

DACE-SIS User Profile Guide

Guide to DACE-SIS User Roles

This guide helps Principals and District staff understand the level of access associated with each DACE-SIS user role in order to assign staff appropriately. By matching staff to the proper roles, school staff will be more effective in protecting student information, and adhering to District policy as well as state and federal confidentiality laws.

Confidentiality Agreement

As a user of the Division of Adult and Career Education Student Information System (DACE-SIS), the user understands that they will have access to confidential student, family, and employee records. In addition:

- They are entrusted with protecting the information within this system, in accordance with LAUSD bulletins 1077 (Information Protection Policy) and 2469 (Pupil Records: Access, Confidentiality, and Notice of Education Rights), and state and federal confidentiality laws.
- They may not discuss information related to records with non-authorized employees.
- They must guard records from being viewed by non-authorized employees.
- They understand that sharing their Single Sign-On (SSO) username and password will result in immediate disciplinary action.
- They must meet all requirements of the Responsible User Policy (Bulletin 999), located at the bottom right of the LAUSD website.
- Violation of any of the terms above may result in disciplinary action, as specified in District bulletins 999 and 1077, as well as legal liability and/or penalty under state and federal confidentiality laws.

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User Profile	Indicates the name of the user profile. User profiles should be assigned to staff based on job duties.
Description	Summarizes the type of student information that can be viewed or edited.
Security Level	Reflects the level of sensitivity of information that is viewable or editable. High security level user profiles should be limited.
Module	Describes the functionality (i.e., attendance, grades, and student support).
Types of Users	Indicates the staff titles that might be assigned to the user profile. If appropriate, a single staff member might be associated with numerous user profiles, based on job duties.

User Profile	Description	Security Level	Module	School Role
Teacher	<p>Allows for limited viewing of student information and ability to:</p> <ul style="list-style-type: none"> • Post and certify student attendance • Post grades • Post competencies 	Low	<ul style="list-style-type: none"> • View Portal Messages • View Calendar Events • Search for a Student • View Student Information • View/Edit Attendance • View Course History • View Test History 	<ul style="list-style-type: none"> • Teacher
School Read Only	<p>Allows for viewing much of the school and student information and reports</p> <p>Provides data view access for individual attendance and Student Support and Services</p>	Low	<ul style="list-style-type: none"> • View Portal Messages • View Calendar Events • Search for a Student • View Student Information • View Attendance • View Master Schedule Report • View Courses • View Sections • View Course History • View Test History 	<ul style="list-style-type: none"> • Clerk
School Read Only – SAA	<p>Same view rights as School Read Only</p> <p>Provides ability to add substitute teachers to a section</p>	Low	<p>Same modules as listed in School Read Only user profile with additional module of:</p> <ul style="list-style-type: none"> • Section Details/Subs 	<ul style="list-style-type: none"> • SAA
School Read Only – HiSET	<p>Same view rights as School Read Only</p> <p>Provides the ability to manage HiSET data collection</p>	Low	<p>Same modules as listed in the School Read Only user profile with additional edit access to:</p> <ul style="list-style-type: none"> • Student/Counseling/High School Equivalency 	<ul style="list-style-type: none"> • HiSET Assessment Proctors • HiSET Office Staff

User Profile	Description	Security Level	Module	School Role
School Read Only – SSO	Same <u>view</u> rights as School Read Only Provides the ability to <u>view</u> the SSO status field	Low	Same modules as listed in School Read Only user profile with the additional module of: <ul style="list-style-type: none"> • Student/General/SSO Status 	• Clerk
Navigator	Same <u>view</u> rights as School Read Only with additional ability to access the Navigator tab	Low	Same modules as listed in School Read Only user profile with additional <u>edit</u> rights on fields in: <ul style="list-style-type: none"> • Student/Navigator • Reports/District Reports/Navigators Report 	• Navigators
Finance Manager	Same <u>view</u> rights as School Read Only with additional ability to <u>edit</u> a payment receipt number in the student schedule	Low	Same modules as listed in School Read Only user profile.	• Finance Manager
School Read Only – Perkins	Same <u>view</u> rights as School Read Only user profile with additional <u>edit</u> access to Perkins data collection fields	Low	Same modules as listed in School Read Only user profile with additional <u>edit</u> access to fields to: <ul style="list-style-type: none"> • Student/Perkins 	• Program Data Technicians - CTE
Data Collector Clerk	Same <u>view</u> rights as School Read Only – Perkins with additional <u>edit</u> access to CASAS/WIOA/CalWORKs data collection fields	Low	Same modules as listed in School Read Only - Perkins user profile with additional <u>edit</u> access to: <ul style="list-style-type: none"> • Student/Counseling • Student/CalWORKs • Student/WIOA CAEP 	• Program Data Technician
Data Collector	Same <u>view/edit</u> rights as the Data Collector Clerk with additional <u>edit</u> access to student addresses and demographic information	Medium	Same modules as listed in Data Collector Clerk with additional <u>edit</u> access to: <ul style="list-style-type: none"> • Student/Address & Contacts • Student/General 	• Program Performance Advisors

User Profile	Description	Security Level	Module	School Role
School Office	Same view rights as the School Read Only user profile with additional edit access to enroll and schedule students and edit demographic information	Medium	Same modules as listed in School Read Only user profile with additional edit access to <ul style="list-style-type: none"> • Students/Add a student • Students/Online Enrollments • Student/Schedule • Student/General information 	<ul style="list-style-type: none"> • Front Office Clerk • Navigator • Advisor
Counselor	Same view/edit rights as School Office with additional edit access to portal messages, override pre-requisites for scheduling, course history, overfill sections	Medium	Same modules as listed in School Office user profile with additional edit access to: <ul style="list-style-type: none"> • Student/Communications/Announcements • Student/Grades 	<ul style="list-style-type: none"> • APACS • Teacher Counselor
School Admin	Allows for viewing and editing much of the school and student information and reports. Provides attendance posting access.	High	<ul style="list-style-type: none"> • Edit portal messages • Edit calendar events • Manually add a student • Process online enrollments • Take attendance for a teacher • Schedule a student • Mass add/drop student schedules • Edit master schedule report • Edit courses • Edit sections • Edit course history • Edit test history • Manage substitutes 	<ul style="list-style-type: none"> • APO

User Profile	Description	Security Level	Module	School Role
APACS	Same <u>view/edit</u> rights as the School Admin user profile with additional <u>edit</u> access to the Graduation Date field	High	Same modules as Counselor and School Admin user profile with additional <u>edit</u> access to: <ul style="list-style-type: none"> • Student/Counseling/ Graduation date 	<ul style="list-style-type: none"> • APACS
DACE-SIS Admin	Same <u>view/edit</u> rights as the School Admin user profile with additional <u>edit</u> rights to merge student records	High	Same modules as listed in School Admin user profile with additional <u>edit</u> access to: <ul style="list-style-type: none"> • Student/Delete a Student 	<ul style="list-style-type: none"> • DACE-SIS Coordinator
Principal	Access to <u>edit</u> and <u>view</u> most areas of DACE-SIS. This profile also can certify attendance for a teacher and approve competency override requests for CTE students	High	<u>Edit/view</u> access to all modules listed in all previous profiles with additional <u>edit</u> access to: <ul style="list-style-type: none"> • User/Take Attendance/Certify 	<ul style="list-style-type: none"> • Principal

IMPORTANT: The following user profiles have student enrollment and scheduling rights: School Office, Counselor, School Admin, APACS, DACE-SIS Admin, and Principal.