

Lockers (Student)

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

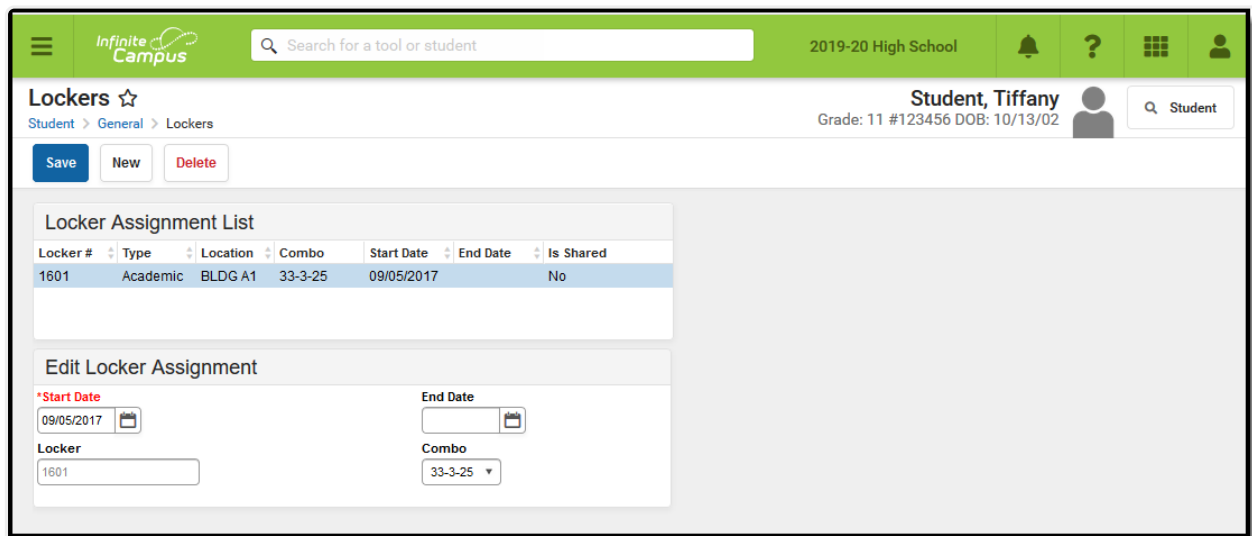
[Student Locker Information in Ad hoc Query Wizard](#) | [Student Locker Editor](#) | [Assign a Locker to a Student](#) | [End Locker Assignments](#) | [Delete Locker Assignments](#) | [Documents](#)

Tool Search: Lockers

Lockers define and store the locker's number, serial number, combinations, type, and location. Student locker information can be maintained on an individual student basis or by using a locker wizard to mass-assign lockers to all students.

Assigning lockers to students requires setting up locker data first. For information, see [School & District Settings Lockers](#). Lockers can be assigned to multiple students at once using the [Locker Schedule Wizard](#).

The Lockers tool records a student's locker assignment history, listing the student's name and the date range of the locker assignment.



Lockers ☆

Student > General > Lockers

Student, Tiffany
Grade: 11 #123456 DOB: 10/13/02

Save New Delete

Locker Assignment List

Locker #	Type	Location	Combo	Start Date	End Date	Is Shared
1601	Academic	BLDG A1	33-3-25	09/05/2017		No

Edit Locker Assignment

*Start Date: 09/05/2017

End Date:

Locker: 1601

Combo: 33-3-25

Student Lockers

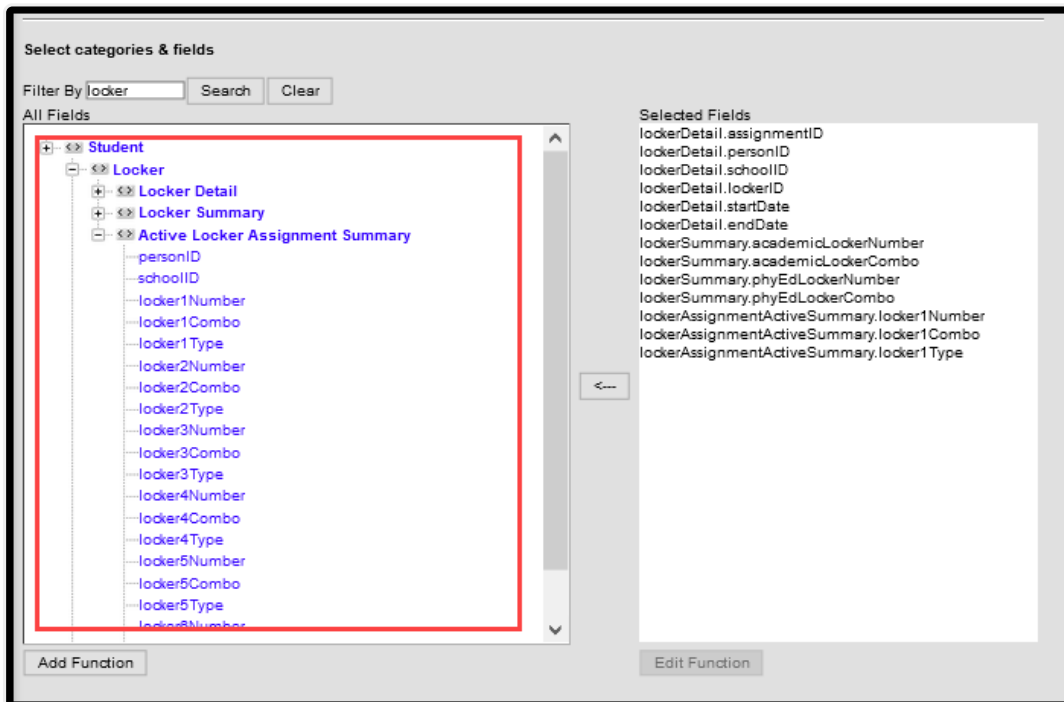
See the [Lockers Tool Rights](#) article for information about rights needed to use this tool.

