

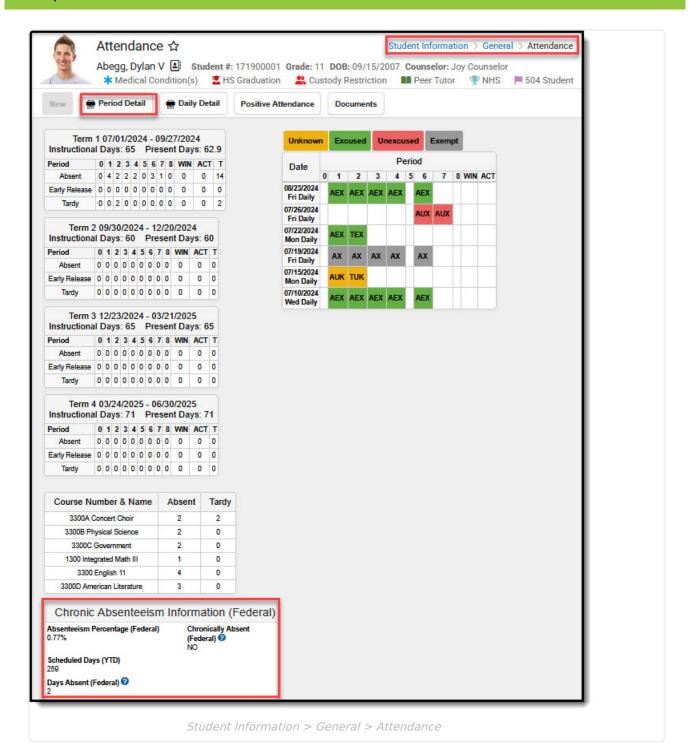
Attendance Tool Rights

Last Modified on 11/10/2025 9:33 am 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

▶ Click here to expand...

Attendance Additional Enrollment Attenda Chronic Absenteeism Informa		Read Write C Read Write C Read Write C	☐ Add ☐ Delete
Student Inforn	rmation > Genera	al > Attendance To	Tool Rights

Subrights are in italic.

R	w	Α	D			
Attendance						
 View attendance summary information Generate Period Detail and Daily Detail report Toggle between Standard and Positive Attendance View uploaded documents (if using Digital Repository) 	 Modify existing attendance records. User is able to delete attendance by using Clear to remove entered attendance information. 	Add new attendance records.	N/A			
Additional Enrollment Attendance						
 Generate 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.