

# District Assignments (Massachusetts)

Last Modified on 03/11/2024 8:44 am CDT

Tool Search: District Assignments

The District Assignments tab contains a series of checkboxes that determine, in addition to the appropriate tool rights, what access a user has to certain areas of the product. This tab also contains fields that report data within SIF.

The following table defines what tools are affected when these checkboxes are selected (and what subsequent tool rights should be assigned).

These checkboxes are used by other areas of the product (*e.g.*, [My Data](#), [Emergency Messenger](#), [Ad hoc Reporting](#)) to differentiate between types of staff members.

In addition to the selections made on the District Assignment tab, appropriate tool rights need to be assigned.

## District Assignments ☆

[Census](#) > [Staff](#) > District Assignments

Save

Delete

New

### Employment Assignment Information


\*School

ANGELO ELEMENTARY SCHOOL ▼

Department

▼

\*Start Date

08/04/2021 

End Date

▼ 

Title

▼

Type

▼

FTE of Assignment

▼

Assignment Code

▼

October 1 FTE Override

▼

EOY FTE Override

▼

Subject Matter Competency

▼

Teacher

☐

Special Ed

☐

Program

☐

Behavior Admin

☐

Health

☐

Behavior Response Approver

☐

Response to Intervention

☐

Advisor

☐

Supervisor

☐

Counselor

☐

Foodservice

☐

Exclude Behavior Referral

☐

Self Service Approver

☐

FRAM Processor

☐

Activity Staff

☐

Primary District Assignment

☐

Primary Teaching Area

▼

External LMS Exclude

☐

Exclude

☐

Parapro Qualification

00: Not Applicable ▼

Staff Actual Attendance

▼

Staff Expected Attendance

▼

Beginning Educator

01: Yes ▼

Beginning Educator Mentor MEPID

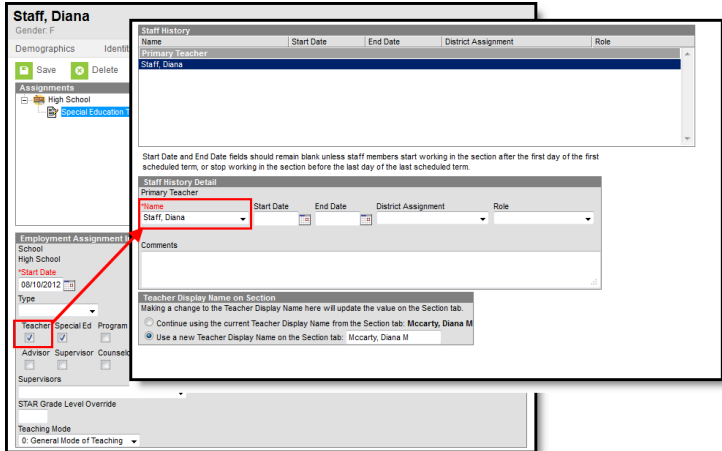
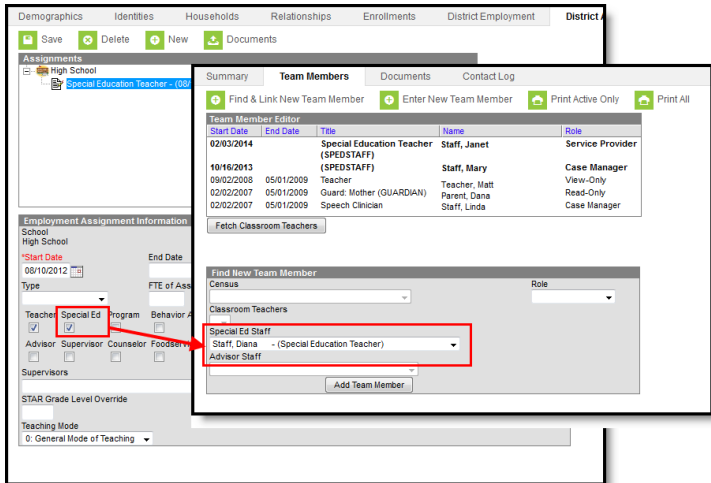
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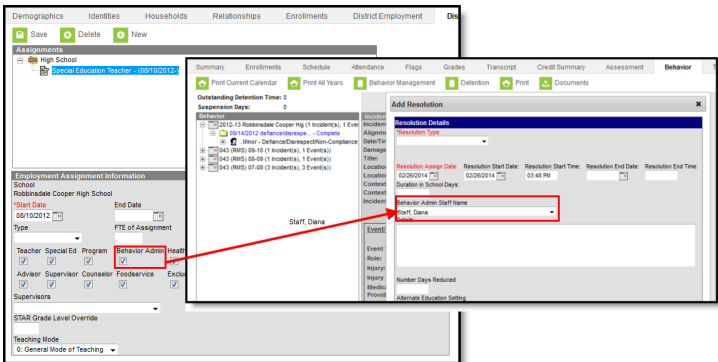
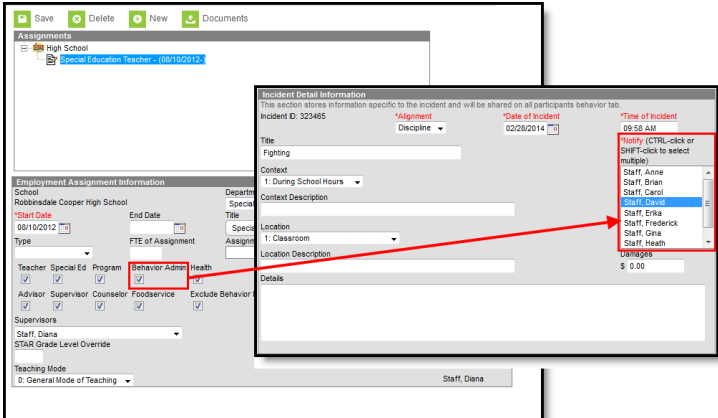
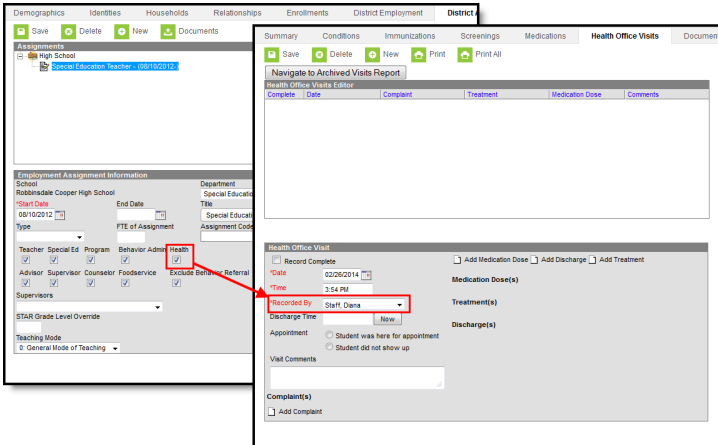
House