A student can have the same locker assigned throughout his/her career in the school. The locker is assigned to the student until it is unassigned and/or ended. Locker assignments need to be manually ended when the enrollment is ended.

Student Locker Information in Ad hoc Query Wizard

Student Locker information is available in the Query Wizard for Student data types in the **Student > Locker** folder. The Ad hoc Field names are included in the Student Flag Editor table.

Fields can be selected from the **Locker Detail**, **Locker Summary** and **Active Locker Assignment Summary** subfolders.



Locker Ad hoc Fields

Student Locker Editor

Student lockers that have been assigned appear in the Locker Assignment List. When viewing the assigned locker, the details of that assignment appear in the **Edit Locker Assignment**. The following fields are available:

Field	Description	Ad hoc Fields
Start Date	The date the student began using the locker. This is also the date the locker no longer appears as available.	lockerDetail.startDate
End Date	The date the locker stopped being assigned to the student. This date is inclusive, which means the assignment will not be ended until the day after the entered date.	lockerDetail.endDate

Field	Description	Ad hoc Fields
Locker	The locker assigned to the student. This could be a number or a letter, depending on the school's preference for lockers.	lockerDetail.lockerID
Combo	Lists the combination assigned to the locker.	lockerDetail.combo

When assigning a new locker to a student, a **New Locker Assignment** section displays. This section provides a searching functionality to locate a locker that meets the student's locker needs. End dates assigned to other ended locker assignments become important when searching for lockers to assign.

Lockers ☆

Student > General > Lockers

Save

New

Locker Assignment List

Locker #	Type	Location	Combo	Start Date	End Date	Is Shared
3693	Academic	Above media	9	09/03/2019	10/01/2019	No
1061	Academic	PATIO	33-3-25	09/05/2017		No

New Locker Assignment

*Start Date

10/17/2019

End Date

Find a Locker

Locker Type

Locker Location

Locker Number

Locker Availability

☒ All unassigned lockers
 ☐ Shared lockers that are unassigned
 ☐ Shared lockers that are assigned

Find

New Locker Assignment

Field	Description	Ad hoc Fields
-------	-------------	---------------

Field	Description	Ad hoc Fields
Start Date	Indicates the date the locker is first assigned to the student. This field automatically displays the current date. Enter dates in <i>mmddyy</i> format or use the calendar icon to select another date.	lockerDetail.startDate
End Date	Indicates the date the locker is no longer assigned to the student. This date does not need to be entered at this time, but can be if the student is only assigned the locker for a set date range (i.e., football season).	lockerDetail.endDate
Locker Type	Indicates the type of locker. Locker types are created in the Custom Attribute Dictionary and only active locker types are available for selection.	lockerDetail.type
Locker Location	Indicates where in the school building the locker is located. Locker locations are created in Locker Resources .	lockerDetail.location
Locker Number	Indicates the particular locker assigned to the student. The value (could be numeric or alphabetic) is assigned to the locker for identification purposes. Only locker numbers are available for selection.	lockerDetail.lockerNumber
Locker Availability	Indicates what type of lockers are returned. <ul style="list-style-type: none"> • All unassigned lockers (default option) • Shared lockers that are unassigned • Shared lockers that are assigned 	N/A

Assign a Locker to a Student

1. Select the **New** icon. The **New Locker Assignment** editor displays.
2. Enter the **Start Date** for the locker.
3. Enter the **Locker Type**, **Locker Location** and **Locker Number** fields.
4. Select the appropriate **Locker Availability** radio button.
5. Click the **Find** button. Lockers matching the Locker Type, Locker Location and Locker Availability options chosen display.
6. Select a locker from the list. The selected locker number populates the Number field, and the assigned combo to that locker displays.
7. Select the **Save** icon. The new locker assignment displays in the **Locker Assignment List**.

End Locker Assignments

To end a locker assignment for an individual student, select the locker assignment to be ended from the Locker Assignment List and enter a date in the **End Date** field. A record of the locker

assignment will remain on the student's Locker tab.

Lockers ☆

[Student](#) > [General](#) > [Lockers](#)

Save

New

Delete

Locker Assignment List

Locker #	Type	Location	Combo	Start Date	End Date	Is Shared
3693	Academic	Above media	9	09/03/2019	10/01/2019	No
1061	Academic	PATIO	33-3-25	09/05/2017		No

Edit Locker Assignment

*Start Date

09/03/2019

Locker

3693

End Date

10/01/2019

Combo

9

End a Locker Assignment

Delete Locker Assignments

To delete a locker assignment for an individual student, select the locker to be deleted from the Locker Assignment List and click the **Delete** button. This permanently removes the locker from the student's record and eliminates any history of the student being assigned to the locker.

The Locker Batch End Wizard may be used to delete multiple locker assignments.

Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.

Lockers ☆

Student Information > General > Lockers

New

Documents

Lockers

1-06

Upload Document

Document List

Date Uploaded	Name	File Description	Campus Tool	File Size
04/29/2021 1:31 PM	Lockers Code of Conduct		Student Information > General > Lockers	0.29 MB

Lockers Documents