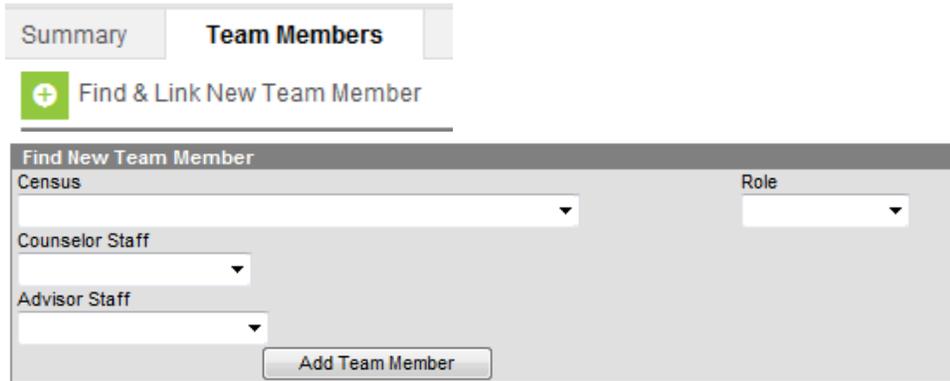
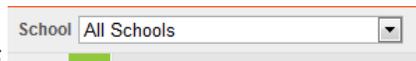


## ILPA Team Member District Assignment

This document will provide instruction on how to populate the **Advisor** and **Counselor** drop lists as referenced in section C of the [Alternative/ILPA Data Standards](#) and section B of the [Alternative Programs/KECSAC Data Standards](#). These two fields are located on the Team Members Tab, if populated the staff will be available in the drop list when using the *Find & Link New Team Member* feature within the ILPA module.

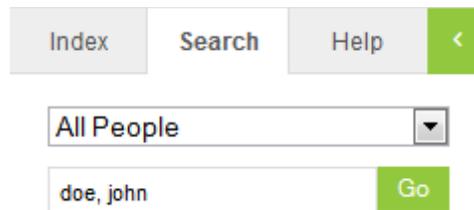


**Step 1:** Select *All Schools*



- ▼ Census
  - My Data
  - Staff Request Processor
  - People**

**Step 2:** Go to **Census | People**



**Step 3:** Find staff member to assign district assignment

**Step 4:** Click on **District Assignment Tab** (Index Path: Census | People)

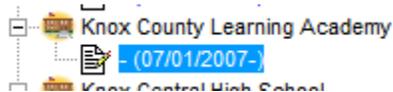


**Step 5:** Click *New*



or if staff already has district assignment within the school, click on

the hyperlink for the current school assignment



## Step 6: Enter Employment Assignment Information

The screenshot shows a web form titled "Employment Assignment Information". It contains several sections of input fields and checkboxes. The top section includes "School" (a dropdown menu), "Department" (a dropdown menu), "\*Start Date" (a date picker), "End Date" (a date picker), and "Title" (a dropdown menu). Below this are "Type" (a dropdown menu), "FTE of Assignment" (a text input), and "Assignment Code" (a dropdown menu). The next section includes "Alternate Type" (a dropdown menu), "Highly Qualified" (a dropdown menu), "Reading First" (a dropdown menu), "PD Year" (a dropdown menu), "PD Class" (a dropdown menu), "PD Class Type" (a dropdown menu), "PD Class Offered By" (a dropdown menu), and "PD Class Credit" (a text input). The bottom section contains a grid of checkboxes for various roles: Teacher, Special Ed, Program, Behavior Admin, Health, Behavior Response Approver, Advisor, Supervisor, Counselor, Foodservice, Exclude Behavior Referral, Self Service Approver, and FRAM Processor.

**School:** Select the appropriate alternative program from the school drop list

**Start Date:** Enter the start date of the district assignment; this could be the first day of school or the start of the member's role on the team

**Advisor:** Check for staff member's name to be available in the Advisor drop list on the Team Member's Tab

**Counselor:** Check for staff member's name to be available in the Counselor drop list on the Team Member's Tab

**Step 7: Save**  Save

Staff member will now have a district assignment at their home school and at alternative school



AND the staff member will now appear in the counselor or advisor drop list on the Team Members Tab, when using the *Find & Link New Team Member* feature.