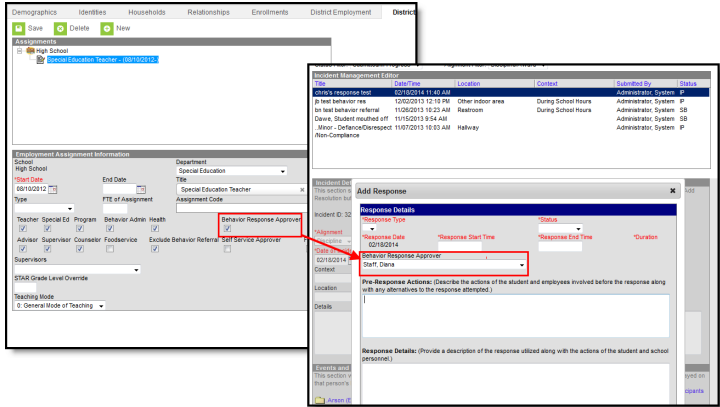
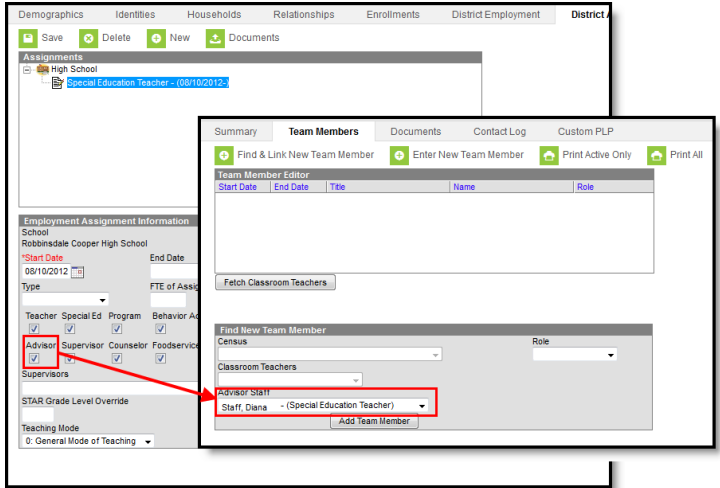
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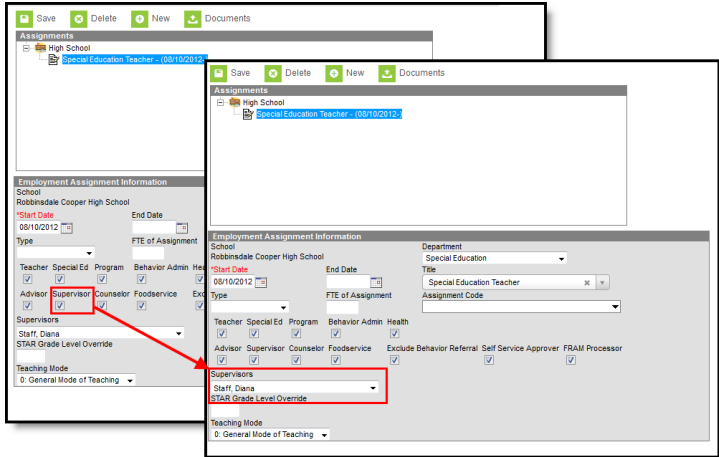
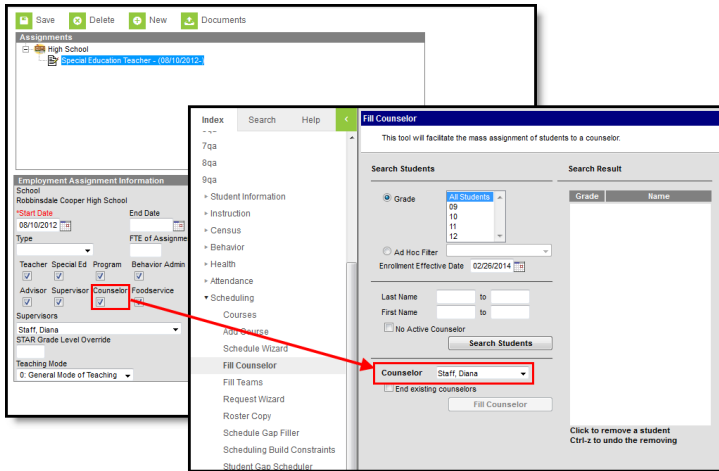
District Assignments

