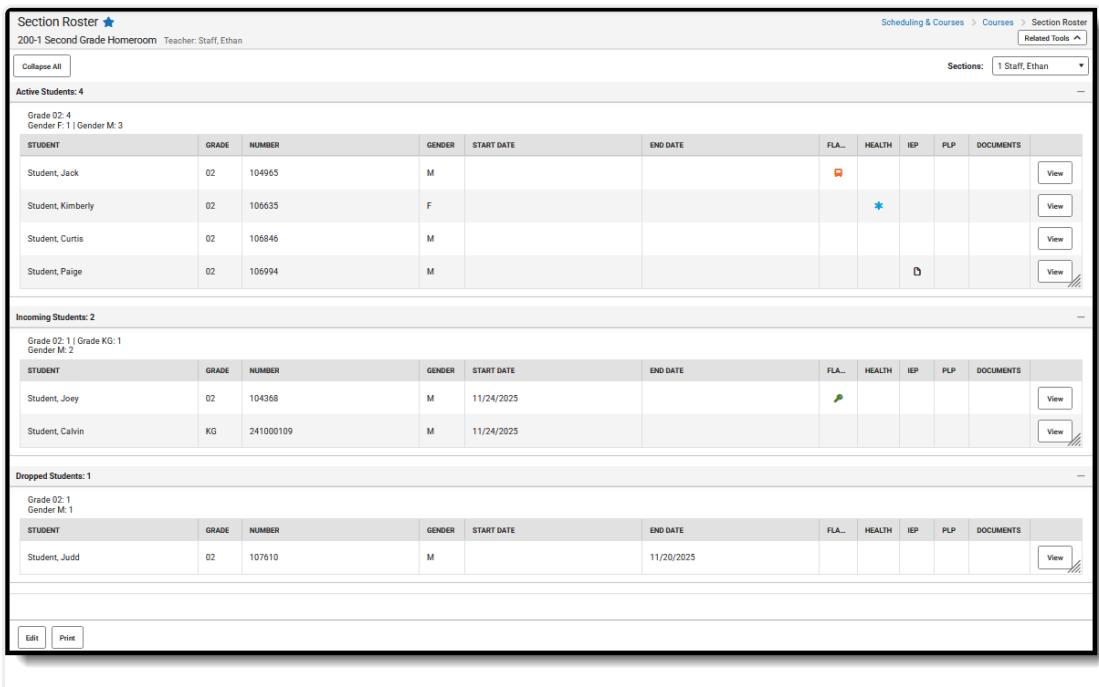


Section Roster Tool Rights

Last Modified on 01/09/2026 9:21 am CST

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' tool interface. At the top, it displays the course section: '200-1 Second Grade Homeroom Teacher: Staff, Ethan'. Below this, there are three main sections: 'Active Students: 4', 'Incoming Students: 2', and 'Dropped Students: 1'. Each section contains a table with columns for STUDENT, GRADE, NUMBER, GENDER, START DATE, END DATE, FLA, HEALTH, IEP, PLP, and DOCUMENTS. Each row in the table includes a 'View' button. At the bottom of the interface are 'Edit' and 'Print' buttons, and the text 'Section Rosters'.

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	FLA	HEALTH	IEP	PLP	DOCUMENTS
Student, Jack	02	104955	M			Red				View
Student, Kimberly	02	106635	F				Blue			View
Student, Curtis	02	106846	M							View
Student, Paige	02	106994	M					Green		View

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	FLA	HEALTH	IEP	PLP	DOCUMENTS
Student, Joey	02	104368	M	11/24/2025		Green				View
Student, Calvin	KG	241000109	M	11/24/2025						View

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	FLA	HEALTH	IEP	PLP	DOCUMENTS
Student, Judd	02	107610	M		11/20/2025					View

[Edit](#) [Print](#)

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

[View IEP/Plan Icons](#)

R	W	A	D
<ul style="list-style-type: none">• See the document icons for the IEP and PLP indicators. <p><i>Without these rights, the columns for IEP and PLP do not display.</i></p>			

Suggested User Groups

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

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