

Student Information Systems Access Levels

Basic Access Levels - The job assignments listed within the following table relate to basic assignments current within the school and district. Changing from one job assignment to a new assignment or changing from an assignment that is different from the role listed in MUNIS may necessitate an updated FERPA confidentiality form to be signed by the staff member and his/her district level supervisor or school principal. Contact the SIS department for more information.

Job Assignment	Specific Student Information Accessed	# of School Personnel
Assistant Principals <ul style="list-style-type: none"> • Elementary Administrators • Middle School Administrators • High School Administrators • Administrative Assistants • Quality Work Facilitators 	Read/Write access to: <ul style="list-style-type: none"> • All student enrollment and demographic information • Some program information depending upon job description (areas of IC like gifted, testing, ESOL, special ed, RTI, etc.) • Student lockers • Student consent information • Safety Reporting • Behavior Entry and Reports • HS Exam Exemptions • Staff Birthdays • Staff Addresses (if they have been put into IC) • Some Custom Campus Reports • Ad Hoc • Contact Log Reports • Academic planner • Log in as user rights (if requested by the principal) • Messenger • RTI Desktop admin rights • SLDS • Read only access to view additional school programs for student course enrollments and grades for Forsyth Virtual and Forsyth Academy 	Varies per HR Allotments and per principal discretion
Athletics Directors	School wide read only access to: <ul style="list-style-type: none"> • Student demographic information • Student enrollment • Student grades • Student attendance • Student transportation • Read only access to view additional school programs for student course enrollments and grades for Forsyth Virtual and Forsyth Academy 	1 per high school; usually a teacher
Attendance Clerk	Read/write access to: <ul style="list-style-type: none"> • Fire Drill Head Count • No show students • Staff Birthdays • Staff Addresses • Ad Hoc • Contact Log Reports • Master Schedule Reports • Section Roster Reports • Report Card Printing (ES and MS) • Student Locator Function • Master Schedule Grid 	1

	<ul style="list-style-type: none"> • General Demographic Student Information • Student grades and schedule • File/Folder Labels by DOB • Messenger • SLDS Read only access to households and identities Full Attendance Access – read, write, edit, delete, run letters	
Bookkeeper	Read only access to general student demographic information, household information, SLDS, and identity information Read, write, add access to student fees	1
Cabinet	System wide access to review enrollment summary information, SLDS, and RTI Desktop	Superintendent Determined
Cafeteria Managers	Read only access to general student demographic information. SLDS access	1
Career Dev Coordinator	Schoolwide read access to: <ul style="list-style-type: none"> • Student demographic information • Student grades • Student schedules • Student attendance • Student flags • Student transcripts • Parent Consent Tab 	Career Coordinator as assigned by Valery Lowe
Census View	System wide read only access to: <ul style="list-style-type: none"> • SLDS • Student demographic information • Student grades • Student schedules • Student attendance • Student flags • Student transcripts • Student assessment information • Parent Consent Tab • Home Language Tab • Student Behavior Tab • Athletics Tab • Ad Hoc Reports • Waiver Tab • Records Transfer Tab • Report Comments • I3 Consent • Noble • District Employment Tab • District Assignment Tab • Households • Addresses 	Only has K12 because of state reporting
Counselor	Read/Write access to: <ul style="list-style-type: none"> • Attendance • Contact Log for Counselors • Scheduling • Academic Planning Read only access to:	Varies per HR Allotments

	<ul style="list-style-type: none"> • Credits Earned/Attempted • HS Transcripts • Now Show Student Report • SLDS • TKES • General Student demographic information • SSN Students • Household Information • Behavior • Health • Grades • Lead Counselors at each high school can view additional high school programs for student course enrollments and grades for Forsyth Virtual and Forsyth Academy 	
Counselor w/o Walk-in Scheduler	<p>Read/Write access to:</p> <ul style="list-style-type: none"> • Attendance • Contact Log for Counselors <p>Read only access to:</p> <ul style="list-style-type: none"> • Credits Earned/Attempted • HS Transcripts • Now Show Student Report • SLDS • TKES • General Student demographic information • SSN Students • Household Information • Behavior • Health • Grades 	Varies per HR Allotments
County Office Special Ed	<p>County office User plus:</p> <p>System wide read/write access:</p> <ul style="list-style-type: none"> • Special education tab <p>Systemwide read only access to:</p> <ul style="list-style-type: none"> • Special Ed Plan Types 	Determined by Special Ed Department
County Office User	<p>Systemwide read/write access to:</p> <ul style="list-style-type: none"> • SLDS • Ad hoc reporting <p>Systemwide read only access to:</p> <ul style="list-style-type: none"> • SLDS • Enrollment Summary Report • TLE • Student demographic information • Student grades • Student schedules • Student attendance • Student flags • Student transcripts • Student transportation • Student fees • Student lockers • Student consent information 	Varies for system based on allotments

