

# Lockers (Student)

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**Classic View:** [Student Information](#) > [General](#) > [Lockers](#)

**Search Terms:** [Lockers](#)

The student Locker tab defines and stores the locker's number, serial number, combinations, type and location. Maintaining student locker information can be done on an individual student basis, or by using a locker wizard to mass assign lockers to all students.

Assigning lockers to students requires set up of locker data first. See the [Lockers Admin](#) article for information. Lockers can be assigned to multiple students at once using the [Locker Schedule Wizard](#).

A historical record of a student's locker assignment is recorded in the Lockers tool that lists the student's name and the date range of the locker assignment.

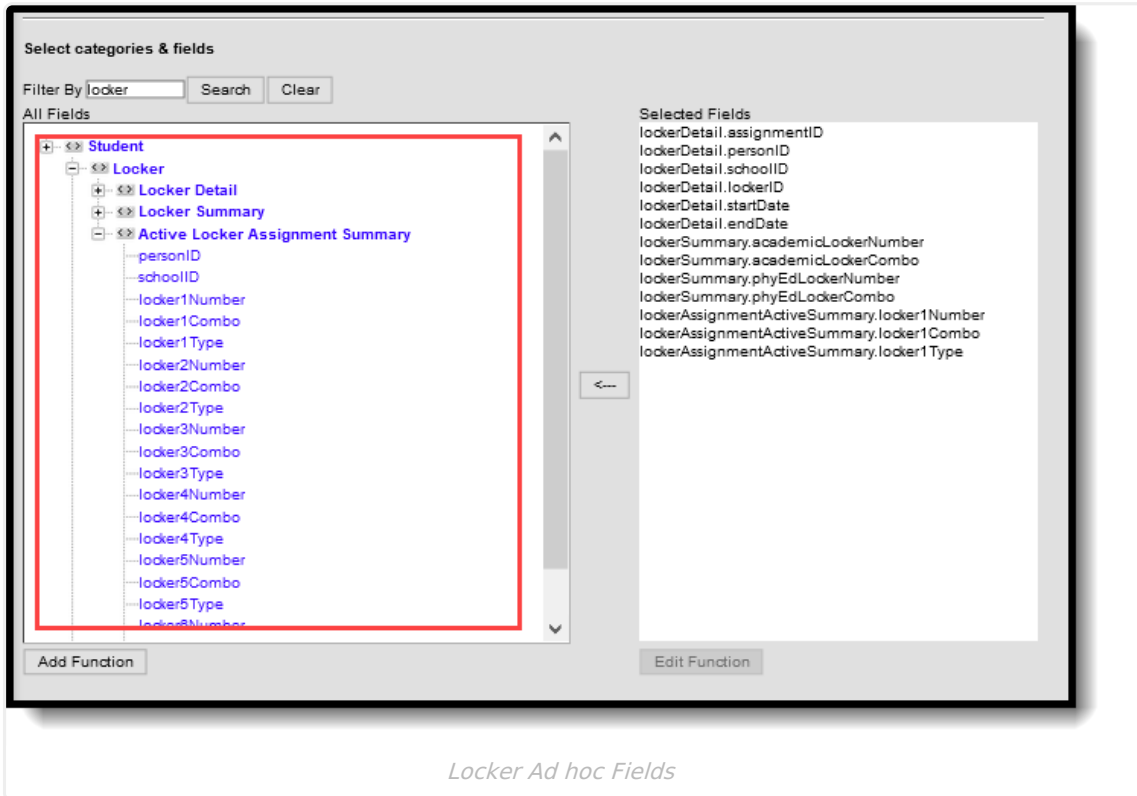
*Student Lockers*

A student can have the same locker assigned throughout his/her career in the school. The locker is assigned to the student until it is unassigned and/or ended. Locker assignments need to be manually ended when the enrollment is ended.

## Student Locker Information in Ad hoc Query Wizard

Student Locker information is available in the Query Wizard for Student data types in the **Student > Locker** folder. The Ad hoc Field names are included in the Student Flag Editor table.

Fields can be selected from the **Locker Detail**, **Locker Summary** and **Active Locker Assignment Summary** subfolders.



