

Summer School District Assignments


02/06/2026 8:06 am EST

Assign District Assignments

Please see the [District Assignments | Infinite Campus](https://kb.infinitecampus.com/help/district-assignments) (<https://kb.infinitecampus.com/help/district-assignments>) article for more information.

Navigation: *Census > Staff > District Assignments*

Select a Staff Person: If a staff person is not selected, click Open Person Search tool to search by the staff person's name. Search for staff using advanced searches or Ad Hoc Filters as needed. Select the staff person's name to open the District Assignment tool. If a staff person was already selected, the District Assignment tool will open automatically.



A Person is needed to use this tool.

Or

- If the staff member has an existing district assignment for the school where the summer school is located, they do not need an additional district assignment.
- If the staff member does not have an existing district assignment:
 - Click **New**.
 - Choose the **School** where the summer school is located.
 - Enter a **Start Date** of the first day of the summer school employment.
 - Check the appropriate checkboxes for the staff as needed. The **Teacher** checkbox must be checked for staff to be available in the Section Staff History tool.
 - Click **Save** to add the district assignment.

Employment Assignment Information						
*School Monroe High School		Department 				
*Start Date 06/23/2025		End Date 		Title Select a Value		
Type 		FTE of Assignment 		Assignment Code 		
Amplify Role 		K-3 TS Admin Role 				
SchoolNet Role 		SchoolNet Additional Roles Select Values				
Teacher <input checked="" 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"/>

NCSIS Knowledgebase | Article: Summer School District Assignments | Last Updated: 02/06/2026 8:06 am EST