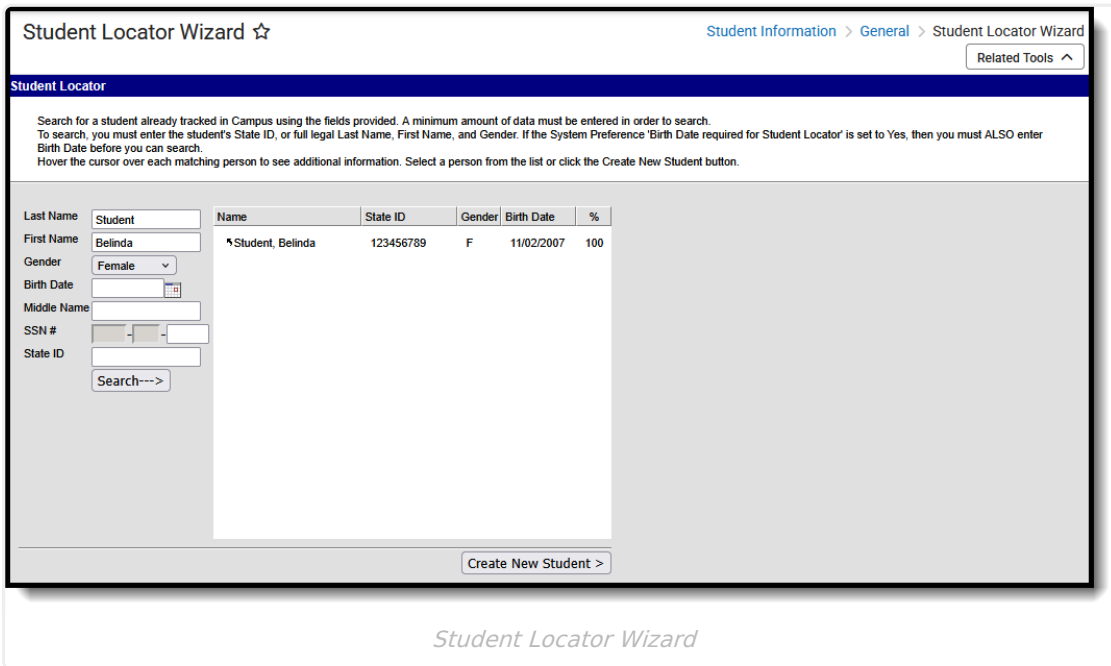# Student Locator Tool Rights

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.

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
• Access and view the Student Locator. • Enter search criteria.	• Enter data to create a new enrollment record. However, that data cannot be saved.	• 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.