## Student Locker Editor

Student lockers that have been assigned appear in the Locker Assignment List. When viewing the assigned locker, the details of that assignment appear in the **Edit Locker Assignment**. The following fields are available:

Field	Description	Ad hoc Fields
<b>Start Date</b>	The date the student began using the locker. This is also the date the locker no longer appears as available.	lockerDetail.startDate
<b>End Date</b>	The date the locker stopped being assigned to the student. This date is inclusive, which means the assignment will not be ended until the day after the entered date.	lockerDetail.endDate
<b>Locker</b>	The locker assigned to the student. This could be a number or a letter, depending on the school's preference for lockers.	lockerDetail.lockerID
<b>Combo</b>	Lists the combination assigned to the locker.	lockerDetail.combo

When assigning a new locker to a student, a **New Locker Assignment** section displays. This section provides a searching functionality to locate a locker that meets the student's locker needs. End dates assigned to other ended locker assignments become important when searching for lockers to assign.

The screenshot shows the 'Lockers' interface. At the top, there is a 'Save' button and a 'New' button. Below this is a 'Locker Assignment List' table with columns: Locker #, Type, Location, Combo, Start Date, End Date, and Is Shared. The table contains two rows of data. Below the table is a 'New Locker Assignment' section. It includes a '\*Start Date' field with a calendar icon and a value of 10/17/2019, and an 'End Date' field with a calendar icon. Below these are search filters: 'Locker Type' (dropdown), 'Locker Location' (dropdown), 'Locker Number' (text input), and 'Locker Availability' (radio buttons for 'All unassigned lockers', 'Shared lockers that are unassigned', and 'Shared lockers that are assigned'). A 'Find' button is located at the bottom of the search section.

*New Locker Assignment*

Field	Description	Ad hoc Fields
<b>Start Date</b>	Indicates the date the locker is first assigned to the student. This field automatically displays the current date. Enter dates in <i>mmdyy</i> format or use the calendar icon to select another date.	lockerDetail.startDate
<b>End Date</b>	Indicates the date the locker is no longer assigned to the student. This date does not need to be entered at this time, but can be if the student is only assigned the locker for a set date range (i.e., football season).	lockerDetail.endDate

Field	Description	Ad hoc Fields
<b>Locker Type</b>	Indicates the type of locker. Locker types are created in the <a href="#">Custom Attribute Dictionary</a> and only active locker types are available for selection.	lockerDetail.type
<b>Locker Location</b>	Indicates where in the school building the locker is located. Locker locations are created in <a href="#">Locker Resources</a> .	lockerDetail.location
<b>Locker Number</b>	Indicates the particular locker assigned to the student. The value (could be numeric or alphabetic) is assigned to the locker for identification purposes. Only locker numbers are available for selection.	lockerDetail.lockerNumber
<b>Locker Availability</b>	Indicates what type of lockers are returned. <ul style="list-style-type: none"> <li>• All unassigned lockers (default option)</li> <li>• Shared lockers that are unassigned</li> <li>• Shared lockers that are assigned</li> </ul>	N/A

## Assign a Locker to a Student

1. Select the **New** icon. The **New Locker Assignment** editor displays.
2. Enter the **Start Date** for the locker.
3. Enter the **Locker Type**, **Locker Location** and **Locker Number** fields.
4. Select the appropriate **Locker Availability** radio button.
5. Click the **Find** button. Lockers matching the Locker Type, Locker Location and Locker Availability options chosen display.
6. Select a locker from the list. The selected locker number populates the Number field, and the assigned combo to that locker displays.
7. Select the **Save** icon. The new locker assignment displays in the **Locker Assignment List**.

## End Locker Assignments

To end a locker assignment for an individual student, select the locker assignment to be ended from the Locker Assignment List and enter a date in the **End Date** field. A record of the locker assignment will remain on the student's Locker tab.

### Lockers ☆

Student > General > Lockers

#### Locker Assignment List

Locker #	Type	Location	Combo	Start Date	End Date	Is Shared
3693	Academic	Above media	9	09/03/2019	10/01/2019	No
1061	Academic	PATIO	33-3-25	09/05/2017		No

#### Edit Locker Assignment

\*Start Date:

Locker:

End Date:

Combo:

End a Locker Assignment

## Delete Locker Assignments

To delete a locker assignment for an individual student, select the locker to be deleted from the Locker Assignment List and click the **Delete** button. This permanently removes the locker from the student's record and eliminates any history of the student being assigned to the locker.

The Locker Batch End Wizard may be used to delete multiple locker assignments.

## Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.

**Lockers** ☆  
Student Information > General > Lockers

New Documents

Upload Document

Document List

Date Uploaded	Name	File Description	Campus Tool	File Size
04/29/2021 1:31 PM	Lockers Code of Conduct		Student Information > General > Lockers	0.29 MB

Lockers Documents