	<ul style="list-style-type: none"> • RTI Desktop 	
<p>Data Clerks</p> <ul style="list-style-type: none"> • Elem Data Clerks • MS Data Clerks • HS Data Clerks (HS only can view 1 prior year b/c of transcripts) 	<p>Read/write access to:</p> <ul style="list-style-type: none"> • Fire Drill Head Count • No show students • Parents without Parent Portal • HS Exam Exemptions • Staff Birthdays • Staff Addresses • Custom Campus Reports • Ad Hoc • Contact Log Reports • Master Scheduling and Reports • Section Roster Reports • Report Card Printing (ES and MS) • Student Locator Function • General Demographic Student Information • File/Folder Labels by DOB • Messenger • SLDS • Campus Community • Surveys • State Reporting • Current year, next school year and 1 past year of the school's student information <p>Read only access to:</p> <ul style="list-style-type: none"> • GRITS • GA DOE Login • Parent Portal Login Information • Staff Reporting • View Additional Programs for student course enrollments and grades for Forsyth Virtual and Forsyth Academy 	1
District ITS	<p>System wide read/write access to:</p> <ul style="list-style-type: none"> • SLDS • Ad Hoc Reports • Messenger • Surveys • Sandbox login • Account Settings • Campus Community • User security – students • Login as user <p>Read only access to:</p> <ul style="list-style-type: none"> • Some custom reports • Grading Reports • Student demographic information • Student enrollment information • Student schedules • Student attendance • Student fees • Student flags • Academic Planner 	Determine by Instructional Tech Department

	<ul style="list-style-type: none"> • Student Health Tab 	
Facilitators	<p>Custom Report Access</p> <p>Multiple School Access based upon assignment with school wide read only access to:</p> <ul style="list-style-type: none"> • Student demographic information • Student enrollment • Student grades • Student behavior • Student flags • Student transcripts • Student attendance • Student transportation • Student fees • Student lockers • Student Athletics • Home Language Survey • Parent Consent Tab • Report Comments • Student Health Tab • GA DOE Portal • Parent Portal Login • Sandbox Login <p>Multiple School Access based upon assignment with school wide read/write access to:</p> <ul style="list-style-type: none"> • Student Schedules • Student Surveys <p>Multiple School Access based upon assignment with school wide Base to read/write/delete in:</p> <ul style="list-style-type: none"> • Special education tab for any student • FTE • Academic planner • RTI Desktop 	Determined by Special Ed Department
Family Engagement Coordinator	<p>School wide read only access to:</p> <ul style="list-style-type: none"> • Student general demographics • Student contact information • Student grades • SLDS 	1 per Title 1 school
Graduation Coach	<p>Read/Write access to:</p> <ul style="list-style-type: none"> • All student enrollment and demographic information • Some program information depending upon job description (areas of IC like gifted, testing, ESOL, special ed, etc.) • Ad Hoc • Contact Log Reports • Academic planner • Messenger • SLDS • Counseling Information • RTI Desktop Administrator 	Varies – principal determined
Interns/Student Teachers	<p>School write access to:</p> <ul style="list-style-type: none"> • Demographics for rostered classes • Ad Hoc Letter 	Varied - principal determined

