

My Assignments

Last Modified on 12/14/2025 8:45 pm CST

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

Tool Search: My Assignments

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

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 <input type="text"/>					
*Start Date <input type="text" value="07/01/2020"/>	End Date <input type="text"/>	Title <input type="text" value="Select a Value"/>				
Type <input type="text"/>	FTE of Assignment <input type="text"/>	Assignment Code <input type="text"/>				
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 <input type="text"/>		
External LMS Exclude <input type="checkbox"/>						
Exclude <input type="checkbox"/>						
STAR Grade Level Override <input type="text"/>						
Teaching Mode <input type="text" value="0: General Mode of Teaching"/>						
Schoology Role <input type="text"/>						

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](#) tool.

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

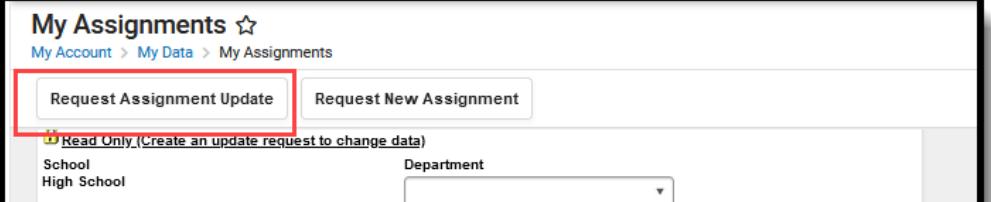
Available options when requesting an update or when requesting a new assignment vary by state.

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 tool, 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:

*Start Date: 07/01/2020

Type: Teacher Advisor Activity Staff

Save Request

Brief Description:

Employment Assignment Information

School: High School Department:

*Start Date: 07/01/2020 End Date: Title:

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:

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](#) tool, 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](#) tool displays.