| Field                         | Description   | Affected Area   |
|-------------------------------|---|---|
| <b>October 1 FTE Override</b> | This field allows MA-districts to properly report a snapshot of FTE data for a district assignment at the October 1 reporting date. The value entered in this field overrides the FTE of Assignment field in District Assignment > Employment Assignment Information. | <p>SIF reporting.</p> <p>This data can be reported via Ad Hoc:</p> <ul style="list-style-type: none"> <li>Census/Staff &gt; Person &gt; Staff &gt; Assignment &gt; override1</li> </ul> |
| <b>EOY FTE Override</b>       | This field allows MA-districts to properly report a snapshot of FTE data for a district assignment at the end of the school year. The value entered in this field overrides the FTE of Assignment field in District Assignment > Employment Assignment Information.   | <p>SIF reporting.</p> <p>This data can be reported via Ad Hoc:</p> <ul style="list-style-type: none"> <li>Census/Staff &gt; Person &gt; Staff &gt; Assignment &gt; override2</li> </ul> |

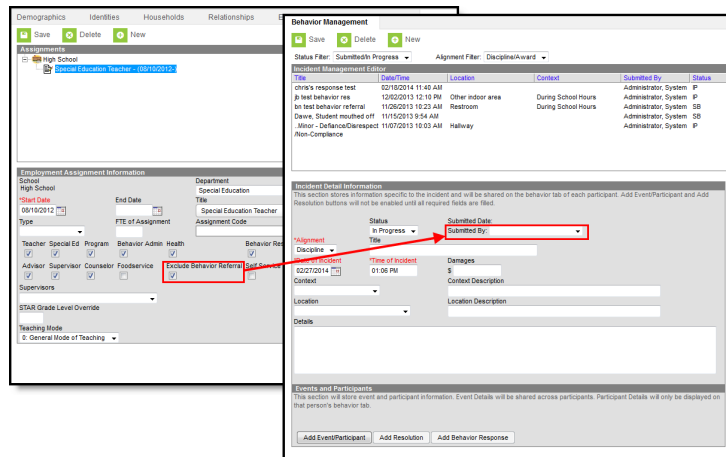
| Field             | Description  | Affected Area   |
|-------------------|--|---|
| Teacher           | Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the <a href="#">Staff History</a> tool.  | Scheduling > Courses > Course > Section > Staff History<br> |
| Special Education | Selecting the Special Education checkbox makes the staff member's name appear in the Special Ed Staff dropdown list on the student's <a href="#">Team Members</a> tool when adding new team members. | Student Information > Special Ed > Team Members<br>        |
| Program           | There is no logic tied to this checkbox.   | N/A   |

