Daily Attendance Processing Tool Rights
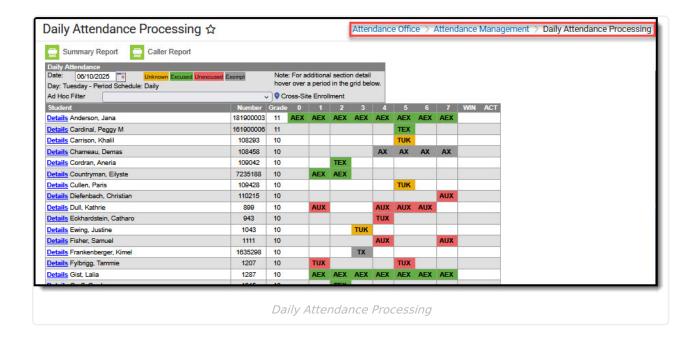
Last Modified on 06/24/2025 9:20 am CDT

[Available Tool Rights](#) | [Suggested User Groups](#)

Attendance Clerks use the **Daily Attendance Processing** tool to:

- Review and process attendance entries for a selected day.
- Generate the Caller Report for use in contacting parents/guardians about student absences.
- Generate a Summary Report of a selected day's absences.

See the [Daily Attendance Processing](#) article to learn how to use this tool.

Daily Attendance Processing

Available Tool Rights

Subrights in italics.

R	W	A	D
• View information displayed in the Daily Attendance Processing tool. • Access students' Person Summary Report (Details link). • View details of attendance events on a selected day. • Generate Summary Report. • Generate Caller Report.	• Enter or Modify student attendance for a selected day.	N/A	N/A
State ID/GUID (Subrights)			
When using Details to generate a student's Person Summary Report: **StateID**: View student's State ID **GUID**: View student's GUID	N/A	N/A	N/A

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- Attendance Clerks
- Front Office

See User Groups and Suggested Roles for more information.