ISS	<p>School wide read only access of current school year to:</p> <ul style="list-style-type: none"> • Student Demographics • Attendance <p>Read/Write access to:</p> <ul style="list-style-type: none"> • Behavior Referral 	Varied - principal determined
ITS	<p>School wide read/write Access to:</p> <ul style="list-style-type: none"> • SLDS • Ad Hoc Reports • Messenger • Surveys • Sandbox login • Account Settings • Campus Community • User security – students • Login as user <p>Read only access to:</p> <ul style="list-style-type: none"> • Some custom reports • Grading Reports • Student demographic information • Student enrollment information • Student schedules • Student attendance • Student fees • Student flags • Academic Planner • Student Health Tab • Graduation Reports • Parent Portal login information 	1 or 2
Literacy Coaches	<p>Read/Write access to:</p> <ul style="list-style-type: none"> • All student enrollment and demographic information • Some program information depending upon job description (areas of IC like gifted, testing, ESOL, special ed, RTI, etc.) • Ad Hoc • Contact Log Reports • Academic planner • Messenger • SLDS 	Varies – principal determined
Long-term Sub	Secondary teacher rights for person who they are substituting for as a secondary teacher.	Varies per principal
Media Center Specialists/Para	<p>Read/Write access to:</p> <ul style="list-style-type: none"> • Ad Hoc Reports • Fees • Noble • Importing Student/Staff Pictures <p>Read only access to:</p> <ul style="list-style-type: none"> • Staff Addresses • SLDS • Student demographic information • Student enrollment information • Student schedules • Student attendance 	1 or 2

	<ul style="list-style-type: none"> • Transportation • FERPA Consent 	
MV Liaison	System wide read only access to: <ul style="list-style-type: none"> • SLDS • Student demographic information • Student contact information • Counseling tab • Social worker tab • Special Documents • Health tab 	1 per school system
Nurses	Schoolwide read only access to: <ul style="list-style-type: none"> • Student demographic information • Student contact information • Student daily attendance • Custom Health Reports • Student schedules • Student transportation • Parent Consent tab • SLDS • 504 tab • RTI Desktop tab • Staff demographics Schoolwide read/write/add access to: <ul style="list-style-type: none"> • Health Tab • Student flags • Athletics tab • Ad Hoc • GRITS 	1
Parapros	Read/write access to personal evaluation in SLDS	Varies
Principals	Read/Write access to: <ul style="list-style-type: none"> • All student enrollment, program and demographic information • Student lockers • Student consent information • Safety Reporting • Behavior Entry and Reports • HS Exam Exemptions • Staff Birthdays • Staff Addresses (if they have been put into IC) • Custom Campus Reports • Ad Hoc • Contact Log Reports • Master Schedule Reports • Section Roster Reports • Academic planner • Log in as user rights • Messenger + ability to send emergency Messengers • RTI Desktop admin rights • SLDS and GA DOE Portal • ETCHMATE • OOD Information • SLDS • Free and Reduced Lunch (FRAM) 	1

	<ul style="list-style-type: none"> • Read only access to view additional school programs for student course enrollments and grades for Forsyth Virtual and Forsyth Academy 	
Psychologists	<p>All system access to read and write:</p> <ul style="list-style-type: none"> • Counseling • Social Worker • PLP tab • Special Ed • Student psychologicals <p>All system read only access:</p> <ul style="list-style-type: none"> • Contact log reports • SLDS • Student demographic information • Academic Planner • Student assessments • Health • Student locator • Student attendance • Student grades • Student contact information • Ad Hoc Reports 	Determined by Student Support Director
Records Clerk	<p>Read/write access to:</p> <ul style="list-style-type: none"> • Fire Drill Head Count • General Demographic Student Information • File/Folder Labels by DOB • Messenger • SLDS <p>Read only access to:</p> <ul style="list-style-type: none"> • GRITS • GA DOE Login • Parent Portal Login Information 	1
Registration Center	<p>Custom reports for:</p> <ul style="list-style-type: none"> • Students Enrolled Today • Enrollment Summary • KK Roundup Information • RMS Reporting • Student Records Transmittals <p>System wide read, write, add, delete rights to:</p> <ul style="list-style-type: none"> • Student demographic information • Student enrollment information • Student schedules • Student flags • Student transcripts • Student behavior • Student transportation • Student fees • Student lockers • Parent consent tab • All SSNs • Athletics • Transportation 	SIS Department

	<ul style="list-style-type: none"> • Ad Hoc Reports • I3 Consent • Person Documents • Program Participation • Home Language • Health Information • SSN Information • GRITS • OLR 	
Safety Dept.	System wide read only access to: <ul style="list-style-type: none"> • Parking Permits • Students enrolled today • Student demographic information • Student attendance • Student grades • Student counseling tab • Student flags • Student transcripts • Student behavior • Student transportation • Student fees • Student lockers • Student graduation • Parent consent tab • Home Language tab • Athletics tab • Ad Hoc Letters • Student waiver tab • Records transfer tab • Student contact maintenance • I3 Consent • DOE Alternative Program • Counseling tab • Student academic planner • Student special program information • Student health information 	Determined by Safety Department
School Resource Officer (SRO)	Read only access to general student demographic information as defined by FERPA directory Board Policy.	1
Secretary/Receptionist	Read only access to general student demographic information, household information, SLDS, and identity information	1
SIS Administrators	Systemwide access to everything in IC.	SIS Department and 1 contracted worker
Social Workers	System wide read/writes rights to: <ul style="list-style-type: none"> • Counseling tab • Contact tab • Special Ed Contact log • Social worker tab System wide rights to read the following: <ul style="list-style-type: none"> • Health 	1 per school

