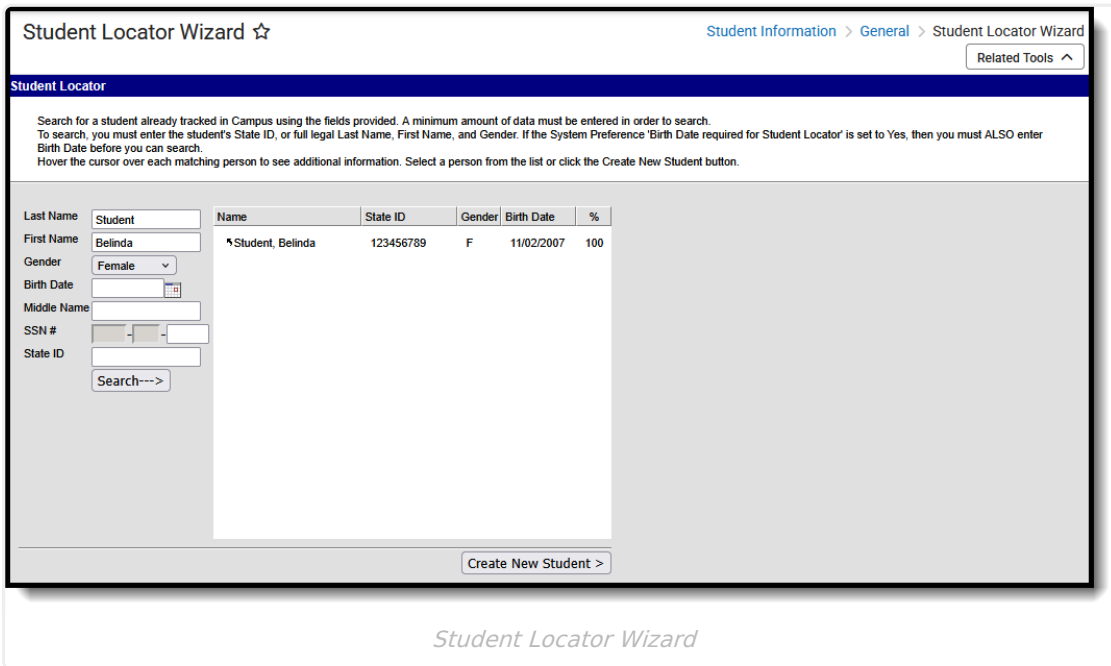


# Student Locator Tool Rights

Last Modified on 12/14/2025 8:45 pm 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's a breadcrumb trail: 'Student Information > General > Student Locator Wizard'. Below this is a 'Student Locator' section with a search form and a results table.

**Search Form Fields:**

- Last Name:
- First Name:
- Gender:
- Birth Date:
- Middle Name:
- SSN #:
- State ID:
- Search button: Search-->

**Results Table:**

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.

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"> <li>• Access and view the Student Locator.</li> <li>• Enter search criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter data to create a new enrollment record. However, that data cannot be saved.</li> </ul>	<ul style="list-style-type: none"> <li>• Save the new student data.</li> </ul>	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.