

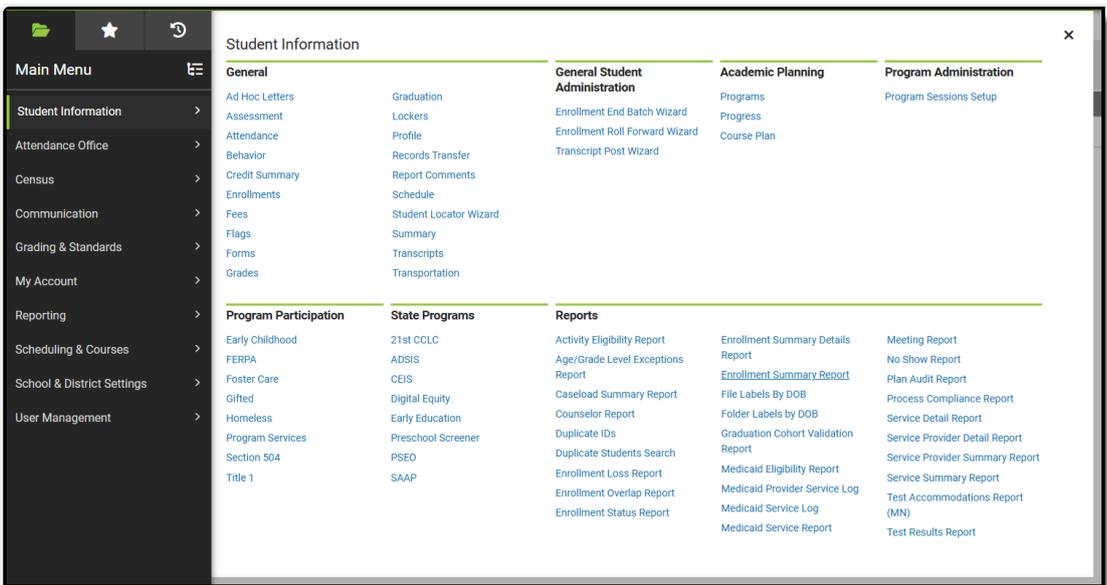
Front Office User Group

Last Modified on 02/25/2025 1:53 pm CST

The following are suggested tool rights for Special Education Administrators. Your Special Education Administrators 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.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

Student Information



Student Information Access for Front Office Staff

General

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance	X			
Behavior	X	X	X	X
Credit Summary	X			
Enrollments	X			

Tool	Read	Write	Add	Delete
General Enrollment Information	X			
School of Accountability	X			
Special Ed	X	X	X	
Service Hours	X	X	X	
Service Hrs Percent Reported	X	X	X	
Flags	X			
Contact Flags	X	X	X	X
Special Ed	X	X	X	X
Forms	X			
PLP	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X	X	X	X
Copy	X	X	X	X
Blank Forms	X	X	X	X
Override	X	X	X	X
Response to Intervention	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X	X	X	X
Copy	X	X	X	X
Blank Forms	X	X	X	X
Override	X	X	X	X
Special Ed	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X	X	X	X
Copy	X	X	X	X
Blank Forms	X	X	X	X
Override	X	X	X	X
Grades	X			

Tool	Read	Write	Add	Delete
Grade Book	X			
Profile	X			
Attendance	X			
Behavior	X			
In-Progress Grades	X			
Todo	X			
Report Comments	X			
Schedule	X	X	X	X
Summary	X			
GUID	X			
Print Picture	X			
State ID	X			
Transportation	X			

START HERE

General Student Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Enrollment End Batch Wizard	X			
Enrollment Roll Forward Wizard	X			
Transcript Post Wizard	X			

Academic Planning

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Programs	X	X	X	X

Tool	Read	Write	Add	Delete
Academic Programs	X	X	X	X
Graduation Programs	X	X	X	X
Progress	X			
Course Plan	X			

Program Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Program Sessions Setup	X	X	X	X
Print Session Report	X			

Program Participation

Program Participation tools vary by state. This table captures the most common programs.

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Early Childhood	X			
FERPA	X			
Foster Care	X			
Gifted	X			
Homeless	X			
Add & Auto-end Records	X			
Program Services	X			
Homeless Services	X			
Section 504	X			
Title 1	X			

State Programs

State Programs tools vary by state. This table captures the most common programs.