	<ul style="list-style-type: none"> • Student Grades • Student attendance • Special Ed Documents • Student Locator • Student Grades • Ad Hoc • RTI Desktop • SLDS 	
Student Advocacy Specialist (SAS)	<p>All School current year read/writes rights to:</p> <ul style="list-style-type: none"> • Counseling tab • Contact tab • Special Ed Contact log • Social worker tab <p>All School rights to read only for past 5 school years to the following:</p> <ul style="list-style-type: none"> • Health • Behavior • Student Grades • Student attendance • Special Ed Documents • Student Locator • Student Grades • Ad Hoc • RTI Desktop • SLDS 	1 per high school
<p>Teacher</p> <ul style="list-style-type: none"> • Elementary Teachers • Middle School Teachers • High School Teachers 	<p>Read only access of current school year to:</p> <ul style="list-style-type: none"> • Student Demographics • Enrollment History • Schedule • Assessment • Attendance • Flags • Summary Grade • Parental Consents • Transportation • Health • Class Rosters • Reports as related to class rosters <p>Read/Write access to:</p> <ul style="list-style-type: none"> • Behavior Referral • Class Grades Detailed • Lesson Planning • RTI Desktop • SLDS <p><i>*Teacher level access is based upon current students rostered to their assigned courses.</i></p>	Varies per HR Allotments
Teaching and Learning District Administrators	<p>Custom Reports for:</p> <ul style="list-style-type: none"> • Credits earned and attempted • Enrollment Summary • HS Exam Exemptions <p>Systemwide read/write access to:</p>	Teaching and Learning Department

	<ul style="list-style-type: none"> • SLDS • Ad hoc reporting <p>Systemwide read only access to:</p> <ul style="list-style-type: none"> • SLDS • Enrollment Summary Report • TLE • Student demographic information • Student grades • Student schedules • Student attendance • Student flags • Student transcripts • Student transportation • Student fees • Student lockers • Student consent information • RTI Desktop 	
Transportation	<p>Assigned schoolwide rights or system-wide read only access to:</p> <ul style="list-style-type: none"> • Student demographic information • Student enrollments • Student schedules • Student flags • Student attendance • Student behavior • Student transportation • Student fees • Parent consent tab • Home Language tab • I3 Consent • Student health tab • Student locator • Ad Hoc Reporting • User Communication <p>Assigned schoolwide rights or system-wide read/write access to:</p> <ul style="list-style-type: none"> • Transportation tab 	Transportation Department

Add-On Rights – The rights listed in this table may be added on to individual users. When these rights are added, staff will be asked to sign an additional FERPA verification form.

Job Assignment	Specific Student Information Accessed	# of School Personnel
Ad-Hoc	Ability to read, write and delete Ad Hoc Reports based upon current leveled access.	Varies
After School	Ability to see demographic information for students on a specific schoolwide basis for the purpose of running an elementary school after school program.	Varies
All School Edit	Ability to update enrollment tab for any school after CBE testing is complete	Only Mary VB
AllSchoolsAllCalsReadOnly	Given to county office or district staff for the purpose of accessing the All Schools drop down in the Calendar section of IC.	County Office Users
Athletics Tab – Edit	School wide access to read/write/add information in the athletics tab Allows user to read, write and add information on the student athletics tab.	1 per high school; usually secretarial staff
Behavior Edit	Full editing rights to making a behavioral referral, recording a resolution, and running all IC behavior reports. <i>A state requirement to receive this right is a valid and current Education Leadership certification.</i>	
Checkmate (Check-in/out system)	School wide read/write/delete access to <ul style="list-style-type: none"> • Student attendance • Update Checkmate settings 	1
DATAmate	Allows users access to the Datamate tab to set up settings and correct errors	SIS Department
Del Reg Docs	Allows user to delete registration documents in OLR	2 system wide
Delete Schedules	Allows user to delete student schedules	Varies by school
Department Chairs	Allows teacher unfiltered school wide access to all students within a given school	Only at West; only for principal assigned department chairs
Elementary Schools – Read Only	Ability to review and read a student record in the school system for the purpose of determining ACE program applications	ACE Admin
Elevated Access Form Approved	No rights – only verifies that an elevated access form has been signed for the user	Varies by school
ESOL Coordinators/Admin	All Teacher rights or Admin rights as assigned plus: Read/Write access to: All students within a school to see all previously assigned tabs and edit: <ul style="list-style-type: none"> • Program Participation ELL Tab • ELL PLP 	1
ESOL Teachers	Read/Write access to: <ul style="list-style-type: none"> • Program Participation ELL Tab • ELL PLP 	Varies per HR Allotments

