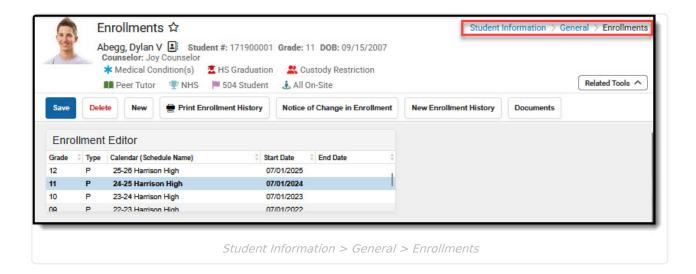


Student Enrollments Tool Rights

Last Modified on 12/02/2025 1:19 pm CS7

The **Enrollments** tool is used to enter and manage student enrollments inside and outside of the district. This tool is found in Student Information > General > Enrollments and in Census > People > Enrollments.

To learn how to use this tool, see the Enrollments article.



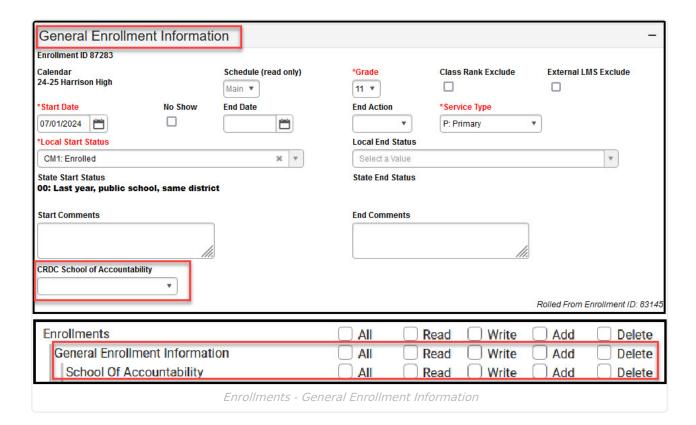
Additional rights can be granted in each section of the Enrollment tool as detailed below. See Enrollment Tool Right Recommendation at the end of this article for more information.

The Census > People Enrollments tool and the Student Information > General > Enrollments tool contain the same functionality and display the same information.

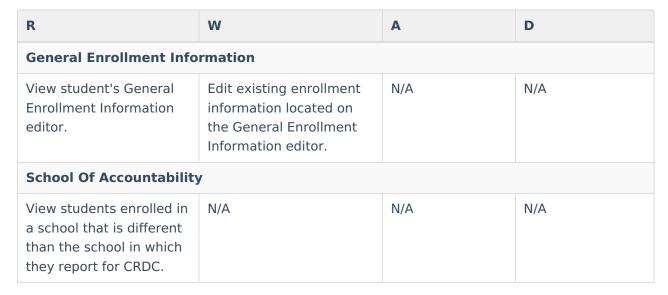
General Enrollment Information

The General Enrollment Information editor displays when an Enrollment is selected from the Enrollment Editor, or when a New enrollment is being added. The School of Accountability field is used in Civil Rights Data Collection reporting. Not all users need rights to this field.





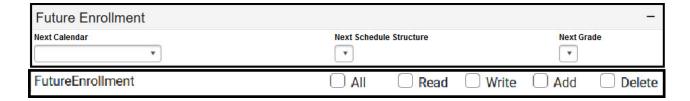
Available Tool Rights - General Enrollment Information



Future Enrollment

Future Enrollment indicates what the selected student's enrollment will be in the upcoming school year.



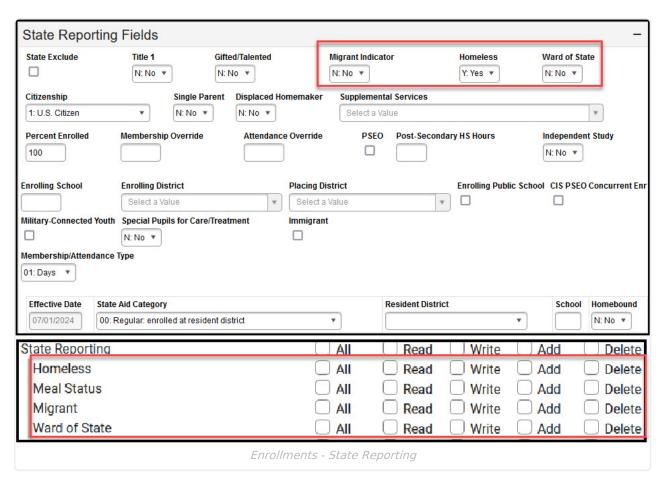


Available Tool Rights - Future Enrollment

R	W	A	D
View the student's Future Enrollment editor.	Edit existing enrollment information located on the Future Enrollment editor.	N/A	N/A

