# Health Office Staff User Group

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

The following are suggested tool rights for Health Office Staff. Depending on their actual job duties, your health office staff may need more or fewer tool rights. Start with this list and modify rights to meet your school's or district's needs.

Student Information

[General](#) | [Health](#)

Student Information Access for Health Office Staff
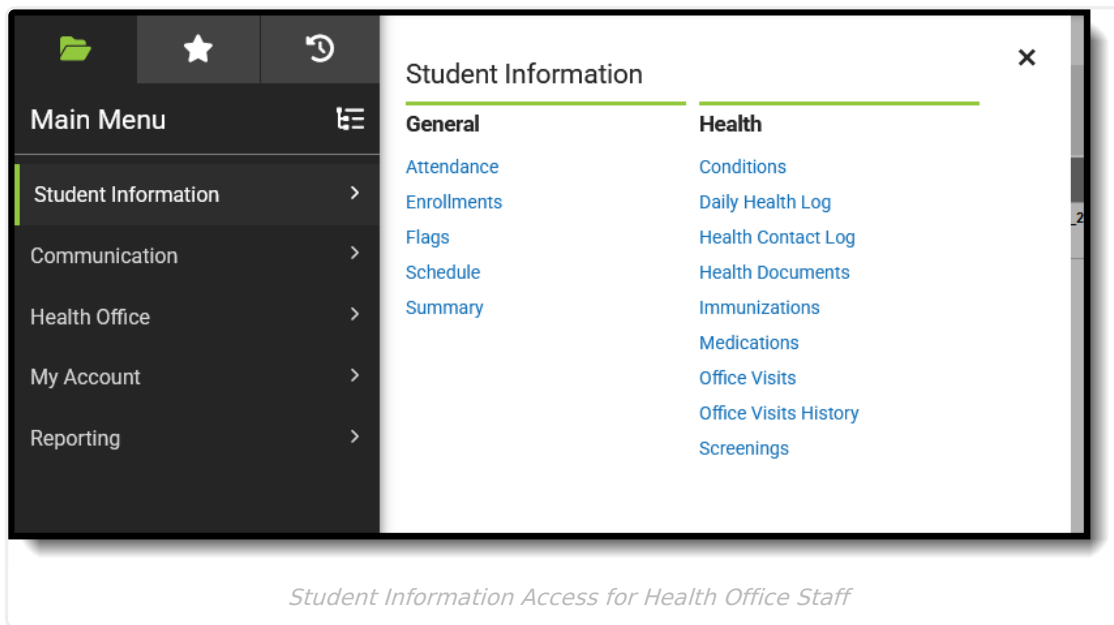
General

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Attendance	X			
Enrollments	X			
General Enrollment Information	X			
School of Accountability	X			
Flags	X			
Contact Flags	X			
Medical Flags	X			
State Reporting	X			

Tool	Read	Write	Add	Delete
Special Ed	X			
Schedule	X			
Additional Enrollment Schedules	X			
Summary	X			
Print Picture	X			

Health

▶ Click here to expand...

When these rights are assigned or removed in Student Information, the same rights in Health Office > Student Health are assigned or removed.

Tool	Read	Write	Add	Delete
Conditions	X	X	X	X
Daily Health Log	X	X	X	X
Health Contact Log	X	X	X	X
Access to Records Created by Other Users	X	X	X	X
Health Documents	X			
Custom Forms	X			
Lock	X			
Unlock	X			
Copy	X			
Document Upload	X			
Lock	X			
Unlock	X			
Immunizations	X	X	X	X
Medications	X	X	X	X
Office Visits	X	X	X	X

Tool	Read	Write	Add	Delete
Locked	X	X	X	X
Office Visits History	X			
Screenings	X	X	X	X

Health Office

[Health Management](#) | [Student Health](#) | [Reports](#)

Health Office Access for Health Office Staff

Health Management

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Health Office Calendar	X	X	X	X

Student Health

▶ Click here to expand...

When these rights are assigned or removed in Health Office, the same rights in Student Information > Health are assigned or removed.

Tool	Read	Write	Add	Delete
Conditions	X	X	X	X
Daily Health Log	X	X	X	X
Health Contact Log	X	X	X	X
Access to Records Created by Other Users	X	X	X	X
Health Documents	X			
Custom Forms	X			
Lock	X			
Unlock	X			
Copy	X			
Document Upload	X			
Lock	X			
Unlock	X			
Immunizations	X	X	X	X
Medications	X	X	X	X
Office Visits	X	X	X	X
Locked	X	X	X	X
Office Visits History	X			
Screenings	X	X	X	X

Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Annual Immunization Report	X			
Archived Health Visits Report	X			
Day Tolerance Report	X			
Generic Immunization Extract	X			
Health Conditions Alert Report	X			
Health Condition Summary Report	X			

Tool	Read	Write	Add	Delete
Health Office Visit Report	X			
Health Screenings Compliance Report	X			
Immunization Batch Report	X			
Immunization Compliance Summary Report	X			
Immunizations Report	X			
Medication Summary Report	X			

Additional Access Rights

General

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

Tool	All
Allow unfiltered search	X