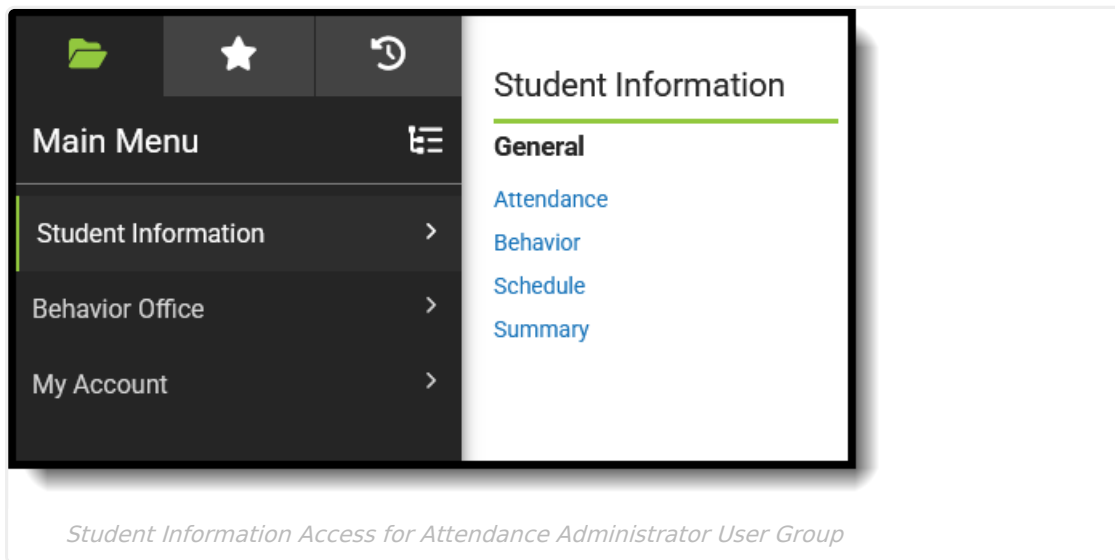


# Attendance Administrators User Group

Last Modified on 12/14/2025 8:45 pm CST

The following are suggested tool rights for Attendance Administrators. Your staff may require more or fewer tool rights, depending on their actual job duties. Start with this list and modify rights to meet your school or district needs.

## Student Information



## General

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Attendance</b>	X	X	X	X
Additional Enrollment Attendance	X			
Chronic Absenteeism Information	X			
<b>Behavior</b>	X			
All Calendars	X			
Modify Attendance	X			
Behavior History	X			
<b>Schedule</b>	X			
Grade Book	X			
<b>Summary</b>	X			

Tool	Read	Write	Add	Delete
Print Picture	X			
State ID	X			

## Attendance Office

[Attendance Management](#) | [Attendance Communication](#) | [Student Attendance](#) | [Teacher Attendance](#)  
[Attendance Reports](#) | [Settings](#)



The screenshot shows the 'Attendance Office' interface. On the left is a dark sidebar menu with options: Main Menu, Instruction, Student Information, Attendance Office, Communication, My Account, and Reporting. The main content area has a title 'Attendance Office' and four tabs: Attendance Management, Attendance Communication, Student Attendance, and Teacher Attendance. Under 'Attendance Management' are links for Attendance Entry Wizard, Classroom Monitor, Daily Attendance Processing, and Positive Attendance Import Wizard. Under 'Attendance Communication' are links for Attendance Letters, Attendance Messenger, and Attendance Messenger Scheduler. Under 'Student Attendance' are links for Attendance and Attendance Contact Log. Under 'Teacher Attendance' is a link for Attendance. Below these tabs are two sections: 'Reports' and 'Settings'. The 'Reports' section includes links for ADM and ADA Detail Report, Attendance Change Tracking Report, Attendance Reason Report, Attendance Register, Behavior Attendance Audit Report, Consecutive Absence Report, Day Count Report, Dialer Extract, and Federal Chronic Absenteeism Report. The 'Settings' section includes links for Funding Report, Home & Hospital Attendance Register, Lunch Counts, Period Count Report, Period Detail Batch Report, Positive Attendance Summary Report, Section Change Tracking Report, Sub Attendance Roster Report, Attendance Aggregation Preferences, Attendance Aggregation Refresh Wizard, Attendance Code Setup, Excuse Code Copier Wizard, Positive Attendance Preferences, Virtual Attendance Preferences, and Copier Wizard.

*Attendance Office Access for Attendance Administrators*

## Attendance Management

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Attendance Entry Wizard</b>	X	X		
<b>Classroom Monitor</b>	X	X	X	X
<b>Daily Attendance Processing</b>	X	X	X	X
State ID	X			
GUID	X			
<b>Positive Attendance Import Wizard</b>	X	X		

## Attendance Communication

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Attendance Letters</b>	X	X	X	X
User Group Formats	X	X	X	X
<b>Attendance Messenger</b>	X	X	X	X
User Group Formats	X	X	X	X
<b>Attendance Messenger Scheduler</b>	X	X	X	X

## Student Attendance

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Attendance</b>	X	X	X	X
Additional Enrollment Attendance	X			
Chronic Absenteeism Information	X			
<b>Attendance Contact Log</b>	X			
Access to Records Created by Other Users	X			

## Teacher Attendance

► [Click here to expand...](#)

Tool	All
<b>Attendance</b>	X

## Attendance Reports

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>ADM and ADA Detail Report</b>	X			
<b>Attendance Change Tracking Report</b>	X			
<b>Attendance Reason Report</b>	X			
<b>Attendance Register</b>	X			

Tool	Read	Write	Add	Delete
Behavior Attendance Audit Report	X			
Consecutive Absence Report	X			
Day Count Report	X			
Dialer Extract	X			
Federal Chronic Absenteeism Report	X			
Funding Report	X			
Home & Hospital Attendance Register	X			
Lunch Counts	X			
Period Count Report	X			
Period Detail Batch Report	X			
Positive Attendance Summary Report	X			
Section Change Tracking Report	X			
Sub Attendance Roster Report	X			

## Settings

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance Aggregation Preferences	X	X	X	X
Attendance Aggregation Refresh Wizard	X	X	X	X
Attendance Code Setup	X	X	X	X
Excuse Code Copier Wizard	X	X	X	X
Positive Attendance Preferences	X	X	X	X
Virtual Attendance Preferences	X	X	X	X
Virtual Attendance Preferences Copier Wizard	X	X	X	X

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## Additional Access Rights

### General

For the following tool right, ALL is the only selection available.

Tool	All
Allow unfiltered search	X

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