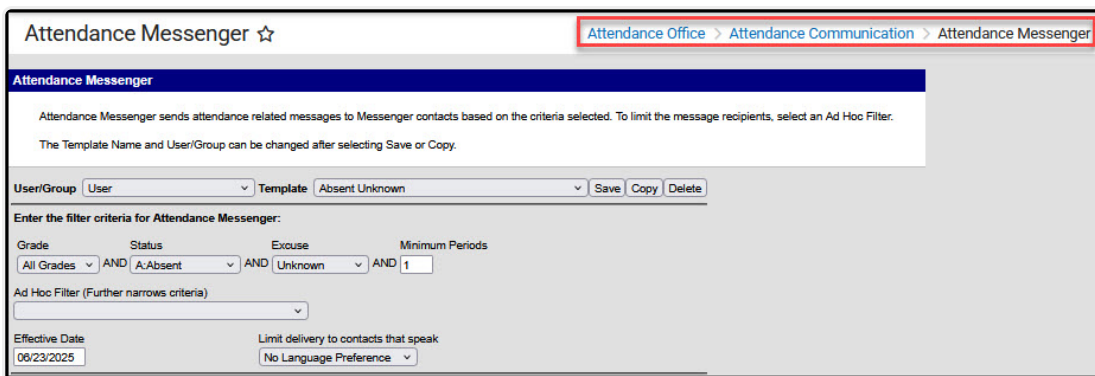


Attendance Messenger Tool Rights

Last Modified on 12/23/2025 1:26 pm CST

Front Office Staff and Attendance Clerks can send attendance-related messages to students' Messenger contacts based on selected criteria. Inbox and email messages are part of core campus functionality. Districts that wish to send text/SMS and voice messages must purchase that capability separately.

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



The screenshot shows the 'Attendance Messenger' tool interface. At the top, there is a breadcrumb trail: 'Attendance Office > Attendance Communication > Attendance Messenger'. Below this, the 'Attendance Messenger' header is followed by a description: 'Attendance Messenger sends attendance related messages to Messenger contacts based on the criteria selected. To limit the message recipients, select an Ad Hoc Filter. The Template Name and User/Group can be changed after selecting Save or Copy.' Below the description, there are several input fields and buttons. The 'User/Group' field is set to 'User'. The 'Template' field is set to 'Absent Unknown'. There are 'Save', 'Copy', and 'Delete' buttons. Below these, there is a section titled 'Enter the filter criteria for Attendance Messenger:'. This section contains four dropdown menus: 'Grade' (set to 'All Grades'), 'Status' (set to 'A: Absent'), 'Excuse' (set to 'Unknown'), and 'Minimum Periods' (set to '1'). Below these, there is an 'Ad Hoc Filter (Further narrows criteria)' dropdown menu. At the bottom, there is an 'Effective Date' field set to '06/23/2025' and a 'Limit delivery to contacts that speak' dropdown menu set to 'No Language Preference'.

Attendance Messenger - Template and Filter Criteria

Users may need rights to related tools:

[Attendance Letters](#): Create letter templates to generate attendance letters for mailing.

[Attendance Messenger Scheduler](#): Set dates and times for automatic delivery of attendance messages.

[Ad hoc Filter Designer](#): Use filters saved for the user groups to which they belong, or create their own filters.

Available Tool Rights

Subrights in *italics*.

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Attendance Messenger tool. • View existing personal attendance messenger templates. 	<ul style="list-style-type: none"> • Create new personal attendance messenger templates. • Edit attendance messenger templates • Send attendance messages (<i>also applies to User Group Formats subright when this option is selected</i>). 	<ul style="list-style-type: none"> • Copy attendance messenger templates (<i>also applies to User Group Formats subright when this option is selected</i>). 	<ul style="list-style-type: none"> • Delete attendance messenger templates (<i>also applies to User Group Formats subright when this option is selected</i>).
User Group Formats			
<ul style="list-style-type: none"> • View attendance messenger templates assigned to user groups to which the user belongs 	N/A	N/A	N/A

Suggested User Groups

- [Attendance Clerks](#)
- [Attendance Administrators](#)
- [Front Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.