

# District Assignments (North Dakota)

Last Modified on 03/05/2026 1:31 pm CST

Tool Search: District Assignments

District Assignments are used when assigning course sections to teachers. Only teachers in the selected school who are employed during the date range can be assigned to sections as teachers. Any staff member with a district assignment to a school may be added as a new section staff member.

The following information details the District Assignments fields specific to **North Dakota**.

For additional information, including adding/editing assignments and managing documents, see the core [District Assignments](#) article.

**District Assignments** ☆

Member, Staff DOB: 01/01/1963

Census > Staff > District Assignments

Related Tools ^

**Save** **Delete** **New**

**Assignments**

🏠 CAMPUS ELEMENTARY SCHOOL

🔒 (01/01/1990-06/30/2025)

**Employment Assignment Information**

**\*School**

CAMPUS ELEMENTARY SCHOOL

**Department**

▼

**\*Start Date**

**End Date**

**Title**

Select a Value

**Type**

▼

**FTE of Assignment**

**Assignment Code**

▼

<input type="checkbox"/> Teacher	<input 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 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	<input type="checkbox"/> Activity Preapproval					

External LMS Exclude

Exclude

Percent Devoted PK

Percent Devoted KG

Percent Devoted 1-4

Percent Devoted 5

Percent Devoted 6

Percent Devoted 7-8

Percent Devoted 9-12

*District Assignments Editor*

Refer to the [District Assignments Tool Rights](#) article for details on the necessary rights to use this tool.

## Employment Assignment Information Fields

The following fields are available on the District Assignments editor in **North Dakota**.

Field	Description
<b>School</b>	School building where the staff person is employed.
<b>Department</b>	Assigned area within the school where the staff person is assigned. The list is populated from the available <a href="#">Departments</a> at the district. This is used for scheduling purposes.
<b>Start Date</b> <i>Required</i>	Date the staff person began employment at the selected school. This is the date the staff member was first employed at the school. Dates are entered in <i>mmdyyy</i> format, or the calendar icon may be used to select a date.
<b>End Date</b>	<p>Date the staff person's employment ended at the selected school. This is the very last date the staff member was employed at the school. Dates are entered in <i>mmdyyy</i> format, or the calendar icon may be used to select a date.</p> <p>A District Assignment record is considered active through midnight on the entered end date. For example, if the district assignment record for a staff person ends on September 19, the record remains active until midnight on September 19. At 12:01 a.m. on September 20, the district assignment record will no longer be active.</p>
<b>Title</b>	<p>Position name of the staff person. Used for reporting MIS01/MIS02 directory information, MIS03 staff, and PER02 staff.</p> <ul style="list-style-type: none"> <li>• Every district assignment should have a title. <ul style="list-style-type: none"> <li>◦ PER02 title codes start with "N"</li> <li>◦ Directory titles start with "DIRS" (schooldirectory) or "DIRD" (district directory)</li> <li>◦ MIS03 title codes start with "L"</li> </ul> </li> <li>• In previous systems, this was called the "Position".</li> </ul>
<b>Type</b>	Position of the staff member.
<b>FTE of Assignment</b>	<p>Used to determine the percent of time in that role as compared to another.</p> <ul style="list-style-type: none"> <li>• Must be completed for District Assignments with a MIS03/PER02 ("L" or "N" codes) title.</li> <li>• Should NOT be completed for Directory titles ("DIRS" /"DIRD")</li> <li>• "Percent devoted" required for MIS03 ("L") titles only.</li> </ul> <p>The field accepts both decimal and whole numbers (e.g., .5 or 50 to represent a half-time assignment). For consistency and accuracy in reporting, it is essential to use the same numbering system for all employees (e.g., FTE of Assignment in decimal format).</p>

Field	Description
<b>Assignment Code</b>	<p>The Assignment Code field is an auto-complete field that dynamically searches for user-entered text. Used for reporting MIS03 staff and PER02 staff.</p> <ul style="list-style-type: none"> <li>• MIS03 codes start with "L".</li> <li>• PER02 title codes start with "N".</li> </ul> <p>Assignment Code is not required for District Assignments that have a Directory title ("DIRS"/"DIRD").</p> <p>In previous systems, this was called the "Area of Responsibility".</p>
<b>District Assignment Checkboxes</b>	<p>These checkboxes, in conjunction with the appropriate tool rights, determine a user's access to specific areas of the product.</p> <p>ND Districts can track ILPs using the <a href="#">PLP module</a>. This does not sync with the state and is an optional way to track ILPs. The "Advisor" role must be selected on non-teaching staff so they can be pulled in as PLP team members.</p> <p>If a district is using OneRoster connections, only staff with a role (any of the Infinite Campus role checkboxes) will be sent. If the district needs non-teacher staff to be sent via the OneRoster API, they must ensure those staff have at least 1 checkbox selected. "Program" is suggested for this purpose as there is no product functionality tied to it.</p> <p>See the <a href="#">District Assignment Checkboxes</a> section for more information.</p>
<b>External LMS Exclude</b>	<p>Prevents the record from being shared with external learning management systems, such as through OneRoster or a custom district configuration.</p>
<b>Exclude</b>	<p>When marked, the district assignments record is excluded from state reporting.</p>
<b>Percent Devoted PK</b>	<p>Percentage of the staff member's time devoted to the PK grade level.</p>
<b>Percent Devoted KG</b>	<p>Percentage of the staff member's time devoted to the KG grade level.</p>
<b>Percent Devoted 1-4</b>	<p>Percentage of the staff member's time devoted to grades 1-4.</p>
<b>Percent Devoted 5</b>	<p>Percentage of the staff member's time devoted to grade 5.</p>
<b>Percent Devoted 6</b>	<p>Percentage of the staff member's time devoted to grade 6.</p>
<b>Percent Devoted 7-8</b>	<p>Percentage of the staff member's time devoted to grades 7-8.</p>

Field	Description
<b>Percent Devoted 9-12</b>	Percentage of the staff member's time devoted to grades 9-12.

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