District Assignments (North Dakota)

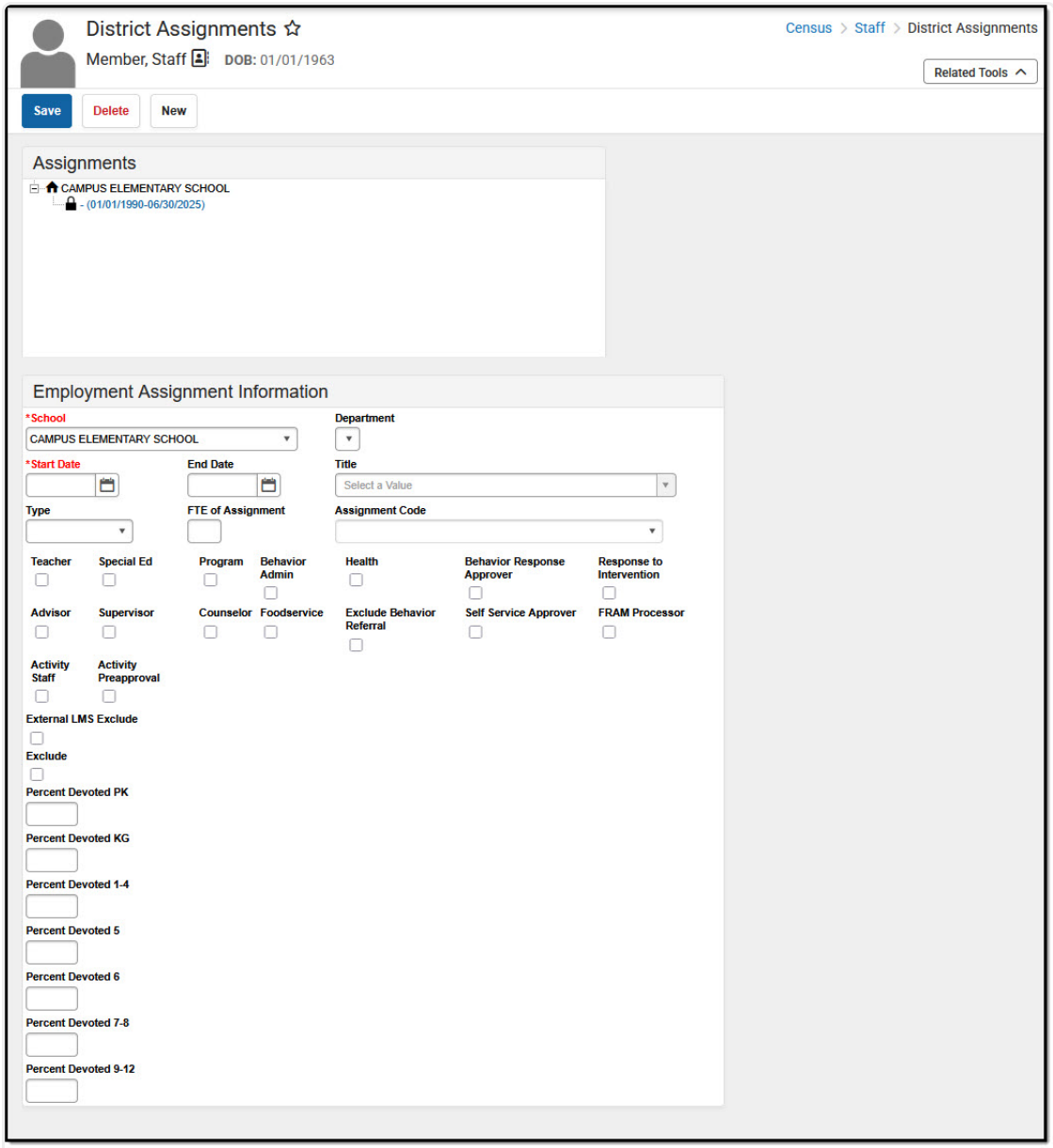
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Tool Search: District Assignments

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 Editor

Refer to the District Assignments Tool Rights article for details on the necessary rights to use this tool.

Employment Assignment Information field descriptions

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

Field	Description
School	School building where the staff person is employed.
Department	Assigned area within the school where the staff person is assigned. The list is populated from the available Departments at the district. This is used for scheduling purposes.
Start Date *Required*	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 *mmddyyyy* format, or the calendar icon may be used to select a date.
End Date	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 *mmddyyyy* format, or the calendar icon may be used to select a date. 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.
Title	Position name of the staff person. Used for reporting MIS01/MIS02 directory information, MIS03 staff, and PER02 staff. • Every district assignment should have a title. ◦ PER02 title codes start with "N" ◦ Directory titles start with "DIRS" (schooldirectory) or "DIRD" (district directory) ◦ MIS03 title codes start with "L" • In previous systems, this was called the "Position".
Type	Position of the staff member.
FTE of Assignment	Used to determine the percent of time in that role as compared to another. • Must be completed for District Assignments with a MIS03/PER02 ("L" or "N" codes) title. • Should NOT be completed for Directory titles ("DIRS" /"DIRD") • "Percent devoted" required for MIS03 ("L") titles only. 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).

Field	Description
Assignment Code	The Assignment Code field is an autocomplete field that dynamically searches for the user's entered text. Used for reporting MIS03 staff and PER02 staff. • MIS03 codes start with "L". • PER02 title codes start with "N". Assignment Code is not required for District Assignments that have a Directory title ("DIRS"/"DIRD"). In previous systems, this was called the "Area of Responsibility".
District Assignment Checkboxes	These checkboxes, in conjunction with the appropriate tool rights, determine a user's access to specific areas of the product. ND Districts can track ILPs using the PLP module. This does not sync with the state and is an optional way to track ILPs. The "Advisor" role must be selected for non-teaching staff so they can be added as PLP team members. 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 sent via the OneRoster API, they must ensure those staff members have at least 1 checkbox selected. "Program" is suggested for this purpose, as there is no product functionality associated with it. See the District Assignment Checkboxes section for more information.
External LMS Exclude	Prevents the record from being shared with external learning management systems, such as through OneRoster or a custom district configuration.
Exclude	When marked, the district assignments record is excluded from state reporting.
Percent Devoted PK	Percentage of the staff member's time devoted to the PK grade level.
Percent Devoted KG	Percentage of the staff member's time devoted to the KG grade level.
Percent Devoted 1-4	Percentage of the staff member's time devoted to grades 1-4.
Percent Devoted 5	Percentage of the staff member's time devoted to grade 5.
Percent Devoted 6	Percentage of the staff member's time devoted to grade 6.
Percent Devoted 7-8	Percentage of the staff member's time devoted to grades 7-8.

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