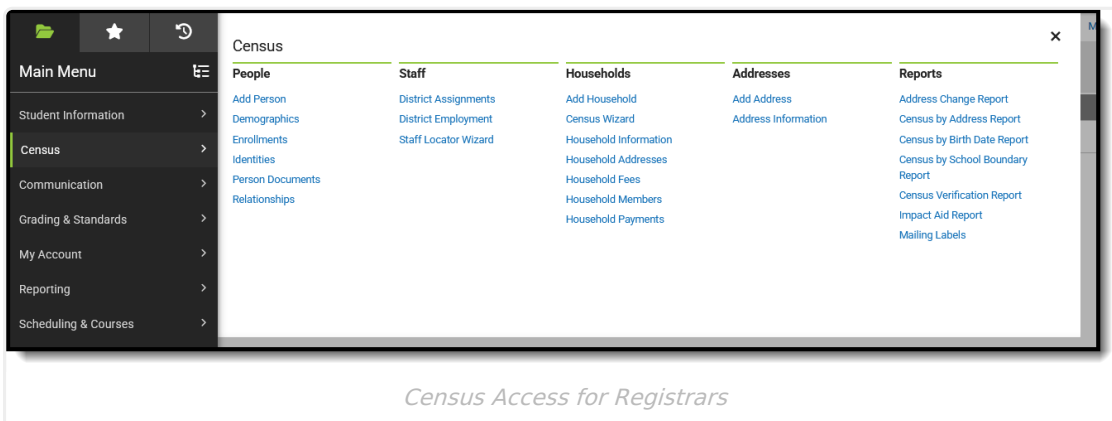
▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Duplicate IDs</b>	X			
<b>Duplicate Student Search</b>	X			
<b>Enrollment Overlap Report</b>	X			
<b>Enrollment Status Report</b>	X			
<b>Enrollment Summary Detail Reports</b>	X			
<b>Enrollment Summary Report</b>	X			
<b>File Labels by DOB</b>	X			
<b>Folder Labels by DOB</b>	X			

[^ Back to Top](#)

## Census

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
<b>Add Person</b>	X	X	X	
<b>Demographics</b>	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			
<b>Enrollments</b>	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		
<b>Identities</b>	X	X	X	X
Legal Name & Gender	X	X	X	X
<b>Person Documents</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	

Tool	Read	Write	Add	Delete
District Staff	X	X	X	
<b>Staff Locator Wizard</b>	X	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

## Census Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
------	------	-------	-----	--------

Tool	Read	Write	Add	Delete
Address Change Report	X			
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			

[^ Back to Top](#)

## Communication

*Communication Access for Registrars*

## 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				

Tool	All	Read	Write	Add	Delete
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	
Recipient Campus Fields		X	X	X	
<b>Sent Message Log</b>		X	X	X	

[^ Back to Top](#)

## Grading & Standards

*Grading & Standards Access for Registrars*

# Grading & Standards Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Grading Window</b>	X	X	X	X
Grading Window Notifications	X			
<b>Push All Course Masters</b>	X			
<b>Push All Courses</b>	X			

# Grading & Standards Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Class Ranke Report</b>	X			
<b>Grades Report</b>	X			

[^ Back to Top](#)

# Reporting

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, My Account, Reporting, and Scheduling & Courses. The 'Reporting' item is highlighted. The main content area shows a 'Message Center' with a notification for 'Reporting' under 'Ad Hoc Reporting', which includes links for 'Data Export', 'Data Viewer', and 'Filter Designer'. Below the screenshot, the text 'Reporting Access for Registrars' is displayed.



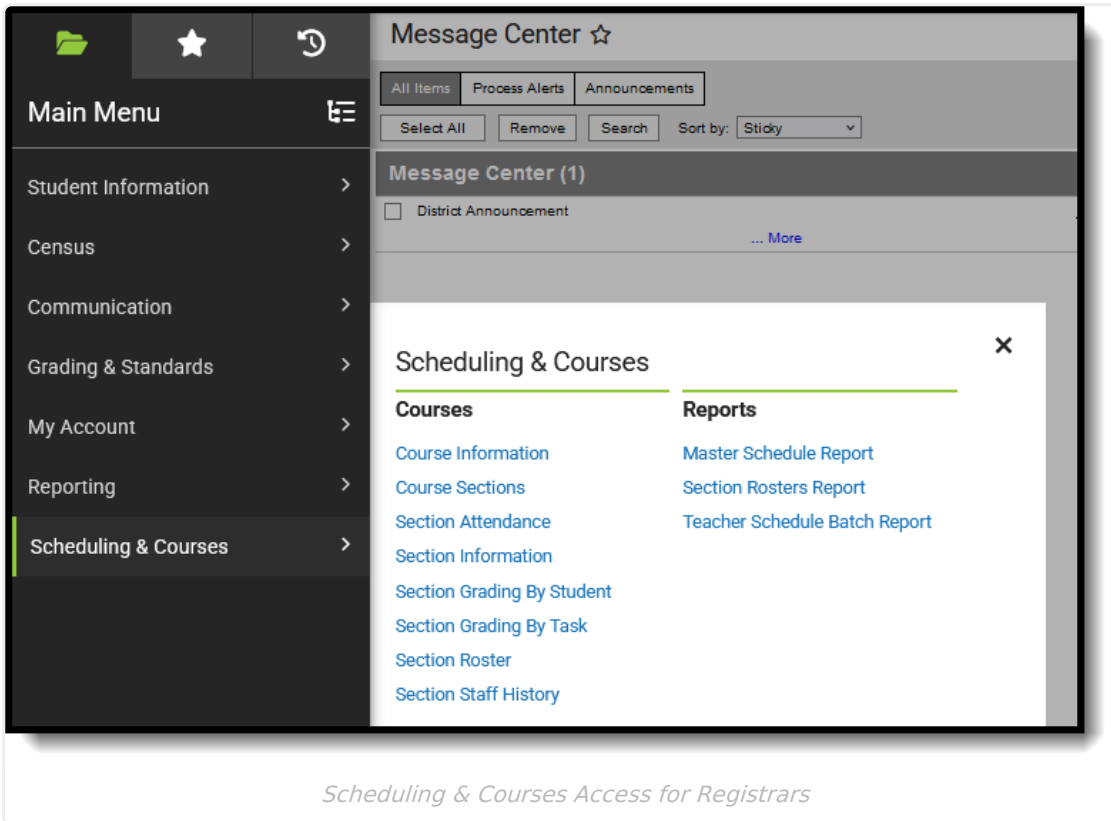
# Ad hoc Reporting

▶ [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		
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		

[^ Back to Top](#)

# Scheduling & Courses



*Scheduling & Courses Access for Registrars*

## Courses

▶ [Click here to expand...](#)

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

## Scheduling & Courses Reports

▶ [Click here to expand...](#)

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

[^ Back to Top](#)

# Additional Access Rights

## General

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

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

[^ Back to Top](#)