

# My Assignments


Last Modified on 03/13/2024 10:53 am CDT


[Request an Assignment Update](#) | [Request a New Assignment](#)

**Classic View:** *Census > My Data > My Assignments*

**Search Terms:** *My Assignments*

The District Assignments tab lists the district location(s) at which a staff member is employed, as well as details on his/her assignment.



 Search for a tool or student







## My Assignments ☆

[My Account](#) > [My Data](#) > [My Assignments](#)


Request Assignment Update

Request New Assignment

### Assignments

-  Middle School  
 - (10/01/2020-)
-  Middle School  
 - (07/01/2018-)
-  High School  
 - (07/01/2020-)

### Employment Assignment Information

 Read Only (Create an update request to change data)

School  
High School

Department

\*Start Date

07/01/2020

End Date

Title

Select a Value

Type

FTE of Assignment

Assignment Code

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

☐

Supervisors

External LMS Exclude

☐

Exclude

☐

STAR Grade Level Override

Teaching Mode

0: General Mode of Teaching

Schoolology Role

My Assignments

Proper tool rights must be assigned to request updates to My Demographics. See the [Census Tool Rights](#) document for more information.

A staff member may view his/her submitted request on the [My Requests](#) tab.

All schools where the staff member is currently active will be displayed.

Available options when requesting an update or when requesting a new assignment vary by state.

A user can request an update to an existing district assignment record or request a new assignment record. A request to an existing assignment record can be done if the assignment record is selected from the Assignment tree.

If the school and/or district has set the District Employment for District Assignment System Preferences, validations may appear if a staff person attempts to create a request for a District Assignment without having a District Employment record.

## Request an Assignment Update

1. Select the **Request Assignment Update** icon. A new **District Assignment - Update Record Request** editor will appear.
2. Enter a **Brief Description** for this modification.
3. Enter the modified employment assignment information.
4. Click the **Save Request** icon when finished. An entry will be added to the My Requests tab, indicating a pending request is in existence. A designated approver will review the changes and accept or deny as necessary. A record of the change will also be visible in the Process Inbox.

**My Assignments** ☆  
My Account > My Data > My Assignments

**Request Assignment Update** **Request New Assignment**

Read Only (Create an update request to change data)

School: High School Department: [Dropdown]

\*Start Date: 07/01/2020

Type: [Dropdown]

Teacher: ☒ Advisor: ☐ Activity Staff: ☐

**Save Request**

**My Assignments** ☆  
My Account > My Data > My Assignments

**Brief Description** [Text Field]

**Employment Assignment Information**

School: High School Department: [Dropdown]

\*Start Date: 07/01/2020 End Date: [Calendar Icon]

Title: [Select a Value]

Type: [Dropdown] FTE of Assignment: [Text Field] Assignment Code: [Dropdown]

|   |  |                                    |   |  |   |   |
|---|--|------------------------------------|---|--|---|---|
| Teacher <input checked="" type="checkbox"/> | Special Ed <input type="checkbox"/>            | Program <input type="checkbox"/>   | Behavior Admin <input type="checkbox"/> | Health <input type="checkbox"/>                    | Behavior Response Approver <input type="checkbox"/> | Response to Intervention <input type="checkbox"/> |
| Advisor <input type="checkbox"/>            | Supervisor <input checked="" type="checkbox"/> | Counselor <input type="checkbox"/> | Foodservice <input type="checkbox"/>    | Exclude Behavior Referral <input type="checkbox"/> | Self Service Approver <input type="checkbox"/>      | FRAM Processor <input type="checkbox"/>           |
| Activity Staff <input type="checkbox"/>     |  |                                    |   |  |   |   |

Supervisors: [Dropdown]

External LMS Exclude

*Request Assignment Update*

## Request a New Assignment

Select an existing Employment Assignment record. The **Request New Assignment** and **Request New Assignment Update** icons will appear.

1. Select the **Request New Assignment** icon. A new **Employment Assignment Information** editor will appear.
2. Enter a **Brief Description** for this new assignment.
3. Enter the desired employment assignment information.
4. Click the **Save Request** icon when finished.

An entry will be added to the **My Request** tab, noting changes were requested on a particular date. A designated approver will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the **Process Inbox**. The user may select this link and the **My Requests** tab will display.

## My Assignments ☆

Census > My Data > My Assignments

Request Assignment Update
Request New Assignment

### Assignments

- High School
  - Teacher - (09/03/2008-)
- Middle School
  - (12/02/2019-)

### Employment Assignment

Read Only (Create an update)

School  
Jefferson Middle

\*Start Date  
12/02/2019

Type  
▼

### Assignments

- High School
  - Teacher - (09/03/2008-)
- Middle School
  - (12/02/2019-)

### District Assignment - New Record Request

Brief Description

### Employment Assignment Information

\*School  
Harrison High

Department  
▼

\*Start Date

End Date

Type  
▼

FTE of Assignment

Title  
▼

Assignment Code  
▼

|                          |                          |                          |                          |                           |                            |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Teacher                  | Special Ed               | Program                  | Behavior Admin           | Health                    | Behavior Response Approver | Response to Intervention |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/> |
| Advisor                  | Supervisor               | Counselor                | Foodservice              | Exclude Behavior Referral | Self Service Approver      | FRAM Processor           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/> |

Request New Assignment