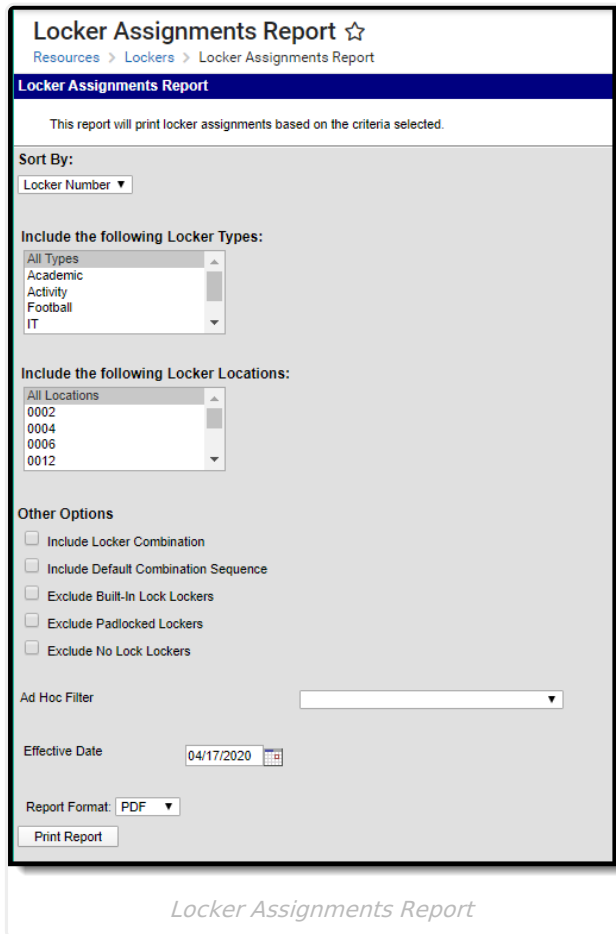# Locker Assignments Report

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

[Report Editor](#) | [Generate the Locker Assignments Report](#)

Tool Search: Locker Assignments Report

The **Locker Assignments Report** will print all lockers assigned to students based on options chosen in the report wizard.

Locker Assignments Report

See the [Locker Reports Tool Rights](#) article for information on available tool rights.

Report Editor

The following fields are available for selection on the Locker Assignments Report.

Field	Description
Sort By	Indicates how the locker assignments are sorted. Options are as follows: • **Locker Number** - numeric or alphabetic order, depending on locker naming conventions • **Student** - alphabetic by last name • **Grade/Student** - the lowest grade level of enrollment in the selected school displays first • **Type** - alphabetic by the type of locker • **Location** - alphabetic by the location of the locker • **Lock Type** - alphabetic by the type of locker
Include the following Locker Types	Indicates the types of lockers included in the report. All types can be selected at one time for display in the same report. If using this report to verify a locker assignment, it is suggested a specific type of locker be chosen. Locker Types are created in the Attribute/Dictionary.
Include the following Locker Locations	Indicates which locker locations are included in the report. Locker Locations are created in the Locker Location tool.
Other Options	Indicates other locker options included in the report. • Include Locker Combination • Include Combination Sequence • Exclude Built-In Lock Lockers • Exclude Padlocked Lockers • Exclude No Lock Lockers Locks are entered on the Locks tool. Combinations are entered on the Lockers tool, as is sequence.
Ad hoc Filter	To limit the number of students returned in this report, choose an ad hoc filter. Only those students included in the filter are returned in the report.
Effective Date	Entered date reflects the student being actively assigned the locker as of that date. Dates are entered in *mmddyy* format or can be entered by choosing the calendar icon.
Report Format	Indicates the format in which the report generates - PDF or DOCX.

Generate the Locker Assignments Report

1. Select how the report should be sorted: by **Locker Number, Student, Grade/Student,**

Type, **Location** or **Lock Type.**

2. Select the **Locker Types** to include on the report from the locker type list.
3. Select the **Location** of the lockers to include on the report from the locker location list.
4. Select **Other Options** may also be listed on the report:
5. If desired, select an **Ad hoc Filter.**
6. Enter an **Effective Date** in *mmddyy* format or select a date by selecting the **Calendar** icon. Students actively enrolled in the school as of this date will be included in the report.
7. Select the desired **Report Format**.
8. Click the **Print Report** button.

	2017-18 High School Generated on 04/18/2019 02:34:29 PM Page 1 of 25		Locker Assignment Report Effective Date: 04/18/2019					
Student Name	**Grade**	**Type**	**Number**	**Location**	**Lock Type**	**Combo**	**Default Combo Sequence**	**Lock Serial Number**
Student, Anna	11	Academic	A1015	Main	Built-in Lock	20-40-2	1	16D54
Student, Benjamin	11	Academic	A1017	Main	Built-in Lock	41-03-2	1	16D56
Student, Callie	11	Academic	A1019	Main	Built-in Lock	22-26-4	1	16D58
Student, Dylan	11	Academic	A1020	Main	Built-in Lock	15-05-1	1	16D59
Student, Eve	11	Academic	A1021	Main	Built-in Lock	48-34-3	1	16D60
Student, Frank	10	Academic	A1053	Main	Built-in Lock	05-37-3	1	16D92
Student, Glory	09	Academic	A1097	Main	Built-in Lock	10-00-2	1	17D36
Student, Henry	09	Academic	A1100	Main	Built-in Lock	24-02-1	1	17D39
Student, Indigo	10	Academic	A1112	Sped Ed	Built-in Lock	35-39-0	1	17D51
Student, James	10	Academic	A1118	Sped Ed	Built-in Lock	43-13-4	1	17D57
Student, Kristen		Academic		Sped Ed			1	

Image 2: PDF Report Example

	2017-18 High School Generated on 04/18/2019 02:41:42 PM Page 1 of 24		Locker Assignment Report Effective Date: 04/18/2019					
Student Name	**Grade**	**Type**	**Number**	**Location**	**Lock Type**	**Combo**	**Default Combo Sequence**	**Lock Serial Number**
Student, Anna	11	Academic	A1015	Main	Built-in Lock	20-40-2	1	16D54
Student, Benjamin	11	Academic	A1017	Main	Built-in Lock	41-03-2	1	16D56
Student, Callie	11	Academic	A1019	Main	Built-in Lock	22-26-4	1	16D58
Student, Dylan	11	Academic	A1020	Main	Built-in Lock	15-05-1	1	16D59
Student, Eve	11	Academic	A1021	Main	Built-in Lock	48-34-3	1	16D60
Student, Frank	10	Academic	A1053	Main	Built-in Lock	05-37-3	1	16D92
Student, Glory	09	Academic	A1097	Main	Built-in Lock	10-00-2	1	17D36
Student, Henry	09	Academic	A1100	Main	Built-in Lock	24-02-1	1	17D39
Student, Indigo	10	Academic	A1112	Sped Ed	Built-in Lock	35-39-0	1	17D51
Student, James	10	Academic	A1118	Sped Ed	Built-in Lock	43-13-4	1	17D57
Student, Kristen	10	Academic	A1128	Sped Ed	Built-in Lock	04-20-0	1	17D67

Image 3: DOCX Report Example