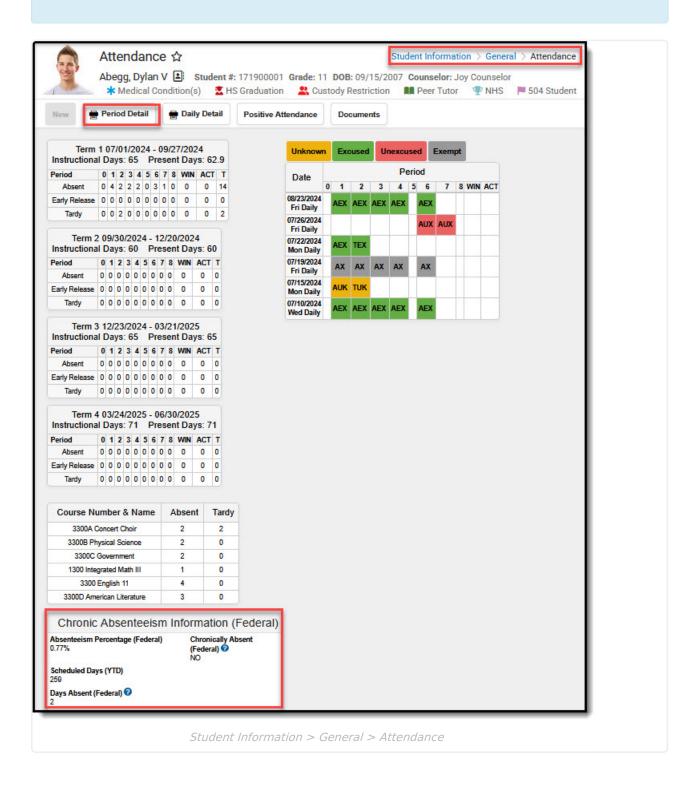


Attendance Tool Rights

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

The **Attendance** tool allows staff such as attendance clerks and front office staff to view, enter, change, and report on an individual student's attendance.

See the Attendance (Student) article to learn more about how this tool is used.





Related Tools/Information: See the <u>Positive Attendance</u> article to learn about what Positive Attendance is and how it is recorded in Campus.

Student Attendance Tool Rights Assignment: When tool rights are assigned to *Student Information > General > Attendance*, the same tool rights are also assigned to *Attendance Office > Student Attendance > Attendance*.

Available Tool Rights

Subrights are in *italic*.

R	W	A	D
 Access and view attendance summary information. Generate the Period Detail and Daily Detail reports. Toggle between Standard and Positive Attendance. View uploaded documents (if using Digital Repository). 	 Modify existing attendance records. Delete attendance by using Clear to remove entered attendance information. 	Add new attendance records.	N/A
Additional Enrollment Attendance			
 Generate the Period Detail report for students who are enrolled in multiple schools. 	N/A	N/A	N/A
Chronic Absenteeism Information			
Displays Chronic Absenteeism information.	N/A	N/A	N/A



Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- Attendance Clerks
- Behavior Admin
- Front Office
- Health Office Staff
- <u>Principal</u>
- Special Education
- <u>Teachers</u>

See <u>User Groups and Suggested Roles</u> for more information.