| Field                 | Description  | Affected Area   |
|-----------------------|--|---|
| <b>Behavior Admin</b> | <p>Selecting the Behavior Admin checkbox makes the staff member's name appear in the Behavior Admin Staff dropdown list on the student's Behavior tool when adding new behavior events and on the Behavior Management Resolution editor.</p> <p>It is also used to display the staff person's name in the Notify list on the Behavior Referral tool.</p> | <p>Student Information &gt; General &gt; Behavior, Behavior &gt; Behavior Management &gt; Incidents &gt; Resolutions</p>  <p>Behavior &gt; Behavior Referral &gt; Incident Detail Information &gt; Notify</p>  |
| <b>Health</b>         | <p>Selecting the Health checkbox allows the staff member's name to appear in the Administered By dropdown list on the student's Health Office Visits tool when adding new health events.</p>   | <p>Student Information &gt; Health &gt; Health Office Visits</p>    |

| Field                             | Description  | Affected Area   |
|-----------------------------------|--|---|
| <b>Behavior Response Approver</b> | When marked, the staff person can be selected in the Behavior Response Approver dropdown list on the Response editor.  | Behavior > Behavior Management > Incidents > Response Editor  |
| <b>Advisor</b>                    | Selecting the Advisor checkbox allows the staff member's name to appear in the Advisor dropdown list on the student's <a href="#">Team Members</a> tool when adding team members for PLP purposes. | Student Information > PLP > Team Members                     |

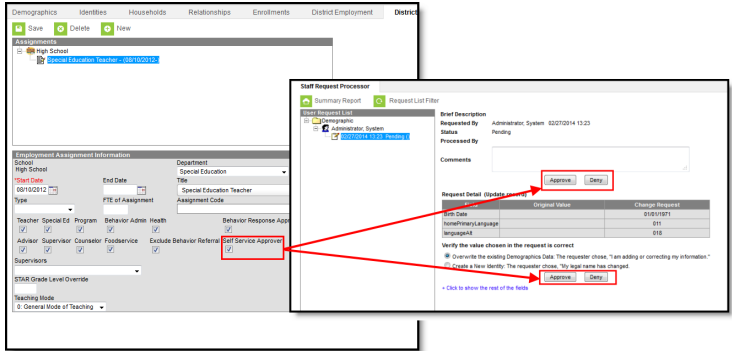
| Field             | Description  | Affected Area  |
|-------------------|--|--|
| <b>Supervisor</b> | Selecting the Supervisor checkbox indicates the person is considered a supervisor at the school or district and will display a Supervisor dropdown on the District Assignment tool. Once this checkbox is chosen for anyone at the school, the Supervisor dropdown will appear on all staff member's District Assignment tool. | <p>Census &gt; People &gt; District Assignment</p>  <p>The screenshot shows the 'District Assignment' window for a staff member. A red box highlights the 'Supervisor' checkbox, which is checked. Below it, a dropdown menu is visible, showing 'Staff: Diana' and 'STAR Grade Level Override'.</p> |
| <b>Counselor</b>  | Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the <a href="#">Fill Counselor Wizard</a> in Scheduling.   | <p>Scheduling &gt; Fill Counselor</p>  <p>The screenshot shows the 'Fill Counselor' wizard window. A red box highlights the 'Counselor' checkbox, which is checked. Below it, a dropdown menu is visible, showing 'Counselor: Staff: Diana'.</p>   |

