# Attendance Messenger Tool Rights

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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 - Template and Filter Criteria*

*Attendance Messenger - Delivery Devices and Message*



*Attendance Messenger - Text Message*

**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...



| R | W | A | D |
|---|---|---|---|
| **Attendance Messenger** | | | |

| R | W | A | D |
|---|---|---|---|
| • View attendance messenger tool.<br>• View existing personal attendance messenger templates. | • Create new personal attendance messenger templates.<br>• Edit attendance messenger templates<br>• Send attendance messages.<br>• *(also applies to User Group Formats subright when this option is selected)* | • Copy attendance messenger templates<br>• *(also applies to User Group Formats subright when this option is selected)* | • Delete attendance messenger templates<br>• *(also applies to User Group Formats subright when this option is selected)* |
| *User Group Formats* | | | |
| • 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.