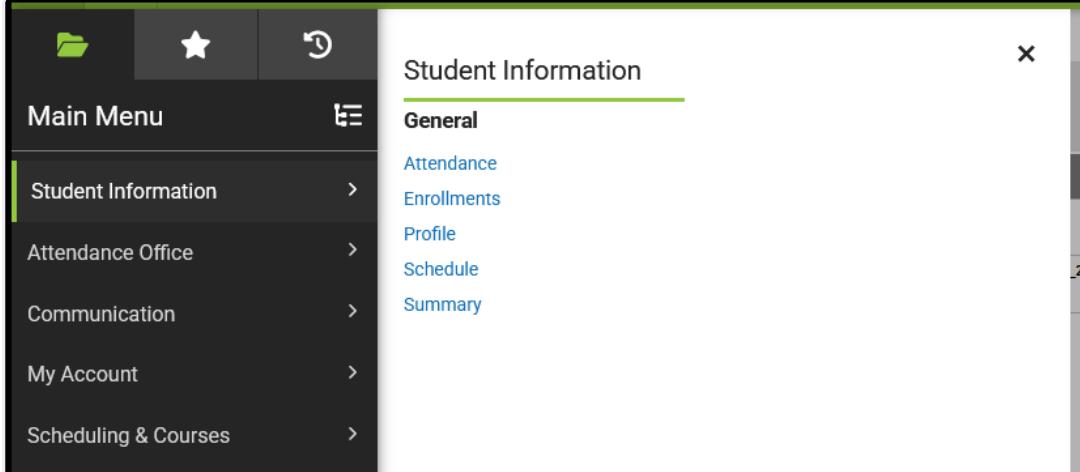


Attendance Clerks User Group

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

The following are suggested tool rights for attendance clerks. Your staff 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



Student Information Access for Attendance Clerks

General

▶ [Click here to expand...](#)

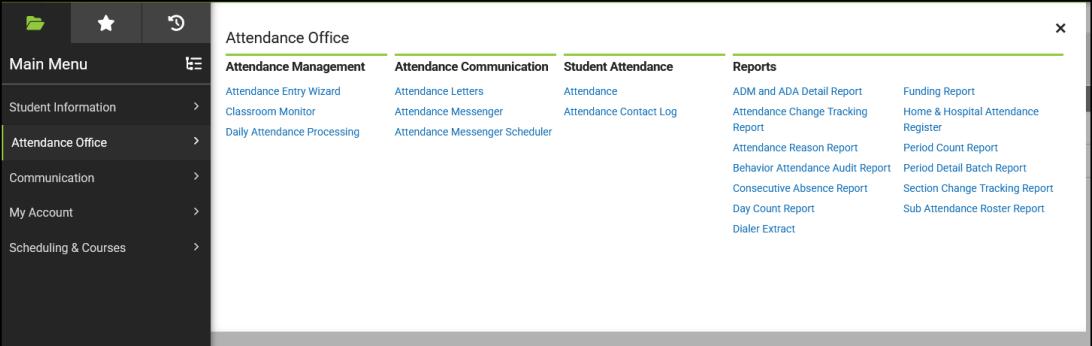
Tool	Read	Write	Add	Delete
Attendance	X	X	X	X
Additional Enrollment Attendance	X			
Chronic Absenteeism Information	X			
Enrollments	X			
General Enrollment Information	X			
Future Enrollment	X			
Profile	X			
Attendance	X			
Schedule	X			
Summary	X			

Tool	Read	Write	Add	Delete
State ID	X			

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Attendance Office

[Attendance Management](#) | [Attendance Communication](#) | [Student Attendance](#) | [Reports](#)



Attendance Office Access for Attendance Clerks

Attendance Management

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance Entry Wizard	X	X		
Classroom Monitor	X	X		
Daily Attendance Processing	X			
State ID	X			

