

# Registrars User Group

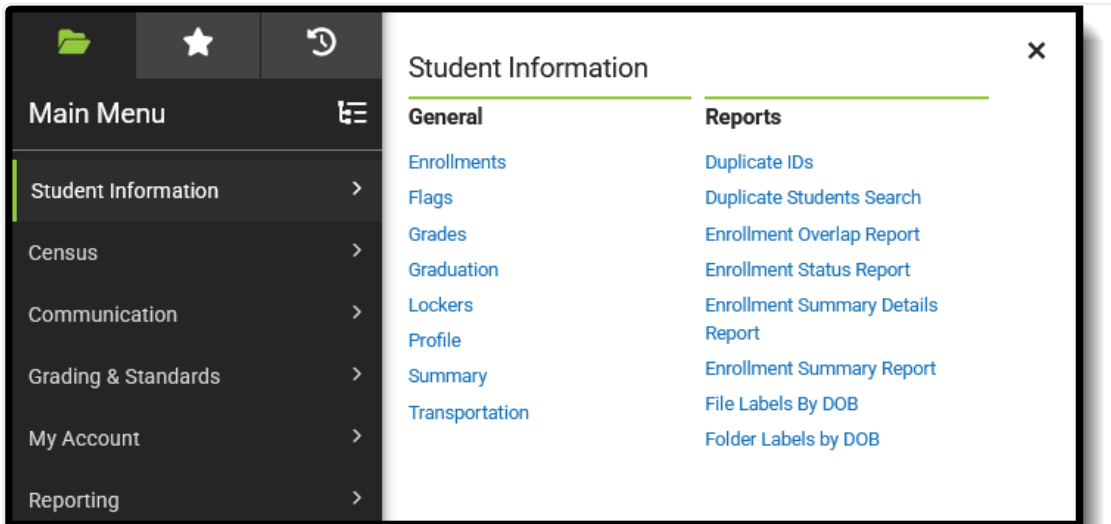
Last Modified on 01/16/2025 2:11 pm CST

[Student Information](#) | [Census](#) | [Communication](#) | [Grading & Standards](#) | [Reporting](#) | [Scheduling & Courses](#) | [Additional Access Rights](#)

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.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

## Student Information



*Student Information Access for Registrars*

## 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			

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

Tool	Read	Write	Add	Delete
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>Duplicat 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			

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## 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			
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	
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
<b>Address Change Report</b>	X			
<b>Census by Address Report</b>	X			
<b>Census by Birth Date Report</b>	X			
<b>Census by School Boundary Report</b>	X			
<b>Census Verification Report</b>	X			
<b>Impact Aid Report</b>	X			
<b>Mailing Labels</b>	X			

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## Communication

*Communication Access for Registrars*

## Messenger

▶ [Click here to expand...](#)

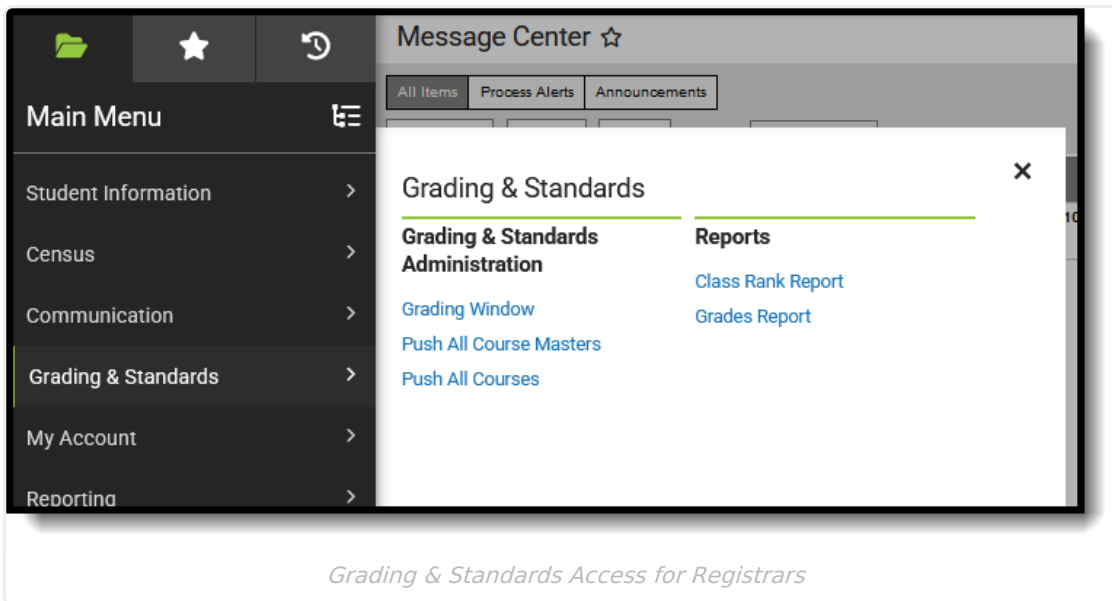
For the following tool rights, ALL is the only selection available.

