Technology & Information Systems Services Division

Infinite Campus Rights Request Form

School-Based Users | Fillable Version

Infinite Campus access is automatic for school-based users: default roles are assigned by position code and removed when a user's location or position code changes. Use this form only to request additional or changed rights.

1. Instructions: Save the completed form and have the **site principal** email it to **IC Provisioning (0068-sdm-icprovisioning@nv.ccsd.net). Only forms emailed by the principal will be processed.** Questions: User Support Services, 702-799-3300, option 1.

2. User Information

Last Name:		**School/Department Name:**	
First Name:		**Location Code:**	
Middle Initial:		**Telephone Number:**	
Job Title:		**Employee ID:**	
Effective Date:		**Prior Loc. Code (if transferring):**	

3. Check all applicable rights options

- ☐ **504 Liaison** – Rights to view and modify the custom 504 Module.
- ☐ **Attendance** – Full module rights, including the ability to mass change attendance at the school level.
- ☐ **Behavior Management** – Full access to Behavior module including incidents, resolutions, behavior letters, and reports. *Limited number per site, as victims, witnesses, and other sensitive data is included in this module. ***Recommended for administrators only.***
- ☐ **Building Communications** – ***Recommended for administrators and office staff only.*** Full access to User Communications and Messenger for Infinite Campus System and Portal. Note: also provides access to Apptegy Alerts.
- ☐ **Building Designee** – This is the Apptegy administrator role that allows website revision access. This permission will provide administrative access to Apptegy.
- ☐ **Magnet–Magnet/CTA Coordinators** – Full access to the Magnet Program and Select Schools tab and view access to the Elementary and Secondary Report Cards. Provision to Magnet School staff only.
- ☐ **Master Scheduler** – ***Recommended for counselors and administrators only.*** Full access to the Scheduling Module with rights to scheduling group, request wizard, roster copy, fill counselor, etc.
- ☐ **OLR Backup Enrollment** – Full access to Staff Processing to verify and approve OLR applications, including enrolling and withdrawing students, editing households, updating emergency contacts, and defining/modifying relationships.
- ☐ **Portal Liaison** – Ability to determine parent and student account status and assist with setting up Campus Portal accounts.
- ☐ **Scanning Tools** – Access to Badge Designer, Badge and Photo Printing, Building Sign In and Out Kiosk, Classroom Attendance Kiosk, Detention Scanner, Hall Monitor Grid, Hall Monitor Scanner, and Student Hall Pass Lookup.
- ☐ **School Read Only** – *Read-only access to all students within the assigned school for attendance, enrollment, schedule, and household information.
- ☐ **Registrar/ES Clerk** – ***Administrators, counselors, and teachers will not be provisioned into this group. Only two allowed per school.***
  - ☐ ES Clerk ☐ MS/HS Registrar If your site already has backup, who should be removed? _____

STUDENT PERFORMANCE PLANS — school-wide access to all students; select Read Only OR Edit per plan

Plan	Read Only	Edit
Literacy Performance Plan (SLPP)	◯	◯
Math Performance Plan (SMPP)	◯	◯

FOR SECONDARY SCHOOLS USE ONLY

- ☐ **Athletic Info** – School-wide access to the Athletic Info tab and bus requests; read-only access to school-wide student attendance and schedules, and district-wide access to Student Snapshot. *Recommended for Athletic Directors and School Administration only.* **Request must be approved by the Student Athletics and Activities department.**

FOR ADULT ED USE ONLY

Adult Ed & Adult Ed Testing Tabs – select **one** access level: ◯ Admin (full access) ◯ Read Only (view) ◯ Support (view & modify)

- ☐ **Adult Ed Reports** – View the Adult Ed custom reports and full access to the Adult Ed tab.
- ☐ **Adult Ed Behavior Referral** – View and modify Behavior Referral and modify the 9th Grade Start Date on the Graduation tab.

Comments / Justification *— use this section for removal requests, exceptions, or other directions for action.*