

# TSF2 User Role Permissions

Last updated 5/28/2019

## TSF2 Site-Wide User Roles

There are four user roles in the TSF2 that are consistent throughout the system: Administrator (Admin), State User (SU), ESD User (ESD) and District Manager (DM). These roles are currently in effect for the Post-School Survey and will carry over to any additional tools added to the TSF2.

### Administrator (Admin)

**CCTS staff only.** By default, Admins have all TSF2 user permissions.

- View, add, modify, and delete all user accounts in the TSF2

### State User (SU)

**OSPI staff only.**

- View and download all post-school outcome reports and presentations for state, ESDs, and districts

### ESD User (ESD)

**Educational Service District personnel only.** By default, ESDs have all Post-School Survey user role permissions for all districts and schools in their assigned ESD.

- View and download post-school outcome reports and presentations for assigned ESD

### District Manager (DM)

**District and/or ESD personnel.** By default, DMs have all Post-School Survey user role permissions for all schools in their assigned district.

- View, add, modify, and delete LV, CS, and VPSO user accounts in TSF2
- Unlock Post-School Surveys

## Post-School Survey User Roles

There are three user roles in the TSF2 that are specific to the Post-School Survey: Submit Leaver Verification (LV), Conduct Survey (CS), and View Post-School Outcomes (VPSO). TSF2 account holders can have multiple user roles, assigned by the DM. These roles are consistent across all schools assigned to the user.

### Submit Leaver Verification (LV)

**District and/or school personnel** who have access to student-level data.

- Submit and reset leaver verification for assigned schools
- Edit leaver demographics
- View, add, and delete surveys that have not been submitted as complete
- View overall survey progress
- View and download post-school outcome reports and presentations for district and state

### Conduct Survey (CS)

**District and/or school personnel** who are making survey phone calls.

- View and conduct surveys for all leavers
- View and download post-school outcome reports and presentations for district and state

### View Post-School Outcomes (VPSO)

**District and/or school personnel** who only need access to reports and presentations.

- View and download post-school outcome reports and presentations for district and state