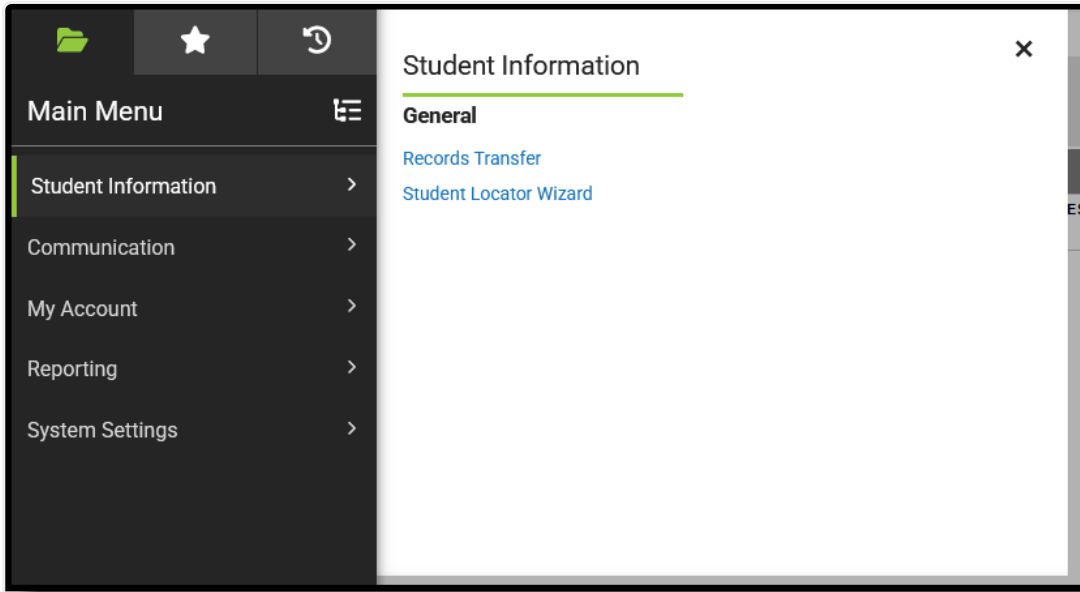


# Records Transfer User Group

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

The following are suggested tool rights for those responsible for managing records transfers. Your staff may require more or fewer tool rights, depending on their actual job duties. Start with this list and modify rights to meet your school or district needs.

## Student Information



The screenshot shows the 'Student Information' tool interface. On the left is a 'Main Menu' with options: Student Information, Communication, My Account, Reporting, and System Settings. The 'Student Information' option is selected. The main content area is titled 'Student Information' and has a 'General' section. Under 'General', there are two links: 'Records Transfer' and 'Student Locator Wizard'. Below the screenshot, the text 'Student Information Access for Records Transfer User Group' is displayed.

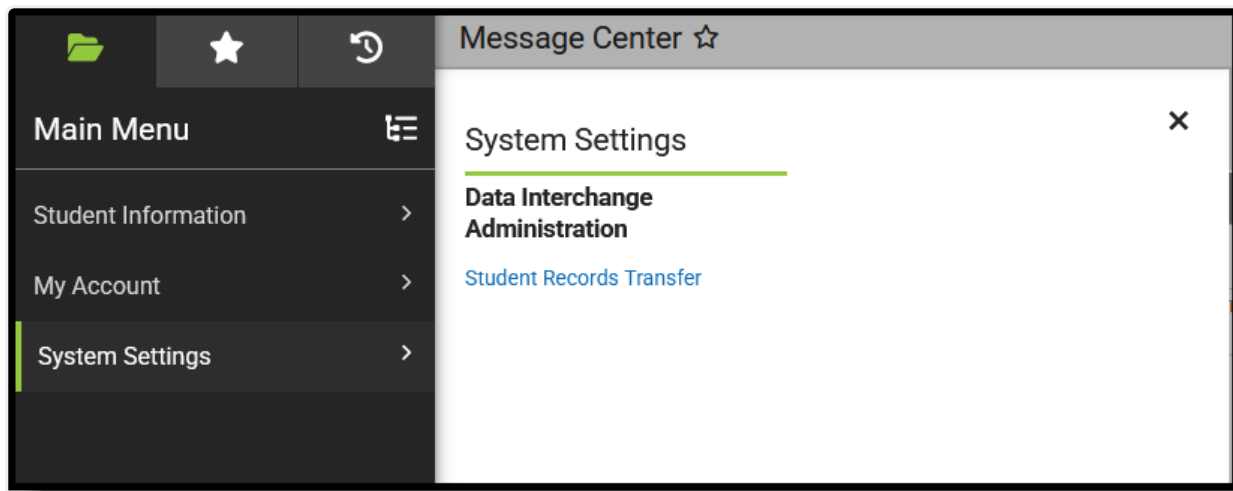
### General

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Records Transfer	X	X	X	X
Student Locator Wizard	X	X	X	

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## System Settings



*System Settings Access for Records Transfer Group*

## Data Interchange Administration

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Student Records Transfer</b>	X			
Sample Data Import Wizards	X	X	X	X

The Student Records Transfer tool right includes a series of subrights that correlate to the available data import wizards. These data imports vary by state. Assign rights to the desired imports.

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## Additional Access Rights

### General

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

Tool	ALL
<b>Allow unfiltered search</b>	X

