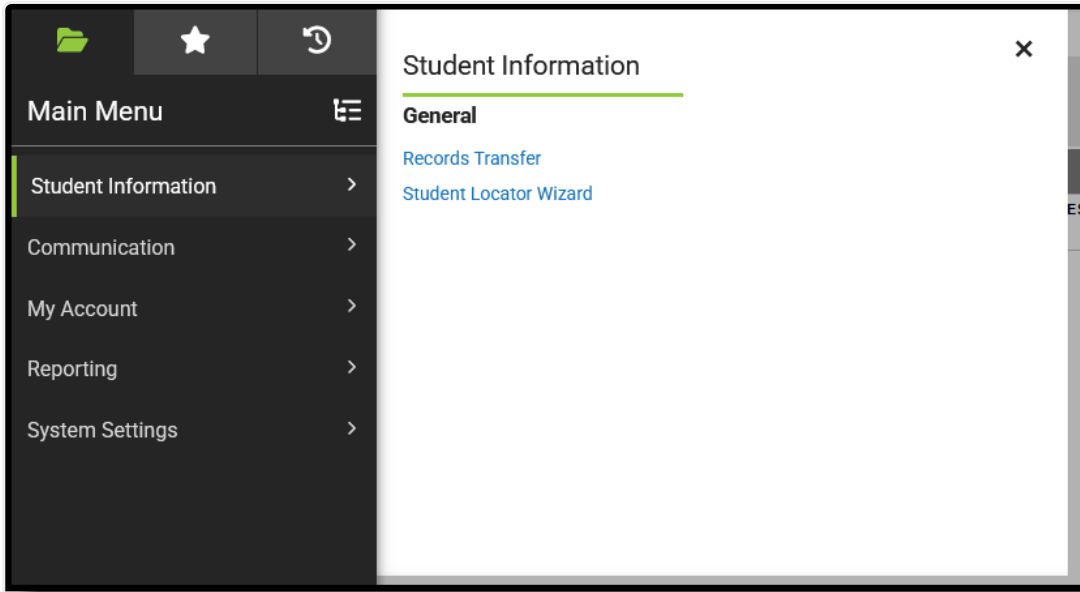


# Records Transfer User Group

Last Modified on 11/24/2025 10:58 am 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 a web application interface for 'Student Information'. On the left is a dark sidebar with a 'Main Menu' containing links to 'Student Information', 'Communication', 'My Account', 'Reporting', and 'System Settings'. The 'Student Information' link is highlighted. The main content area is titled 'Student Information' and has a 'General' section with two links: 'Records Transfer' and 'Student Locator Wizard'. Below the screenshot, the text 'Student Information Access for Records Transfer User Group' is displayed.

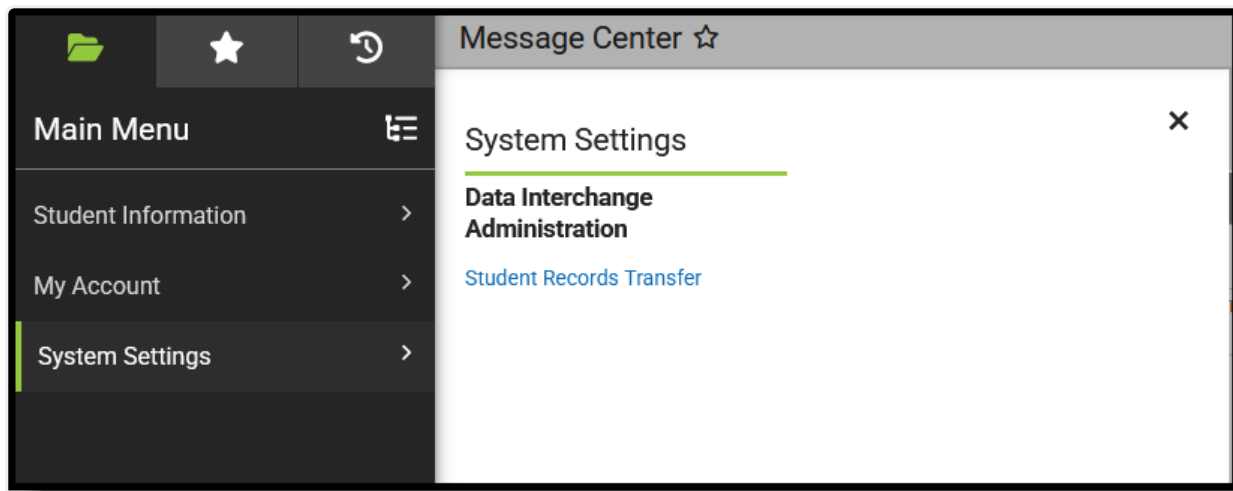
### General

► [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   |