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
21st CCLC	X			
ADSI	X			
CEIS	X			
Digital Equity	X			
Early Education	X			
Preschool Screener	X			
PSEO	X			
SAAP	X			

Student Information Reports

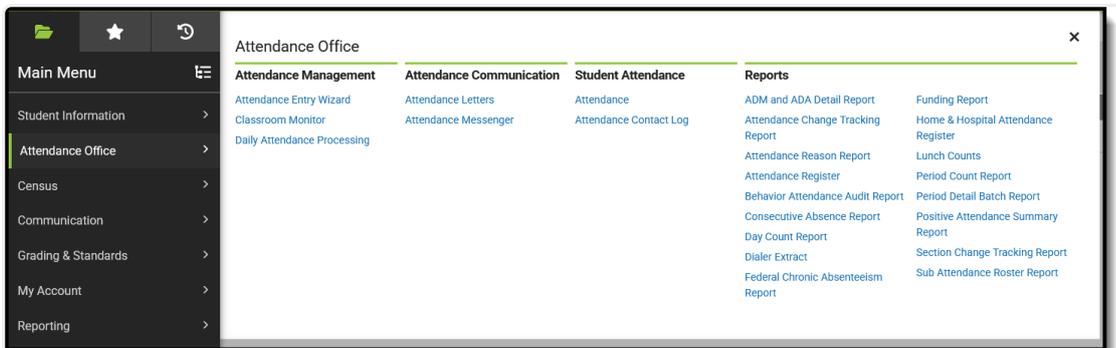
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Tool	Read	Write	Add	Delete
Activity Eligibility Report	X			
Age/Grade Level Exceptions	X			
Caseload Summary Report	X			
Counselor Report	X			
Duplicate Students Search	X			
Enrollment Loss Report	X			
Enrollment Overlap Report	X			
Enrollment Status Report	X			
Enrollment Summary Details Report	X			
Enrollment Summary Report	X			
File Labels by DOB	X			
Folder Labels by DOB	X			
Graduation Cohort Validation Report	X			
Medicaid Eligibility Report	X			
Medicaid Provider Service Log	X			

Tool	Read	Write	Add	Delete
Medicaid Service Log	X			
Medicaid Service Report	X			
Meeting Report	X			
No Show Report	X			
Plan Audit Report	X			
Process Compliance Report	X			
Service Detail Report	X			
Service Provider Detail Report	X			
Service Provider Summary Report	X			
Service Summary Report	X			
Test Accommodations Report	X			
Test Results Report	X			

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Attendance Office



Attendance Office Access for Front Office Staff

Attendance Management

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance Entry Wizard	X	X		
Classroom Monitor	X	X		

Tool	Read	Write	Add	Delete
Daily Attendance Reporting	X			
State ID	X			
GUID	X			

Attendance Communication

[Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance Letters	X	X	X	X
User Group Formats	X			
Attendance Messenger	X	X	X	X
User Group Formats	X	X	X	X

Student Attendance

[Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance	X	X	X	X
Additional Enrollment Attendance	X	X	X	X
Chronic Absenteeism Information	X	X	X	X
Attendance Contact Log	X	X	X	X
Access to Records Created by Other Users	X	X	X	X

Attendance Office Reports

[Click here to expand...](#)

Tool	Read	Write	Add	Delete
ADM and ADA Detail Report	X			
Attendance Change Tracking Report	X			
Attendance Reason Report	X			
Attendance Register	X			

Tool	Read	Write	Add	Delete
Behavior Attendance Audit Report	X			
Consecutive Absence Report	X			
Day Count Report	X			
Dialer Extract Report	X			
Federal Chronic Absenteeism Report	X			
Funding Report	X			
Home & Hospital Attendance Register Report	X			
Lunch Counts	X			
Period Count Report	X			
Period Detail Batch Report	X			
Positive Attendance Summary Report	X			
Section Change Tracking Report	X			
Sub Attendance Report	X			

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Behavior Office

[▶ Click here to expand...](#)

