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## ProgressBook Job Function Access in GradeBook

StudentInformation Job Function	Access Granted in GradeBook
Curriculum Director	<ul> <li>Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales</li> </ul>
Attendance	<ul> <li>Access to student daily and period attendance records in the Absence Queue, the attendance export to send records to StudentInformation, attendance reports, homerooms, and period/block codes</li> </ul>
Master	<ul> <li>Access to the GradeBook Administrator Home Page for the entire district with edit privileges for all aspects of GradeBook</li> </ul>
School Support	<ul> <li>Access to homerooms, classes, students, staff, lunch choices, and lunch count reports in the school buildings to which the user is assigned as well as all principal role functionality and limited ParentAccess administration</li> </ul>
School Administrator	<ul> <li>Access to the GradeBook Administrator Home Page for one or more school buildings to which the user is assigned with edit privileges for named codes, calendars, staff, reporting periods, courses, classes, academic standards, report cards, lunch choices, and lunch count reports</li> </ul>
Teacher	<ul> <li>Access to GradeBook's grade book features and SpecialServices Classic (if it is enabled) for the classes and students to which they are assigned</li> </ul>
<ul> <li>Principal (includes access for DataMap)</li> </ul>	<ul> <li>Access to lunch choices; all clerical options that the Attendance and Secretary job functions can access as well as eligibility reports, lunch count reports, and student progress reports</li> </ul>
<ul> <li>GradeBook - Principal (GradeBook access only)</li> </ul>	<ul> <li>Access to view student progress in ParentAccess as well as teacher grade book information, including GradeBook Grid, 5</li> <li>Day Planner, lesson plan reports, and class progress reports</li> </ul>
Superintendent	• N/A
Secretary	<ul> <li>Access to all attendance options that the Attendance job function can access as well as report cards</li> <li>Access to view report card and interim grades by student and ParentAccess user account maintenance and extracts</li> </ul>
Curriculum Coordinator	<ul> <li>Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales</li> </ul>
Cafeteria Worker	Access to update lunch choices and lunch count reports
<ul> <li>Counselor (includes access for StudentInformation and DataMap)</li> <li>GradeBook - Guidance (GradeBook access only)</li> </ul>	<ul> <li>Access to student progress reports and viewing student progress in ParentAccess</li> </ul>