

# District Assignments Tool Rights

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Users responsible for recording where a staff person works or has worked within a district and what roles they have need access to the **District Assignments** tool.

To learn more about how this tool is used and what areas of Campus selections here impact, see the [District Assignments](#) article. There may also be a State Specific article for your state.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

The screenshot displays the 'District Assignments' tool interface. At the top, the user 'Aarons, Mitchell' (staff #: 98765) is logged in. The breadcrumb trail shows 'Census > Staff > District Assignments'. Below the user profile are buttons for 'Save', 'Delete', 'New', and 'Documents'. The main area is divided into two sections: 'Assignments' and 'Employment Assignment Information'. The 'Assignments' section shows a list of assignments for 'Harrison High', with one entry 'Teacher - (11/25/2019-)' highlighted by a red box and a red arrow pointing down to the 'Employment Assignment Information' section. The 'Employment Assignment Information' section contains various fields: School (Harrison High), Department (Science), Title (Select a Value), Start Date (11/25/2019), End Date, Type (02: Certified), FTE of Assignment (1), and Assignment Code (195000:HQ-EBD, TEACHING ENGLISH). Below these fields are several checkboxes for roles such as Teacher, Special Ed, Program, Behavior Admin, Health, Behavior Response Approver, Response to Intervention, Advisor, Supervisor, Counselor, Foodservice, Exclude Behavior Referral, Self Service Approver, and FRAM Processor. There are also checkboxes for Activity Staff, Activity Preapproval, Supervisors, External LMS Exclude, Exclude, and STAR Grade Level Override. At the bottom, a permissions table is shown:

District Employment	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
District Staff	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

The breadcrumb trail at the bottom of the interface reads 'Census > Staff > District Assignments'.

A person must have a District Employment record before they can be given a District Assignment.

**District Employment**= Start/End dates within district

**District Assignment** (District Staff tool rights) = Schools and roles the person has been assigned to during the time of their district employment.

## Available Tool Rights

R	W	A	D
User can view existing District Assignments.	User can edit existing District Assignments.	User can add new District Assignments.	User can delete District Assignment if no other records are tied to it.

## Suggested User Groups

- [Front Office Staff](#)
- [Principals](#)
- [Registrars](#)
- [Schedulers](#)
- [Transportation](#)

See [User Groups and Suggested Roles](#) for more information.