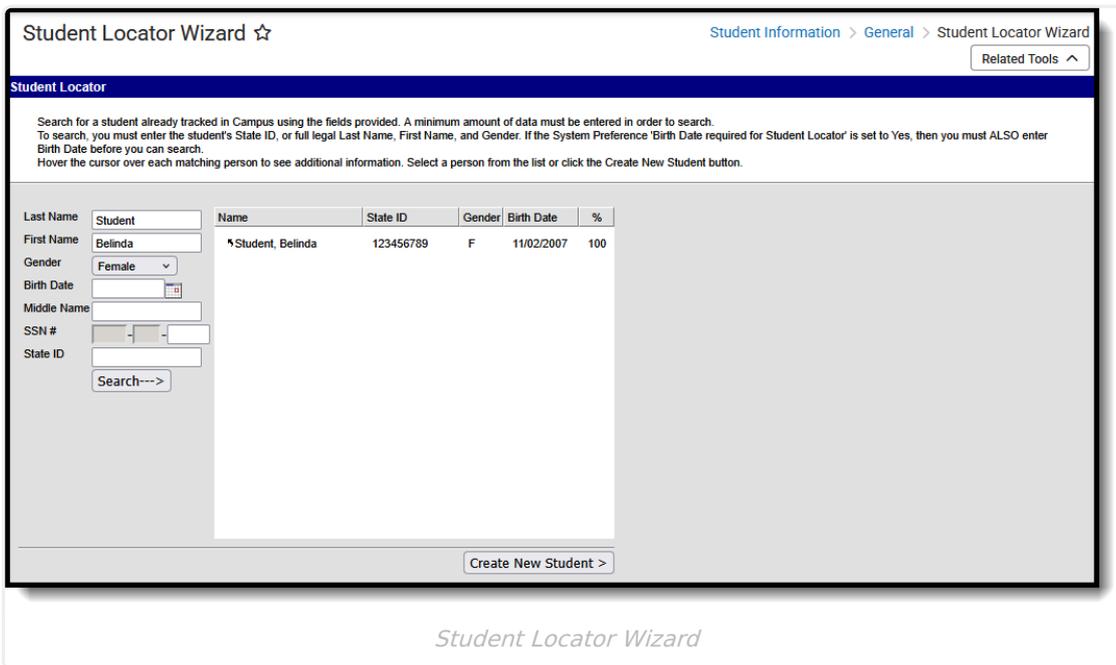


Student Locator Wizard Tool Rights

Last Modified on 02/20/2026 10:27 am CST

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 are navigation links: 'Student Information > General > Student Locator Wizard' and a 'Related Tools ^' button. Below the navigation is a blue header 'Student Locator'. The main area contains search instructions: '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.'

Search criteria fields on the left include: Last Name (Student), First Name (Belinda), Gender (Female), Birth Date, Middle Name, SSN #, and State ID. A 'Search-->' button is at the bottom of these fields. A 'Create New Student >' button is at the bottom right of the interface.

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

Student Locator Wizard

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"> • Access and 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.
