

Attendance Messenger Tool Rights

Last Modified on 07/09/2025 1:13 pm CDT

Users such as 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 who wish to send text/SMS and voice messages must purchase that capability separately.

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

Attendance Messenger ☆
Attendance Office > Attendance Communication > Attendance Messenger

Attendance Messenger

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.

User/Group: User Template: Absent Unknown Save Copy Delete

Enter the filter criteria for Attendance Messenger:

Grade: All Grades AND Status: A: Absent AND Excuse: Unknown AND Minimum Periods: 1

Ad Hoc Filter (Further narrows criteria)

Effective Date: 06/23/2025 Limit delivery to contacts that speak: No Language Preference

Attendance Messenger - Template and Filter Criteria

Delivery Devices:
☒ Inbox
☒ Email
☒ Voice
☒ Text

Reply To Email:
Caller ID:

Message Subject:

Message Body

Dear :

Your child, , was marked absent today for unknown reasons. Please contact the Attendance Office regarding this matter. Unknown absences will be counted towards the state's truancy policy.

Sincerely,

Browse and upload a recorded message (.wav file format)

No file selected.

Browse and upload an email attachment

No file selected.

Text Message

Infinite Campus recommends not exceeding 140 characters as this may result in multiple messages being sent to recipients in random order.

F

Your child, , was marked absent today for unknown reasons. Please contact the Attendance Office regarding this matter. Unknown absences will be counted towards the state's truancy policy.

Delivery Date:

Send Inbox/Emails at: Dial Window: until

Test

Preview/Send

Users may need rights to related tools:

[Attendance Letters](#): Create letter templates that are used to generate [Attendance Letters](#) to be mailed.

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

[Ad Hoc Filter Designer](#): Users may need rights to use filters saved for the use of user groups to which they belong, or to create their own filters.

Available Tool Rights

This tool can only be used in the active school year. Subrights in *italics*.

► [Click here to expand...](#)

▼ Attendance Office	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Attendance Management	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Attendance Communication	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Letters	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
User Group Formats	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Messenger	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
User Group Formats	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Attendance Messenger Scheduler	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

R	W	A	D
Attendance Messenger			

R	W	A	D
<ul style="list-style-type: none"> • View 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 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.