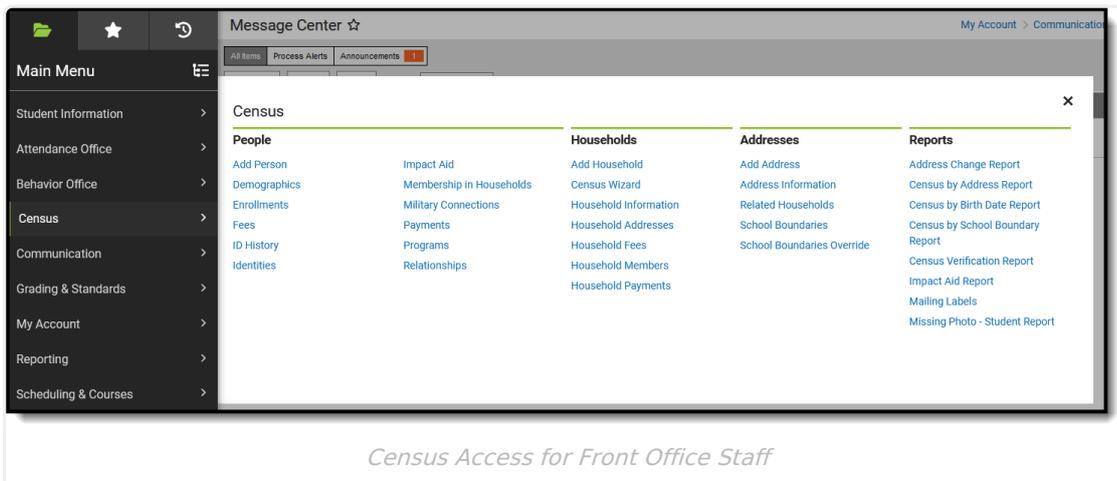
Student Behavior

Tool	Read	Write	Add	Delete
Behavior	X			
All Calendars	X			
Modify Attendance	X			
Allow access to attached files	X			
Behavior History	X			

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Census

For specific details on what these rights do, visit the [Census Tool Rights](#) articles.



Census Access for Front Office Staff

People

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Add Person	X	X	X	X
Contact Log	ALL			
Demographics	X	X	X	
Staff State ID	X	X	X	
GUID	X			
Student State ID	X	X	X	
Modify Local Staff Number	X			
Modify Local Student Number	X			
Ed-Fi ID	X			
View Staff Birth Date & Age	X			
Reset Portal Password	ALL			
Enrollments	X	X	X	X
General Enrollment Information	X	X		
School of Accountability	X			
State Reporting	X	X	X	X
Homeless	X			

Tool	Read	Write	Add	Delete
Meal Status	X			
Migrant	X			
Ward of State	X			
Special Ed	X			
Service Hours	X			
Service Hrs Percent Reported	X			
Enrollment History	X	X	X	X
FutureEnrollment	X	X		
Fees	X	X	X	X
ID History	X			
Identities	X	X	X	X
Legal Name & Gender	X	X	X	X
Impact Aid	X	X	X	X
Membership in Households	X	X	X	X
Military Connections	X	X	X	X
Payments	X	X	X	
Show Payment Amounts	X	X	X	
Programs	X	X	X	X
Relationships	X	X	X	X

Staff

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
District Assignments	X	X	X	
District Employment	X	X	X	
District Staff	X	X	X	
Staff Locator Wizard	X	X		
Teacher Schedule	X			

Households

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Add Household	X	X		
Census Wizard	X	X		
Add Address	X	X		
Add Household	X	X		
Add Person	X	X		
Household Information	X	X	X	X
Household Addresses	X	X	X	X
Household Fees	X	X	X	X
Household Members	X	X	X	X
Household Payments	X	X		

Addresses

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Add Address	X	X		
Address Information	X	X	X	X
Related Households	X	X	X	X
School Boundaries	X	X	X	X
School Boundaries Override	X	X	X	X

Census Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Address Change Report	X			

Tool	Read	Write	Add	Delete
Census by Address Report	X			
Census by Birthdate Report	X			
Census by School Boundary Report	X			
Census Verification Report	X			
Impact Aid Report	X			
Mailing Labels	X			
Missing Photo - Student report	X			
Staff Report	X			

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Communication

The screenshot displays the Infinite Campus user interface. On the left is a dark sidebar with a 'Main Menu' containing items like Student Information, Attendance Office, Behavior Office, Census, Communication (highlighted), Grading & Standards, My Account, and Reporting. The main content area is titled 'Message Center' and includes tabs for 'All Items', 'Process Alerts', and 'Announcements' (with a red notification badge '1'). Below the tabs are buttons for 'Select All', 'Remove', 'Search', and a 'Sort by' dropdown set to 'Sticky'. The 'Message Center (1)' section is expanded to show a 'Communication' area with two columns: 'My Account' (containing 'Message Center') and 'Messenger' (containing 'Messenger 2.0', 'Recipient Log', and 'Sent Message Log').

Communication Access for Front Office Staff

Messenger

▶ [Click here to expand...](#)

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

Tool	All	Read	Write	Add	Delete
Messenger 2.0	X				
View/Edit All Scheduled Messages	X				
Roll User Group Templates	X				
Delivery Modes	X				
Process Inbox	X				
Email	X				
Recipient Types	X				
Students/Contacts	X				
Staff	X				
District Staff	X				
Non-Campus Recipients	X				
Individual Recipients	X				
Message Types	X				
General	X				
Priority	X				
Recipient Log		X	X	X	X
Recipient Campus Fields		X	X	X	X
Sent Message Log		X	X	X	X

