

My Assignments

Last Modified on 10/21/2024 8:19 am CDT

[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.

☰
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: End Date:

Title:

Type: FTE of Assignment: Assignment Code:

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:

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](#) tool.

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

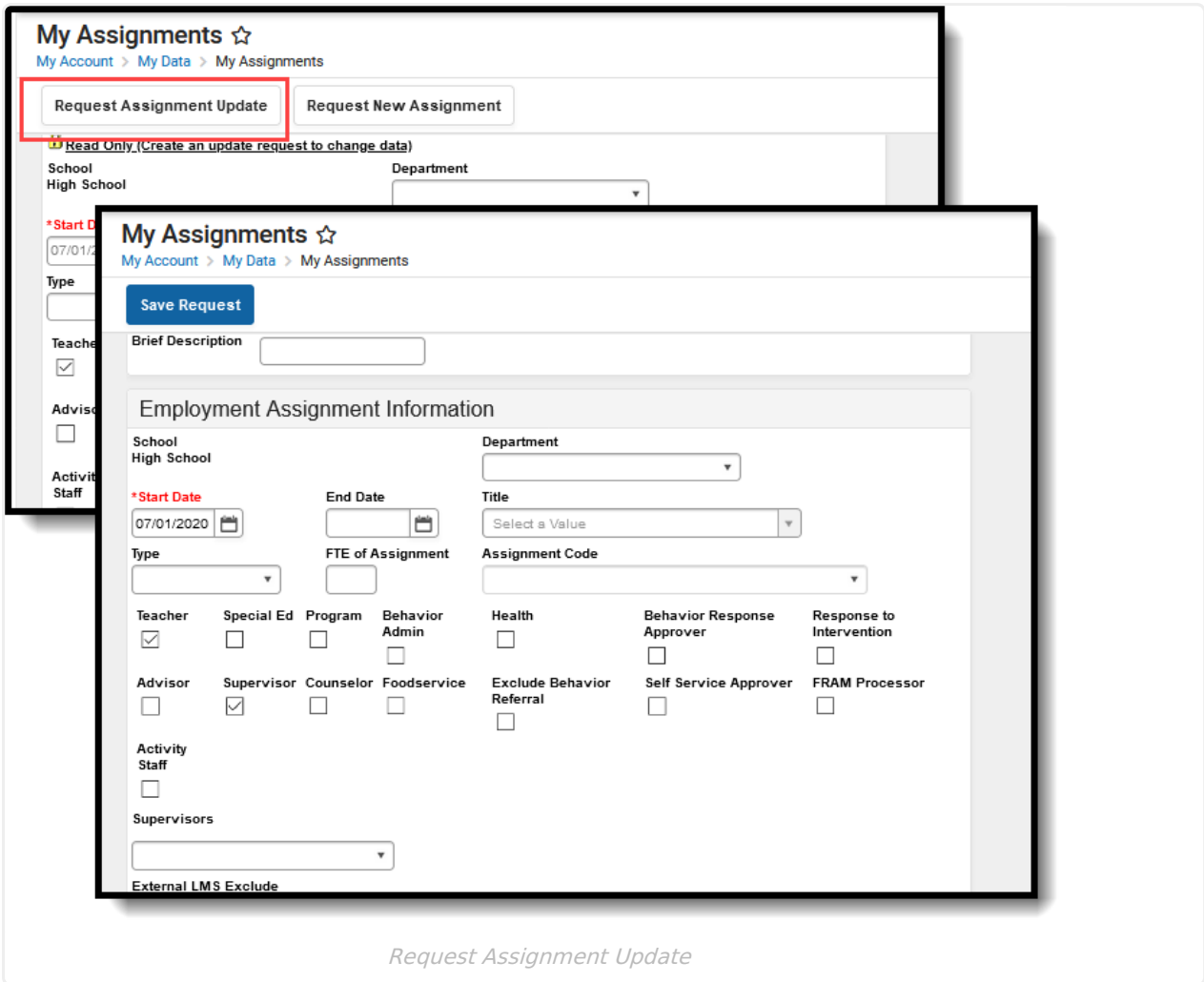
Available options when requesting an update or when requesting a new assignment vary by state.

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.



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: [Dropdown]

Request New Assignment

Assignments

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

District Assignment - New Record Request

Brief Description: [Text Field]

Employment Assignment Information

*School: Harrison High Department: [Dropdown]

*Start Date: [Calendar] End Date: [Calendar] Title: [Dropdown]

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

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