

Attendance Clerks User Group

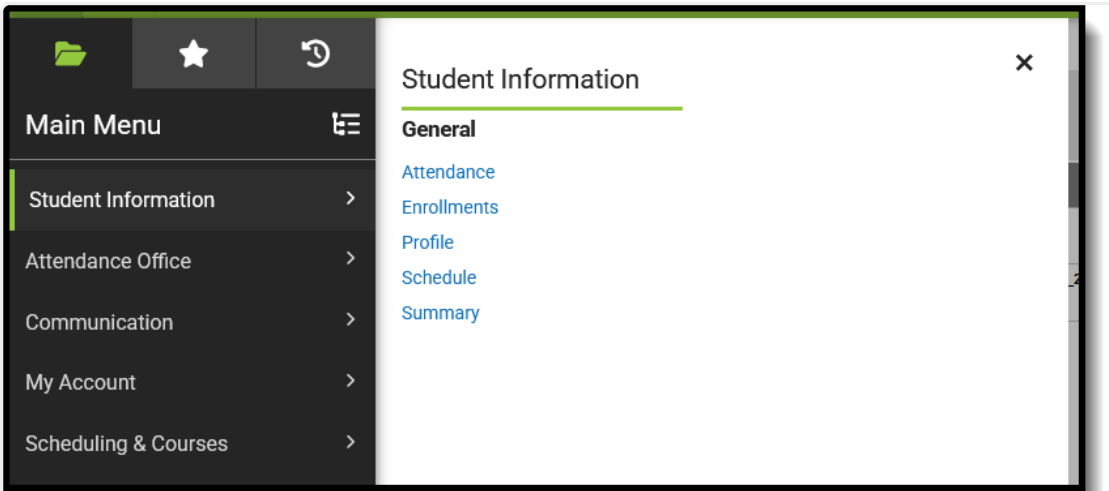
Last Modified on 01/23/2025 11:30 am CST

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The following are suggested tool rights for attendance clerks. Your attendance clerks 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 Attendance Clerks

General

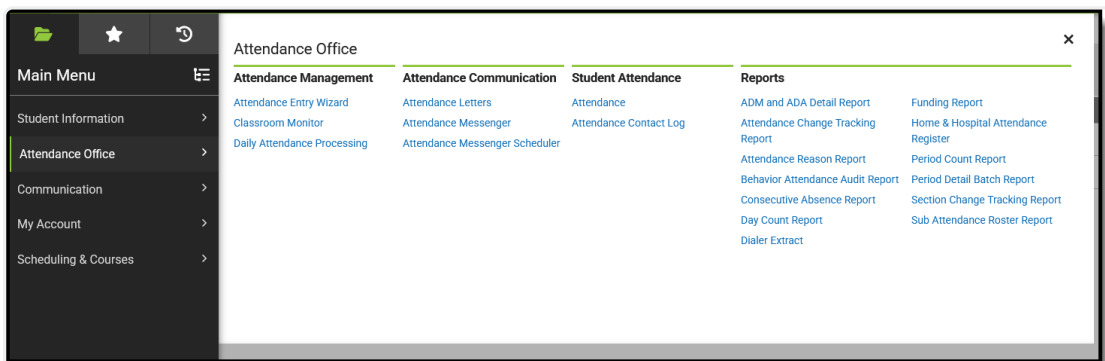
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Tool	Read	Write	Add	Delete
Attendance	X	X	X	X
Additional Enrollment Attendance	X			
Chronic Absenteeism Information	X			
Enrollments	X			
General Enrollment Information	X			

Tool	Read	Write	Add	Delete
Future Enrollment	X			
Profile	X			
Attendance	X			
Schedule	X			
Summary	X			
State ID	X			

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Attendance Office



Attendance Office Access for Attendance Clerks

Attendance Management

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

Attendance Communication

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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
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

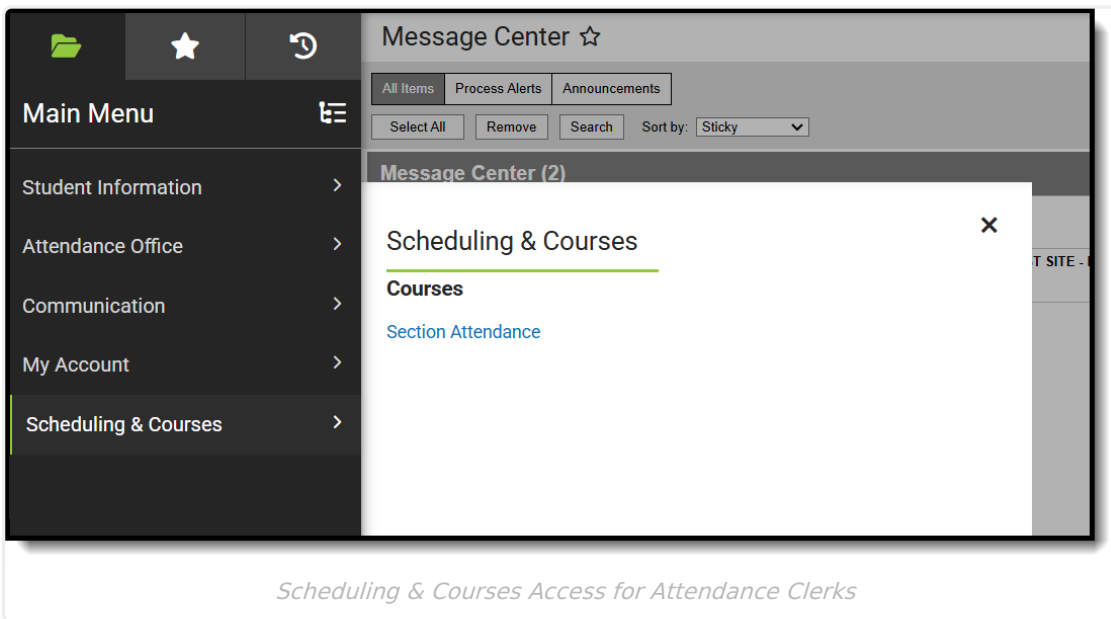
▶ [Click here to expand...](#)

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			

Tool	Read	Write	Add	Delete
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



Courses

[▶ Click here to expand...](#)

Tool	Read	Write	Add	Delete
Section Attendance	X	X	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