Tool	All	Read	Write	Add	Delete
<b>Messenger 2.0</b>	X				
View/Edit All Scheduled Messages	X				

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

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## Grading & Standards



## 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

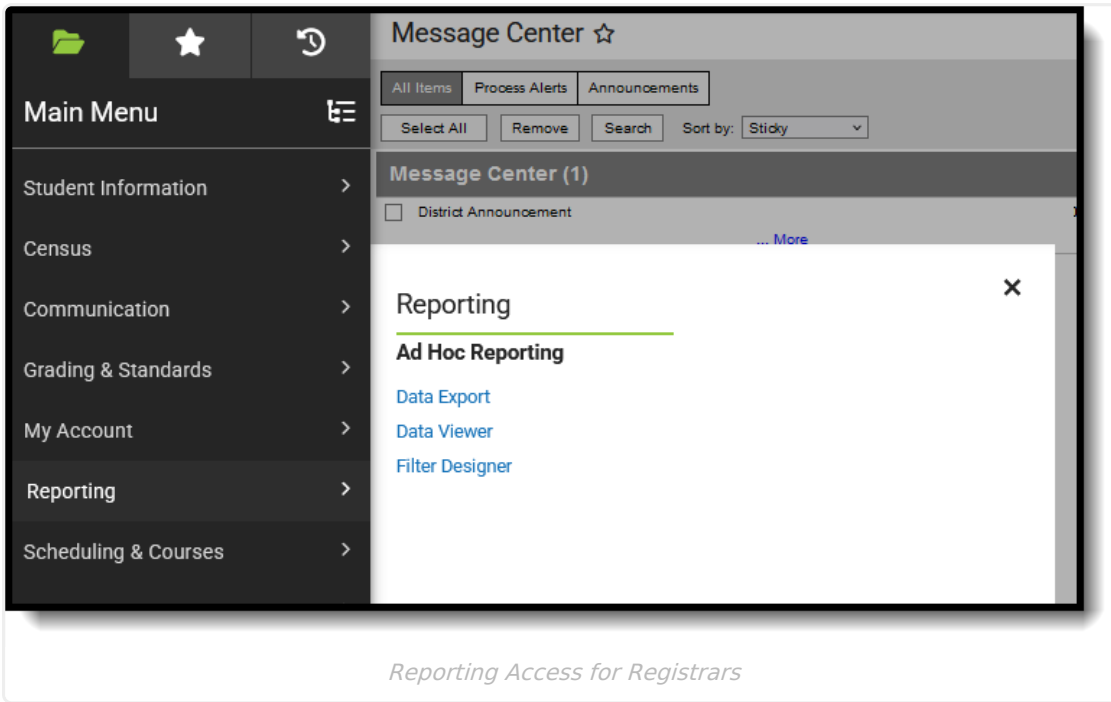
▶ [Click here to expand...](#)

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

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## Reporting





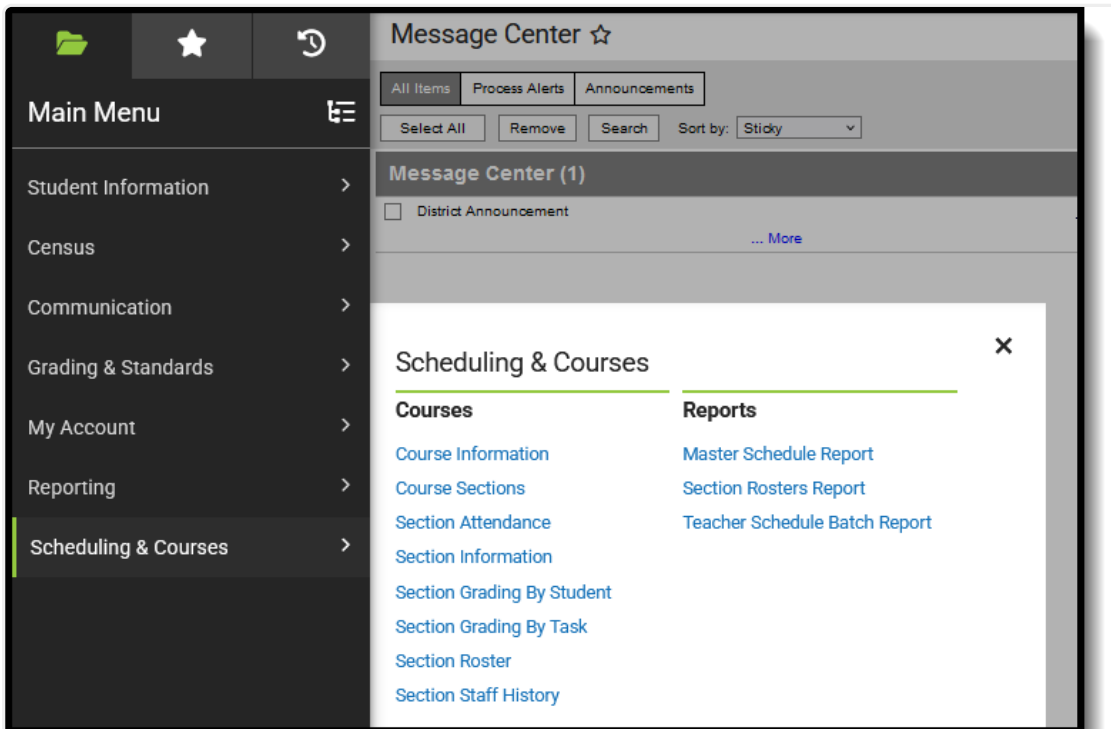
## Ad hoc Reporting

▶ [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		

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# 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			

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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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