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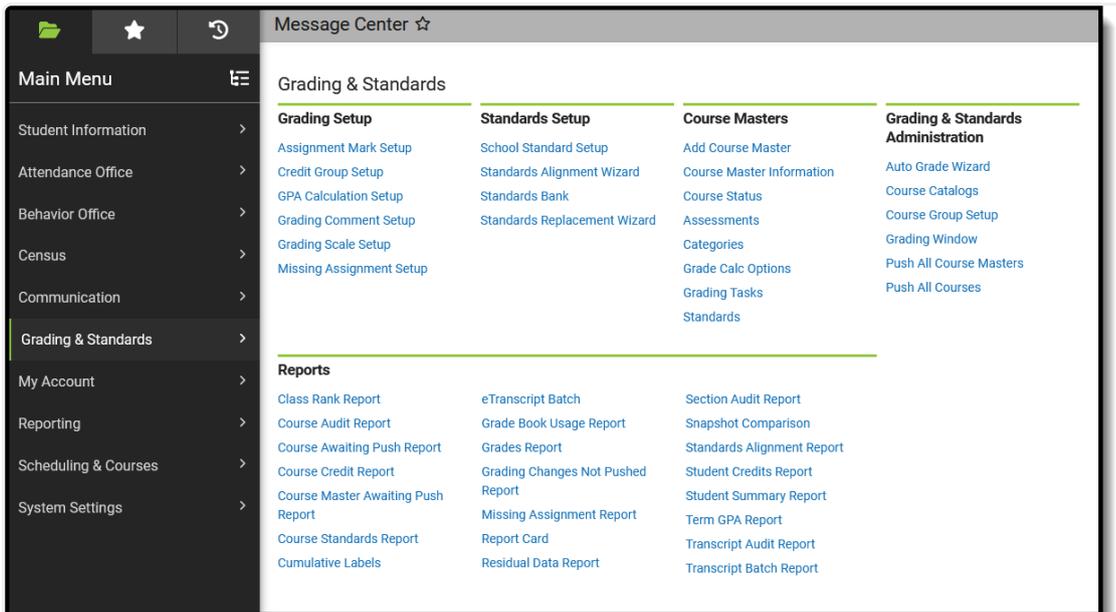
Fees

[▶ Click here to expand...](#)

Student Fees

Tool	Read	Write	Add	Delete
Fees	X	X	X	X

Grading & Standards



Grading & Standards Access for Front Office Staff

Grading & Standards Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Grading Window	X	X	X	X
Grading Window Notifications	X			

Grading & Standards Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
eTranscript Batch	X			
Electronic Release	X			
Grade Book Usage Report	X			
Grades Report	X			
Term GPA Report	X			
Transcript Audit Report	X			
Transcript Batch Report	X			

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Reporting

Reporting Access for Front Office Staff

Ad hoc Reporting

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Data Export	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Data Viewer	X	X	X	X
Filter Designer	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Pass-through SQL Filters	X	X	X	X
Query Wizard Filters	X	X	X	X
Selection Editor Filters	X	X	X	X
User Group Filters	X	X	X	X
State Owned Filters	X	X	X	X

Tool	Read	Write	Add	Delete
Export Filters	X	X	X	X
Letter Builder	X	X	X	X
Data Warehouse: Allow live data as source	X			
Letter Designer	X	X	X	X
User Group Formats	X			

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Scheduling & Courses

Scheduling & Courses Access for Front Office Staff

Scheduling

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Requests & Rosters	X	X	X	X
Modify Rosters	X	X	X	X
Can Overlad Sections	X	X	X	X
Can Override Strict Student Constraints	X	X	X	X
Delete Rosters	X	X	X	X

Courses

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Add Course	X	X	X	
Push to Section	X	X		
Course Assessments	X			
Course Categories	X			
Course Grade Calc Options	X			
Course Grading Tasks	X			
Course Rules	X			
Course Sections	X	X	X	X
Course Standards	X			
Section Attendance	X	X	X	X
Section Information	X	X	X	X
Section Grading by Student	X	X	X	X
Section Grading by Task	X	X	X	X
Section Guest Grade Book	X	X	X	X
Grade Calc Options	X			
Composite Grades	X			
Categories	X			
Section Roster	X	X	X	X
View IEP/Plan Icons	X	X	X	X
Section Staff History	X	X	X	X

Calendar Setup

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Calendar Information	X			
Schedule Structure Setup	X			
Grade Level Setup	X			
Term Setup	X			
Period Setup	X			
Day Setup	X			

Build Schedules

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Lunch Setup	X			

Load Schedules

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Student Gap Scheduler	X	X	X	X

Scheduling & Courses Reports

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Master Schedule Report	X			
Room Usage Report	X			
Section Rosters Report	X			
View IEP/Plan Icons	X			
Teacher Schedule Batch Report	X			

School & District Settings

▶ [Click here to expand...](#)

Transportation

Tool	Read	Write	Add	Delete
Student Bus Assignment	X			
Transportation Summary Report	X			

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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