Attendance Communication

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance Letters	X	X	X	X
User Group Formats	X	X	X	X
Attendance Messenger	X	X	X	X
User Group Formats	X	X	X	X

Tool	Read	Write	Add	Delete
Attendance Messenger Scheduler	X	X	X	X

Student Attendance

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance	X	X	X	X
Additional Enrollment Attendance	X			
Chronic Absenteeism Information	X			
Attendance Contact Log	X	X	X	X
Access to Records Created by Other Users	X			

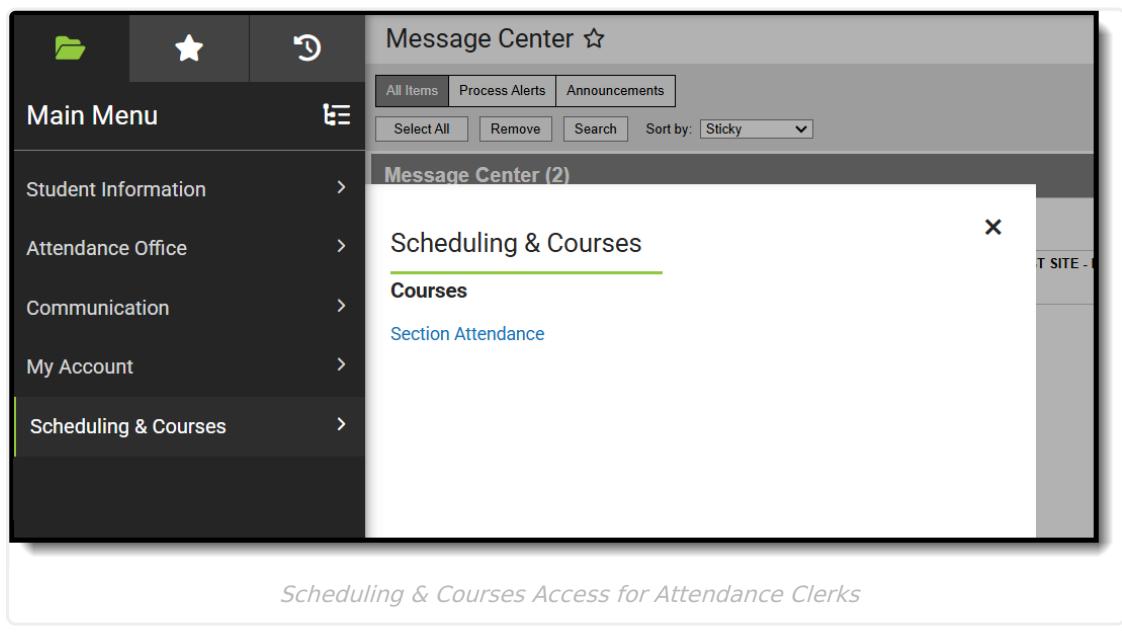
Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
ADM and ADA Detail Report	X			
Attendance Change Tracking Report	X			
Attendance Reason Report	X			
Behavior Attendance Audit Report	X			
Consecutive Absence Report	X			
Day Count Report	X			
Dialer Extract	X			
Funding Report	X			
Home & Hospital Attendance Register	X			
Period Count Report	X			
Period Detail Batch Report	X			
Section Change Tracking Report	X			
Sub Attendance Roster Report	X			

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Scheduling & Courses



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, Attendance Office, Communication, My Account, and Scheduling & Courses (which is currently selected). To the right is a 'Message Center' window titled 'Message Center ☆'. It has tabs for 'All Items', 'Process Alerts', and 'Announcements'. Below the tabs are buttons for 'Select All', 'Remove', 'Search', and 'Sort by: Sticky'. A list titled 'Message Center (2)' contains 'Scheduling & Courses' and 'Courses'. Below this is 'Section Attendance'. At the bottom of the message center is a note: 'Scheduling & Courses Access for Attendance Clerks'.

Courses

► Click here to expand...

Tool	Read	Write	Add	Delete
Section Attendance	X	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