# 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
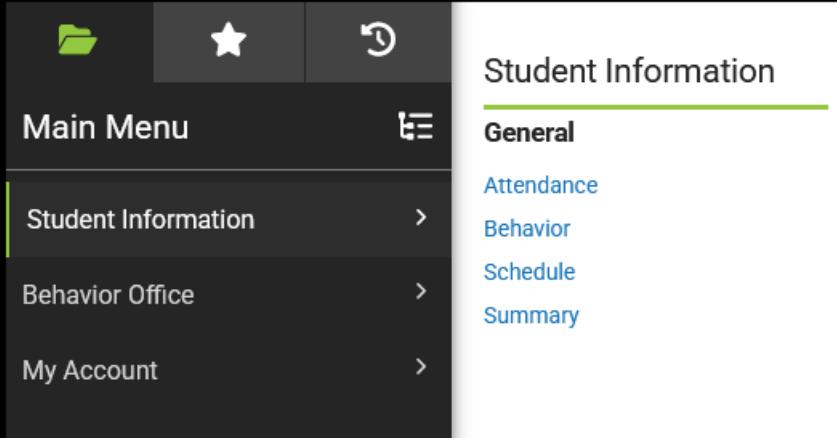
Student Information Access for Attendance Administrator User Group

General

▶ Click here to expand...

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

Tool	Read	Write	Add	Delete
Print Picture	X			
State ID	X			

Attendance Office

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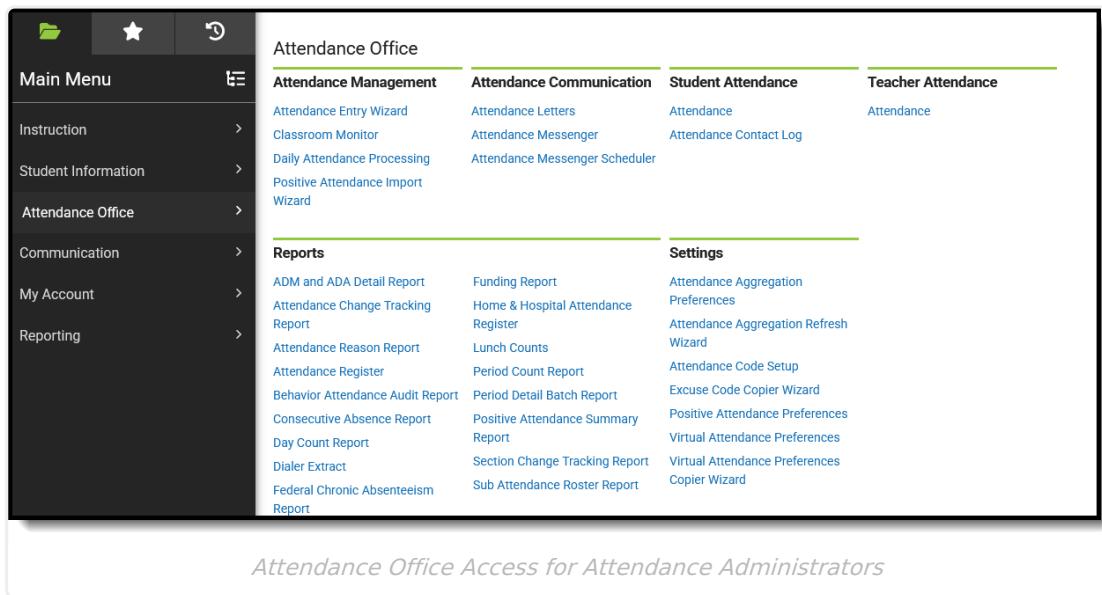
Attendance Office Access for Attendance Administrators

Attendance Management

▶ Click here to expand...

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

Attendance Communication

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Attendance Letters	X	X	X	X
User Group Formats	X	X	X	X
Attendance Messenger	X	X	X	X
User Group Formats	X	X	X	X
Attendance Messenger Scheduler	X	X	X	X

Student Attendance

▶ Click here to expand...

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

Teacher Attendance

▶ Click here to expand...

Tool	All
Attendance	X

Attendance Reports

▶ Click here to expand...

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