

Section Roster Tool Rights

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Each **Section Roster** displays basic information about all the students on a course section's roster. Print Options allow users to select from a number of different display and student information options when generating a PDF of the roster to print.

See the [Section Roster](#) article to learn how this tool is used.

The screenshot shows the 'Section Roster' interface for '200-1 Second Grade Homeroom' with teacher 'Staff, Ethan'. It features a 'Collapse All' button and a 'Sections' dropdown menu set to '1 Staff, Ethan'. The roster is divided into three sections:

- Active Students: 4**
 - Grade 02: 4, Gender F: 1 | Gender M: 3
 - Table with columns: STUDENT, GRADE, NUMBER, GENDER, START DATE, END DATE, FLA., HEALTH, IEP, PLP, DOCUMENTS, and a 'View' button.
 - Students listed: Student, Jack (M, 104965), Student, Kimberly (F, 106635), Student, Curtis (M, 106846), Student, Paige (M, 106994).
- Incoming Students: 2**
 - Grade 02: 1 | Grade KG: 1, Gender M: 2
 - Table with columns: STUDENT, GRADE, NUMBER, GENDER, START DATE, END DATE, FLA., HEALTH, IEP, PLP, DOCUMENTS, and a 'View' button.
 - Students listed: Student, Joey (M, 104368, Start Date: 11/24/2025), Student, Calvin (M, 241000109, Start Date: 11/24/2025).
- Dropped Students: 1**
 - Grade 02: 1, Gender M: 1
 - Table with columns: STUDENT, GRADE, NUMBER, GENDER, START DATE, END DATE, FLA., HEALTH, IEP, PLP, DOCUMENTS, and a 'View' button.
 - Student listed: Student, Judd (M, 107610, End Date: 11/20/2025).

At the bottom of the interface are 'Edit' and 'Print' buttons. Below the screenshot is the caption 'Section Rosters'.

At a minimum, **Read rights** are required for both **Course Information** and **Section Information** to search for, select courses, and select and view section information, including viewing the roster.

At least **Read** rights to [Requests & Rosters](#) are needed to edit the roster.

Read rights to the [Section Rosters Report](#) are needed to generate a PDF of the section roster.

Read rights to the following related tools are required to view flag details, contact information, modify rosters, and print the Section Roster Report.

- [Student Summary](#): The Student Information side panel provides access to view contact information and utilize the Student Summary tool.

- **Flags:** Users can hover over icons to view details about the flags that have been entered.
- **Health:** Health icons indicate health alerts that have been placed on a student. Additional access is required to view student health information.
- **IEP:** An icon displays for students with a locked IEP. Additional access is required to view an IEP, and the user must be a member of the student's IEP team.
- **PLP Documents:** Personalized Learning Plan documents uploaded for a student. Additional access is required to view PLP documents, and the user must be a member of the student's PLP team.

Available Tool Rights

Subrights are in italics.

R	W	A	D
<ul style="list-style-type: none"> • Access and view a list of active, incoming, and dropped students in the selected section. • Hover over student flags to see a description of the flag. • Click the View button to view additional details about the flag, the student's schedule for the day, and household information. 	N/A	N/A	N/A
<i>View IEP/Plan Icons</i>			

R	W	A	D
<ul style="list-style-type: none"> View the document icons for the IEP and PLP indicators and view details of the flags <p><i>Without these rights, the columns for IEP and PLP do not display on the Section Roster grid or in the Flag detail side panel.</i></p>			

Suggested User Groups

- [Counselors](#)
- [Front Office](#)
- [Principals](#)
- [Registrars](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.