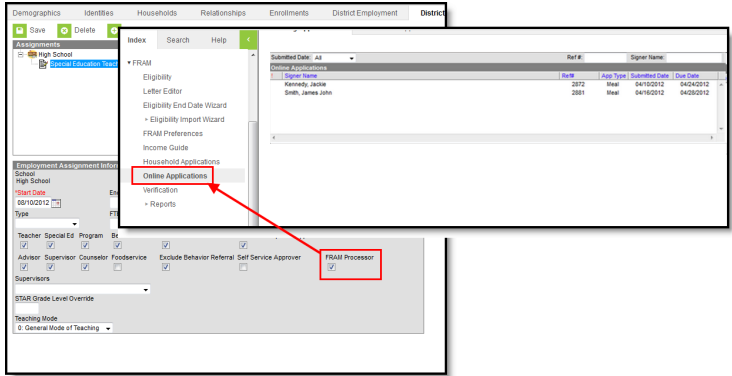
| Field                            | Description  | Affected Area  |
|----------------------------------|--|--|
| <b>Food Service</b>              | There is no logic tied to this checkbox. However, staff members can still be marked accordingly and information can be pulled in Ad hoc Filter Designer if needed. | N/A  |
| <b>Exclude Behavior Referral</b> | Eliminates that user's name from the Submitted By dropdown list on the Incident Detail editor.   | Behavior > Behavior Management > Incident > Incident Detail > Submitted By |



The screenshot shows the 'Behavior Management' interface. On the left, the 'Employment Assignment Information' section has a checkbox labeled 'Exclude Behavior Referral' which is checked. A red arrow points from this checkbox to the 'Submitted By' dropdown menu in the 'Incident Detail Information' section on the right. The 'Submitted By' dropdown currently shows 'Administrator, System P'.



| Field                        | Description   | Affected Area   |
|------------------------------|---|---|
| <b>Self Service Approver</b> | <p>The Self Service Approver checkbox indicates that staff member has the ability to approve or deny requests entered by co-workers using the <a href="#">My Data</a> feature in Census and should receive notifications of those requests in their Process Inbox. The staff member with this checkbox requires additional tool rights to the Request Processor feature.</p> <p>This selection only turns on/off the notification of requests through the Process Inbox. In addition to this checkbox, those staff members who will be responsible for approving staff member's My Data requests will also need tool rights to the <a href="#">Request Processor</a>.</p> | <p>Census &gt; Staff Request Processor</p>  <p>The screenshot shows the 'Staff Request Processor' window. On the left, under 'Employment Assignment Information', the 'Self Service Approver' checkbox is checked and highlighted with a red box. On the right, the 'Request List Filter' section shows 'Request Status' set to 'Pending'. Below this, there are 'Approve' and 'Deny' buttons, also highlighted with red boxes. Red arrows point from the 'Self Service Approver' checkbox to these buttons, indicating the workflow.</p> |

| Field                              | Description   | Affected Area   |
|------------------------------------|---|---|
| <b>FRAM Processor</b>              | <p>Indicates the staff member is a designated FRAM Processor and has the ability, depending on assigned tool rights, to process Meal Benefits Applications via the Household Applications or Online Applications tools.</p> <p>FRAM Processors must be given tool rights to the <a href="#">Household Applications</a> and <a href="#">Online Applications</a> tools in order to properly process free/reduced applications.</p> <p>Any staff member designated as a FRAM Processor will receive a Process Inbox Message indicating an <a href="#">Online Meal Benefits Application</a> has been submitted.</p> | <p>FRAM &gt; Household Applications &gt; Online Applications</p>  |
| <b>Primary District Assignment</b> | The person's primary assignment within the district.  | This field reports data in the SIF StaffAssignment object.  |
| <b>Primary Teaching Area</b>       | The person's primary teaching area.   | This field reports data in the SIF StaffAssignment object.  |

| Field                                  | Description  | Affected Area  |
|--|--|--|
| <b>Exclude</b>                         | Marks the assignment record for exclusion in reporting.  | This data can be reported via Ad Hoc: <ul style="list-style-type: none"> <li>Census/Staff &gt; Person &gt; Staff &gt; Assignment &gt; exclude</li> </ul> |
| <b>Parapro Qualification</b>           | The person's Parapro qualification.  | This field reports data in the SIF StaffAssignment object.   |
| <b>Staff Actual Attendance</b>         | The cumulative number of days a staff member has been present in the district.   | This field reports data in the SIF StaffAssignment object.   |
| <b>Staff Expected Attendance</b>       | The cumulative number of days a staff member was expected to be present in the district.   | This field reports data in the SIF StaffAssignment object.   |
| <b>Beginning Educator</b>              | Indicates if the staff member is in their first year of experience in their primary job classification.  | This field reports data in the SIF StaffAssignment object.   |
| <b>Beginning Educator Mentor MEPID</b> | Indicates the staff member is a Beginning Educator mentor. <div> This field is only available if the Beginning Educator field is set to 'Yes' </div> | N/A  |