

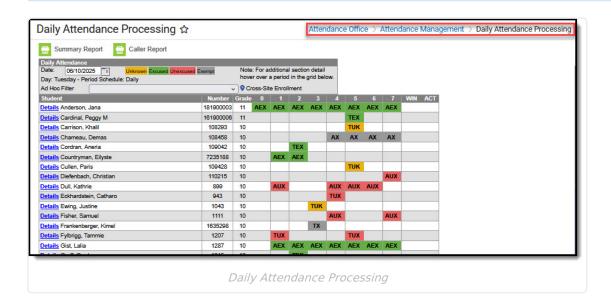
Daily Attendance Processing Tool Rights

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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 <u>Daily Attendance Processing</u> article to learn how to use this tool.



Available Tool Rights

Subrights in italics.



R	w	Α	D
 Access and 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 (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 <u>User Groups and Suggested Roles</u> for more information.