

# **Attendance Clerks User Group**

Last Modified on 06/23/2025 12:15 pm CDT

#### Student Information | Attendance Office | Scheduling & Courses | Additional Access Rights

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.

# **Student Information**

| ► ★<br>Main Menu     | ت<br>1  | Student Information × General            |
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| Student Information  | >       | Attendance Enrollments                   |
| Attendance Office    | >       | Profile<br>Schedule                      |
| Communication        | >       | Summary                                  |
| My Account           | >       |  |
| Scheduling & Courses | >       |  |
|                      | Studant | Information Access for Attendance Clerks |

## General

Click here to expand...

| ΤοοΙ                             | Read | Write | Add | Delete |
|----------------------------------|------|-------|-----|--------|
| Attendance                       | Х    | Х     | Х   | Х      |
| Additional Enrollment Attendance | Х    |       |     |        |
| Chronic Absenteeism Information  | Х    |       |     |        |
| Enrollments                      | Х    |       |     |        |
| General Enrollment Information   | Х    |       |     |        |
| Future Enrollment                | Х    |       |     |        |
| Profile                          | Х    |       |     |        |
| Attendance                       | Х    |       |     |        |
| Schedule                         | Х    |       |     |        |

| Inf | inite<br>Campus |      |       |     |        |
|-----|-----------------|------|-------|-----|--------|
|     | ΤοοΙ            | Read | Write | Add | Delete |
|     | Summary         | Х    |       |     |        |
|     | State ID        | Х    |       |     |        |

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# **Attendance Office**

| lain Menu   | Attendance Management   | Attendance Communication   | Student Attendance                   | Reports   |   |
|---|---|--|--------------------------------------|---|---|
| udent Information<br>ttendance Office<br>ommunication<br>y Account<br>cheduling & Courses | Attendance Entry Wizard Classroom Monitor Daily Attendance Processing | Attendance Letters<br>Attendance Messenger<br>Attendance Messenger Scheduler | Attendance<br>Attendance Contact Log | ADM and ADA Detail Report<br>Attendance Change Tracking<br>Report<br>Attendance Reason Report<br>Behavior Attendance Audit Report<br>Consecutive Absence Report<br>Day Count Report<br>Dialer Extract | Funding Report<br>Home & Hospital Attendance<br>Register<br>Period Count Report<br>Period Detail Batch Report<br>Section Change Tracking Report<br>Sub Attendance Roster Report |

### **Attendance Management**

#### Click here to expand...

| ΤοοΙ                        | Read | Write | Add | Delete |
|-----------------------------|------|-------|-----|--------|
| Attendance Entry Wizard     | Х    | Х     |     |        |
| Classroom Monitor           | Х    | Х     |     |        |
| Daily Attendance Processing | Х    |       |     |        |
| State ID                    | Х    |       |     |        |

#### **Attendance Communication**

Click here to expand...

| ΤοοΙ                 | Read | Write | Add | Delete |
|----------------------|------|-------|-----|--------|
| Attendance Letters   | Х    | Х     | Х   | Х      |
| User Group Formats   | Х    | Х     | Х   | Х      |
| Attendance Messenger | Х    | Х     | Х   | Х      |
| User Group Formats   | Х    | Х     | Х   | Х      |



| ΤοοΙ                           | Read | Write | Add | Delete |
|--------------------------------|------|-------|-----|--------|
| Attendance Messenger Scheduler | Х    | Х     | Х   | Х      |

## **Student Attendance**

• Click here to expand...

| ΤοοΙ                                     | Read | Write | Add | Delete |
|--|------|-------|-----|--------|
| Attendance                               | Х    | Х     | Х   | Х      |
| Additional Enrollment Attendance         | Х    |       |     |        |
| Chronic Absenteeism Information          | Х    |       |     |        |
| Attendance Contact Log                   | Х    | Х     | Х   | Х      |
| Access to Records Created by Other Users | Х    |       |     |        |

## Reports

Click here to expand...

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

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# **Scheduling & Courses**



### Courses

Click here to expand...

| ΤοοΙ               | Read | Write | Add | Delete |
|--------------------|------|-------|-----|--------|
| Section Attendance | Х    | Х     |     |        |

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# **Additional Access Rights**

## General

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

| ΤοοΙ                    | All |
|-------------------------|-----|
| Allow unfiltered search | Х   |