Etchmate	Access to ETCH is for monitoring FTE funding and errors; usually given to FTE coordinators, program directors, and principals	3 – data clerk or records clerk, AP, and Principal
GAVS Coordinator	Unfiltered schoolwide search for student information regarding grades, enrollments, and schedules for multiple years	1 per school
Gifted Coordinators/Admin	All Teacher rights or Admin rights as assigned plus: Read/Write access to: All students within a school to see all previously assigned tabs and edit: <ul style="list-style-type: none"> • Gifted Tab 	1
Gifted Teachers	Read/Write access to: <ul style="list-style-type: none"> • Gifted Tab based upon rostered students 	Varies per HR Allotments
Grades Detail	Adds details to course grading so that the user is able to see each assignment within all of the rostered courses on a student's schedule. This access is limited to caseload or can be schoolwide depending on the other user rights.	Principal determined
High Schools – Read Only	Ability to review and read a student record in the school system for the purpose of determining ACE program applications	ACE Academy Admin
Log in as user	Allows user to log in to IC as another user and see information based on the other user's rights	Varies per school
MARS (Monitoring At-risk Students) Test	School wide access to run reports designed to target and track at risk students based upon set county criteria.	Varies per principal and/or Student Support Services MTSS Team
Messenger	Allows user to send messages to school, student, and parent contacts school wide.	Varies per school
Middle Schools – Read Only	Ability to review and read a student record in the school system for the purpose of determining ACE program applications	ACE Academy Admin
OLR Administrator	Allows user to maintain and update the OLR system	1 per school system
Parking Permit View	Allows user to view the parking permit tab for all students in a school	1 per high school
Phone Changes	Allows user to read, write, and add student contacts	1 per school
Psychological Tab	Allows user to read, write, edit, and delete imported school psychological reports.	Student Support Department Determined
RTI Desktop Admin User	Read/Write/Delete access to: <ul style="list-style-type: none"> • All students within RTI Desktop • Ability to add interventions • Ability to add monitoring information • Ability to add conference notes • Ability to run reports 	1
RTI Secretary	Read/Write/Delete access to: <ul style="list-style-type: none"> • All students within RTI Desktop • Ability to add interventions • Ability to add monitoring information • Ability to add conference notes 	1

	<ul style="list-style-type: none"> • Ability to run reports 	
Scheduling	Full read, write, and delete rights within both student and teacher schedule and master schedules; full access to all scheduling reports	1 per school
Sped Dpt Chairs/Facilitators	Base rights plus school wide access to all students within school and to read/write/delete in <ul style="list-style-type: none"> • Special education tab for any student • FTE • Academic planner • RTI Desktop 	1
Special Ed Teachers	Base teacher writes as well as the following: <ul style="list-style-type: none"> • Ability to write and update an IEP • Ability to update all information within the special education tab. 	Varies per HR Allotments
SSN – Student	Allows user to only see student social security numbers	
Testing Coordinator	Base rights plus school wide read/write access to <ul style="list-style-type: none"> • Assessment tab • Student flags 	1
Transcript Entry	Allows user to read, write, and add to a student's transcript	Lambert request-3 people
Transition Center	Allows user to read the EL tab	Transition Department
Transportation/Dispatch	Added right to the Transportation Department to allow the transportation department to send messengers	4 members of the Transportation Department
Transportation Team Leaders	Added right to the Transportation Department to allow system wide view of student transportation information and student demographic information	Transportation Department
Virtual Facilitators	Added to give access to the FVA and FA web-based application	School determined – usually counselors and an AP