

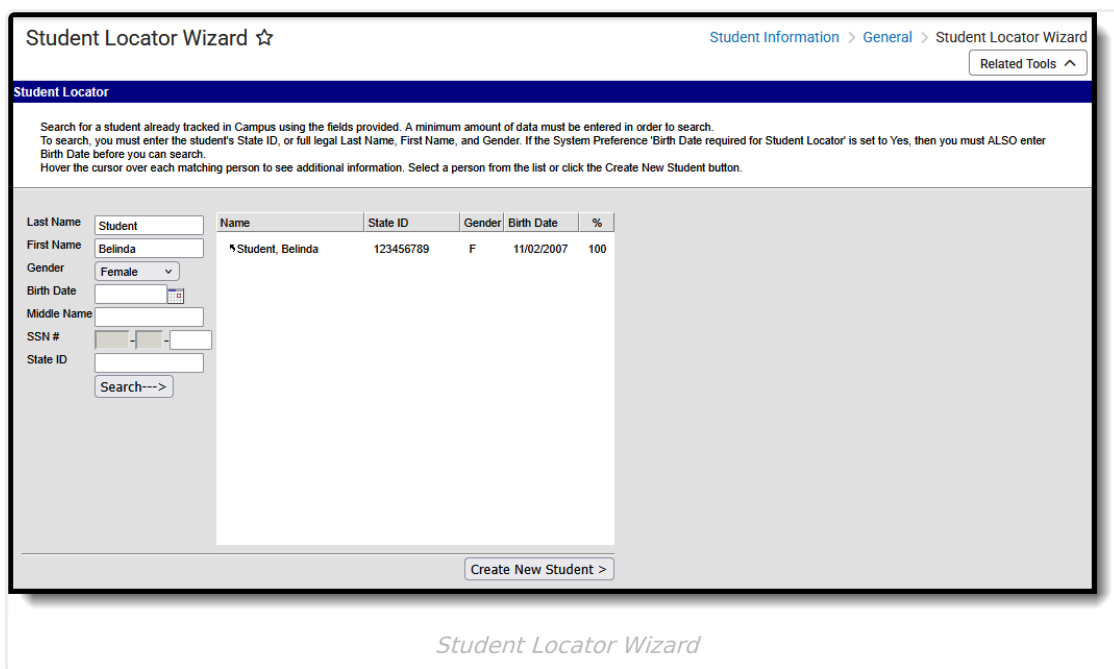
Student Locator Tool Rights

Last Modified on 05/22/2025 2:26 pm CDT

[Available Tool Rights](#) | [Suggested User Groups](#)

The Student Locator Wizard allows users to search for existing students across the district and, when necessary, create new ones. This tool can also be used to locate and update information for a specific student.

See the [Student Locator Wizard](#) article to learn more about how this tool is used.



The screenshot shows the 'Student Locator Wizard' interface. At the top, there's a breadcrumb trail: 'Student Information > General > Student Locator Wizard'. Below this is a 'Student Locator' section with a search instruction: 'Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. If the System Preference 'Birth Date required for Student Locator' is set to Yes, then you must ALSO enter Birth Date before you can search. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.'

On the left, there are input fields for: Last Name (Student), First Name (Belinda), Gender (Female), Birth Date, Middle Name, SSN #, and State ID. Below these is a 'Search-->' button. On the right, there is a table with the following data:

| Name | State ID | Gender | Birth Date | % |
|-------------------|-----------|--------|------------|-----|
| *Student, Belinda | 123456789 | F | 11/02/2007 | 100 |

At the bottom right of the table area is a 'Create New Student >' button.

Users who also need to enroll a student through the Student Locator need at least the following tool rights assigned:

- Read rights to [Student Summary](#) and [Demographics](#).
- Read, Write, Add rights to Student Locator and [Enrollments](#) (Student Information > General).
- Read rights to [Enrollments](#) (Census > People)

Available Tool Rights

| R | W | A | D |
|---|---|--|-----|
| <ul style="list-style-type: none"> • View the Student Locator. • Enter search criteria. | <ul style="list-style-type: none"> • Enter data to create a new enrollment record. However, that data cannot be saved. | <ul style="list-style-type: none"> • Save the new student data. | N/A |

Suggested User Groups

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

- [Attendance Clerks](#)
- [Behavior Administrators](#)
- [Counselors](#)
- [Front Office Staff](#)
- [Health Office Administrators](#)
- [Health Office Staff](#)
- [Principals](#)
- [Registrars](#)
- [Schedulers](#)
- [Special Education Administrators](#)
- [Special Education Staff](#)
- [SPED Teachers](#)
- [Teachers](#)
- [Transportation](#)

See [User Groups](#) and [Suggested Roles](#) for more information.