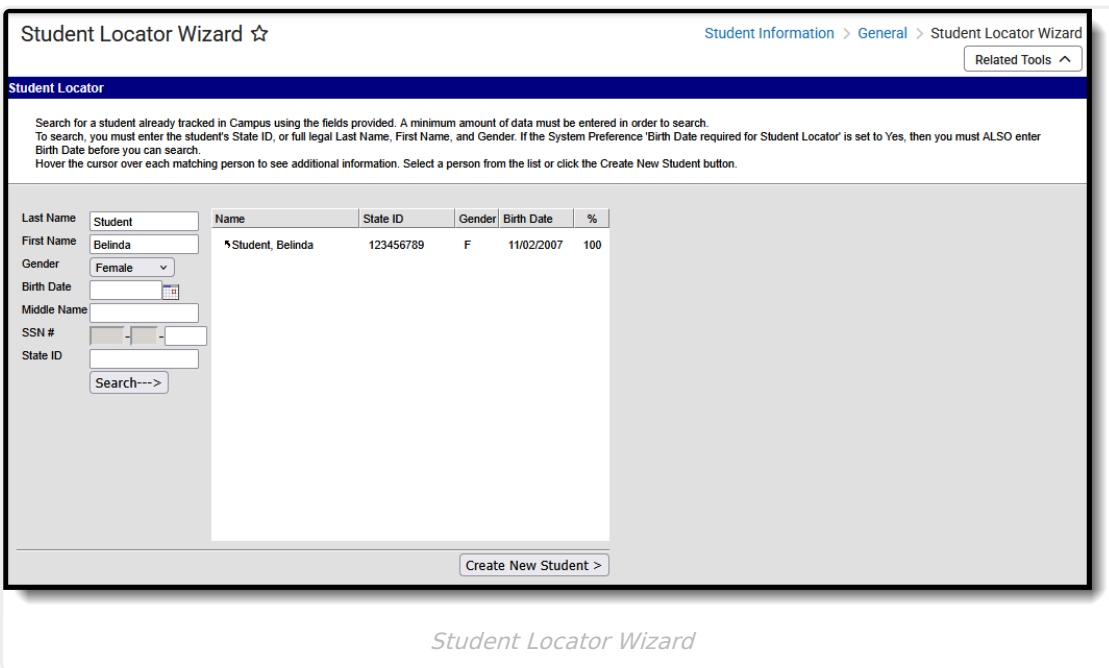


Student Locator Tool Rights

Last Modified on 03/10/2025 11:09 am CDT

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 is a breadcrumb trail: 'Student Information > General > Student Locator Wizard'. Below this is a 'Student Locator' header with a 'Related Tools' link. The main content area contains search instructions and a table of results. On the left, there are input fields for 'Last Name', 'First Name', 'Gender', 'Birth Date', 'Middle Name', 'SSN #', and 'State ID', along with a 'Search' button. The table below has columns for 'Name', 'State ID', 'Gender', 'Birth Date', and '%'. A single result is shown for 'Belinda'.

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

At the bottom of the interface is a 'Create New Student' button.

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](#)

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.