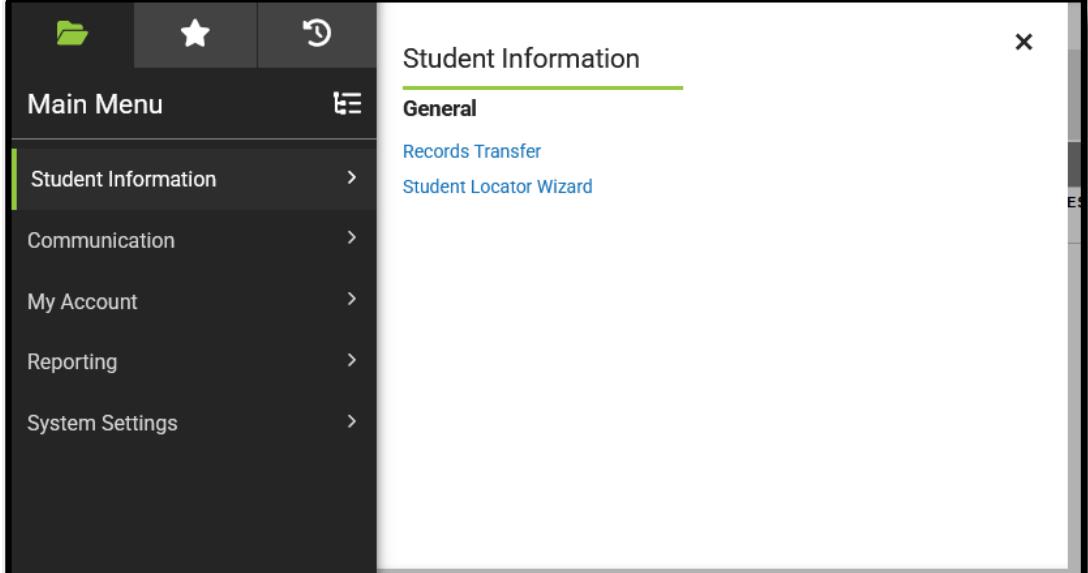


Records Transfer User Group

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



Student Information Access for Records Transfer User Group

The screenshot shows the Infinite Campus navigation menu. The 'Student Information' link in the main menu is highlighted with a green vertical bar. The 'General' section of the 'Student Information' tool is expanded, showing 'Records Transfer' and 'Student Locator Wizard' under it. The 'Main Menu' and other tools like 'Communication', 'My Account', 'Reporting', and 'System Settings' are also listed.

General

▶ [Click here to expand...](#)

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

[^ Back to Top](#)

System Settings

Message Center ☆

Main Menu

System Settings

Student Information >

My Account >

System Settings >

Data Interchange Administration

Student Records Transfer

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.

[^ Back to Top](#)

Additional Access Rights

General

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

Tool	All
Allow unfiltered search	X

