


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](#)

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
☐

Supervisors

External LMS Exclude
☐

Exclude
☐

STAR Grade Level Override

Teaching Mode

Schoology 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](#) 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.

The screenshot displays the 'My Assignments' page with a navigation breadcrumb: 'My Account > My Data > My Assignments'. Two buttons are visible at the top: 'Request Assignment Update' (highlighted with a red box) and 'Request New Assignment'. Below these, a 'Read Only' status is noted with a sub-note: '(Create an update request to change data)'. The form fields include 'School' (High School), 'Department' (dropdown), '*Start Date' (07/01/2020), 'End Date' (calendar icon), 'Type' (dropdown), 'FTE of Assignment' (input), 'Title' (dropdown with 'Select a Value'), and 'Assignment Code' (dropdown). A grid of checkboxes follows, including 'Teacher' (checked), 'Special Ed', 'Program', 'Behavior Admin', 'Health', 'Behavior Response Approver', 'Response to Intervention', 'Advisor', 'Supervisor' (checked), 'Counselor', 'Foodservice', 'Exclude Behavior Referral', 'Self Service Approver', and 'FRAM Processor'. Other fields include 'Activity Staff', 'Supervisors' (dropdown), and '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.

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 Assignments

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

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

Request New Assignment