State Reporting

State Reporting fields vary by state. Not all employees need access to State Reporting information. Some options may be hidden in states that do not use them. Field names in the Editor may differ from the tool right name. For example, Meal Status may display as Economic Indicator in the State Reporting Fields editor.





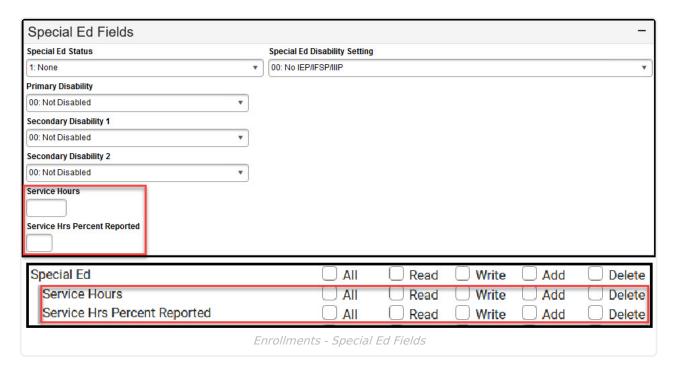
Available Tool Rights - State Reporting

R	w	Α	D
State Reporting			
View the student's State Reporting Enrollment editor.	Edit existing enrollment information located on the State Reporting Enrollment editor.	N/A	N/A
Homeless			
View the Homeless field on the State Reporting Enrollment editor.	Edit the existing status of the student's homeless detail on the State Reporting Enrollment editor.	N/A	N/A
Meal Status			
View the Meal Status field on the State Reporting Enrollment editor.	Edit the existing status of the student's meal status detail on the State Reporting Enrollment editor.	N/A	N/A
Migrant			
View the Migrant field on the State Reporting Enrollment editor.	Edit the existing status of the student's meal status detail on the State Reporting Enrollment editor.	N/A	N/A
Ward of State			
View the Ward of State field on the State Reporting Enrollment editor.	Edit the existing status of the student's ward of state detail on the State Reporting Enrollment editor.		

Special Education



Access to Special Education information should be limited per your local practices.



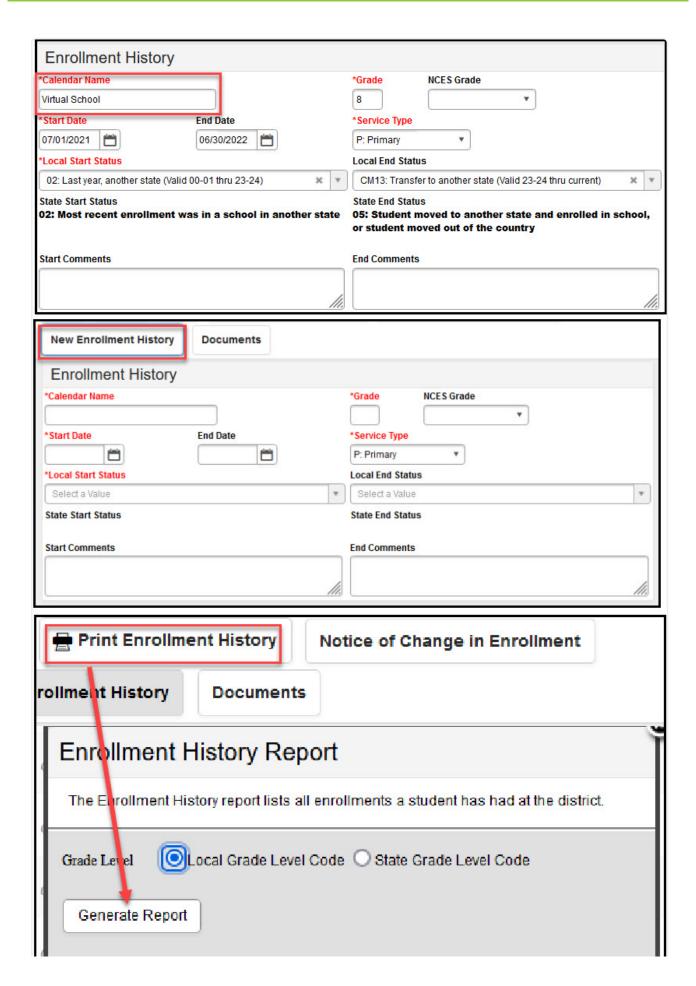
Available Tool Rights - Special Education

