Vacant Locker
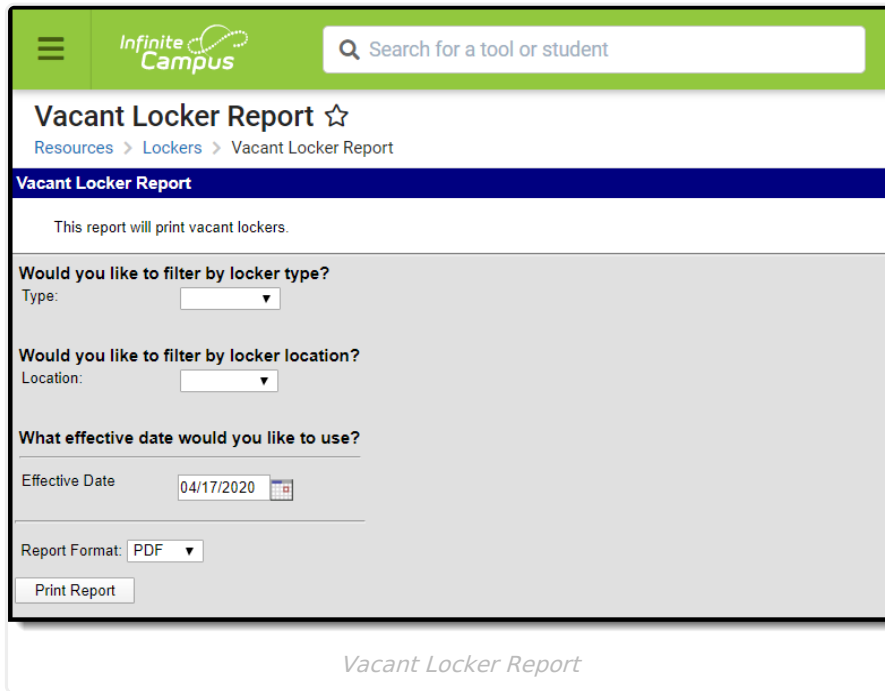
Last Modified on 08/08/2025 11:47 am CDT

Report Editor | Generate the Vacant Locker Report

Tool Search: Vacant Locker Report

The Vacant Locker Report generates a list of lockers that are currently not assigned to students based on the selected Locker Type, Locker Location and entered Effective Date.

Vacant Locker Report

See the Locker Reports Tool Rights article for information on available tool rights.

Report Editor

The following options are available for selection.

Option	Description
Would you like to filter by Locker Type?	Selection indicates which locker type(s) are included in the report. Choose a specific locker type, or leave the selection blank to include ALL locker types in the report. Locker Types are created in the Custom Attribute/Dictionary, on which to report.

Option	Description
Would you like to filter by Locker Location	Selection indicates which locker locations are included in the report. Choose a specific locker location, or leave the selection blank to include ALL locker locations in the report.
What effective date would you like to use?	This date is used to find lockers that are currently NOT assigned to students. If a locker ends on the entered date, it is not be included in the report, as the locker assignment is inclusive through the end of the day. The default date for this field is the current date, but can be changed by entering a date in *mmddyy* format by selecting the calendar icon and choosing a date.
Report Format	The report can be generated in PDF or DOCX formats.

Generate the Vacant Locker Report

1. Select the **Type** of locker from the dropdown list to display on the report.
2. Select the **Location** of the lockers from the dropdown list to display on the report.
3. Enter an **Effective Date** for the report. Any lockers vacant on this date will be included within the report.
4. Select the desired **Report Format**.
5. Click **Print Report**. The report will display in an Adobe (PDF) document, listing all vacant lockers for the selected options.

2017-18 **High School** Generated on 04/18/2019 02:56:30 PM Page 1 of 6	**Vacant Locker Report** Effective Date: 04/18/2019				
Number	**Location**	**Reserved Grade**	**Reserved**	**Default Seq**	**Combo**
000	Main		true		
105	Sped Ed		true	1	11-47-19
106	Sped Ed		true	1	04-36-0
107	Sped Ed		true	1	32-10-2
108	Sped Ed		true	1	15-39-4
109	Sped Ed		true	1	23-43-3
113	Sped Ed		true	1	28-18-3

PDF Report Example

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105	Sped Ed		true	1	11-47-19
106	Sped Ed		true	1	04-36-0
107	Sped Ed		true	1	32-10-2
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113	Sped Ed		true	1	28-18-3

DOCX Report Example