

Records Transfer User Group

Last Modified on 03/28/2025 1:48 pm CDT

The following are suggested tool rights for those responsible for managing records transfers. Your staff may need more tool rights or less 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. On the left is a dark sidebar menu with 'Main Menu' at the top, followed by 'Student Information', 'Communication', 'My Account', 'Reporting', and 'System Settings'. The 'Student Information' menu item is highlighted. 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'. A caption below the screenshot reads: 'Student Information Access for Records TransferUser Group'.

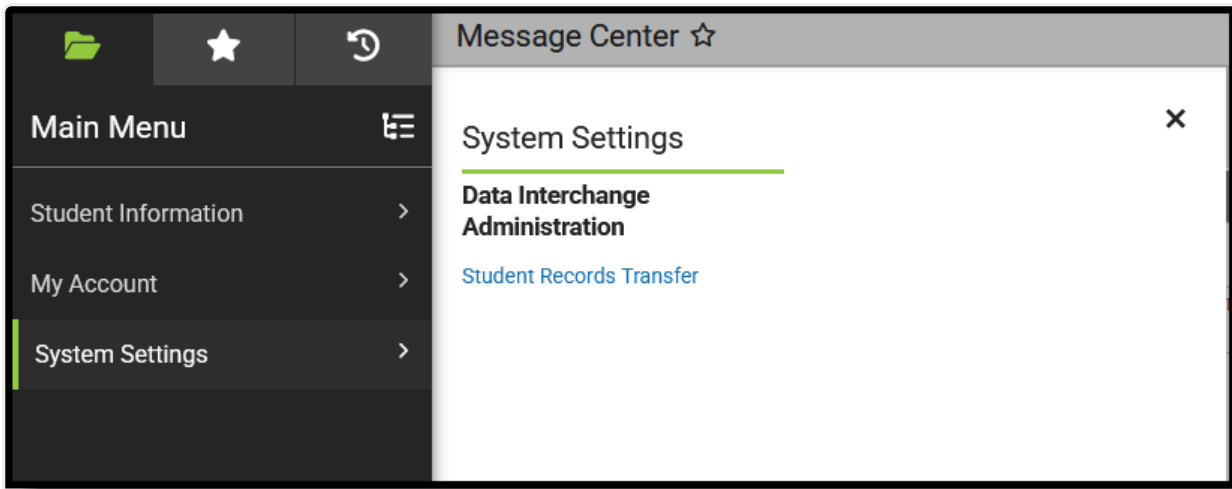
General

▶ [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
Student Records Transfer	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
Allow unfiltered search	X