R	W	A	D
Special Education			
View the <u>Special</u> <u>Education enrollment</u> editor.	Edit existing records located on the Special Education enrollment editor.	N/A	N/A
Service Hours			
View the student's service hours.	Edit the service hours field.	N/A	N/A
Service Hours Reported			
View the Service Hours Percent Report field.	Edit the Service Hours Percent Reported field.	N/A	N/A

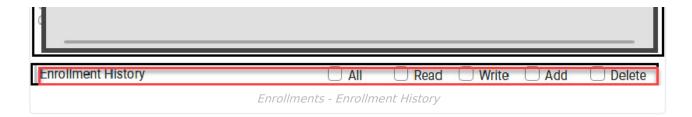
Enrollment History

Users may need Enrollment History rights that are different from their Enrollment rights. For example, some staff may be allowed to enter and maintain both in-district enrollments and enrollment history information, while others may be allowed to enter and maintain in-district enrollments with read-only access to enrollment history.









Available Tool Rights - Enrollment History

R	w	A	D
Enrollment History			
View the student's enrollment history information.	Edit existing enrollment information and enrollment history information.	Add enrollments and enrollment history information.	Grants full access to all options available on the enrollment tab.

Enrollment Tool Right Recommendation

Due to the complex nature of the Enrollments access rights, when feasible, access rights to the Enrollments editors should be set in the same manner as the editor sub-rights.

If RWAD is assigned to the State Reporting editor, sub-rights such as Ward of State, Meal Status, Migrant, etc. should also be RWAD.

Modifying specific sub-rights to control field-level access is possible, but may warrant additional user testing to ensure that setup complies with district, state and federal privacy standards.

Consider the following scenarios:

Singular Access to the Enrollment Editors

If a user can have the same level of access to all editors/sub-rights, assign the user R or RW rights to that editor of the entire Enrollments tab, as applicable.

A and D rights only affect the Enrollments tab and the Enrollment History rights. Choosing A or D on any other Enrollment editors/sub-rights has no effect.

With full access rights, the user is allowed to see and/or edit all Enrollment editors and fields. The user is also able to add and delete current and historical enrollments.



AII AII AII AII AII AII AII	✓ Read	✓ Write	Add Add Add Add Add Add Add Add	Delete Delete Delete Delete Delete Delete Delete
All All All	✓ Read ✓ Read ✓ Read ✓ Read	✓ Write ✓ Write ✓ Write ✓ Write	Add Add Add Add Add	Delete Delete Delete Delete Delete
☐ AII ☐ AII ☐ AII	Read Read Read	✓ Write ✓ Write ✓ Write	Add Add Add	Delete Delete Delete
☐ AII	✓ Read ✓ Read	✓ Write ✓ Write	Add Add	O Delete Delete
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	Read	Write	Add	Delete
	Read	Write	○ Add	Delete
	Read	Write	Add	Delete
	Read	Write	☐ Add	Delete
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Varying Access to the Enrollments Editors and Sub-Rights

If a user needs varying levels of access to the Enrollments editors and sub-rights, the highest level of access rights assigned to any of those areas must also be assigned to the direct parent editor and to the Enrollments tab. Sub-rights cannot allow more access than the rights of the parent editor.

When rights are assigned to a parent area (editor or tab), the system always marks the child rights to reflect parent rights by default. This means that all areas that should be restricted from the user MUST BE manually removed.



Suggested User Groups

Counselors



- Front Office Staff
- <u>Principals</u>
- <u>Registrars</u>

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