

## Assigning Lockers to Students Procedural Checklist

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### Change Log

Date	Section Number/Name	Change Description
4/23/20	Entire document	Review and update

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## Task #1: Create Rooms/Locations

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Rooms/Locations**

Create Room/Locations to be referenced when creating new lockers. An example of using this information for assigning lockers could be to assign the special needs students near the classroom where they are most frequently located.

**Room/Location Maintenance**  
From this screen, you can display, add, change and delete data pertaining to locations.

[Add Location](#)

	Code	Name ▲	Description	Location Type	Capacity	Schedulable	Homeroom	Active	
		C110	Art	Art, Painting, Ceramics	Art Room	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		C128	AVID I & II	AVID	Regular Classroom	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		BUS	Bus	Bus-Transportation	Bus	50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		C122	Business	Business Law, Marketing, Accounting, Media Communications	Regular Classroom	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		CAFE	Cafeteria		Cafeteria	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Clin	Clinic		Clinic	50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		C109	English	English, Spanish IV, AP Spanish	Regular Classroom	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Task #2: Create Locker Size Codes

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Locker Administration – Locker Size Codes**

Create/Edit Locker Size codes to be used when creating new lockers.

**Locker Size Maintenance**  
From this screen, you can display, add, change and delete Locker Size codes.

[Add Locker Size Code](#)

	Code	Name ▲	Active	
		LG	Large Locker	<input checked="" type="checkbox"/>
		MD	Medium Locker	<input checked="" type="checkbox"/>
		SM	Small Locker	<input checked="" type="checkbox"/>

Show Active Only

## Task #3: Create Lockers











**Navigation: StudentInformation – Management – School Administration – School Building Administration – Locker Administration – Locker Maintenance**

Create/Edit lockers and their characteristics. Lockers are school-year specific, and may have different combination series, locations, sizes, capacities, and grades assigned in each school year without affecting other school years.

**Locker Maintenance**

From this screen, you can display, add, change and delete data pertaining to lockers.  
Clicking a locker number shows the students assigned to the locker.

**Add Locker** Filter: Active  Academic Only

	Locker Number ▲	Status	Description	Capacity	Residents	Size	Combination Series	Reference Location	Grade
 	001	Active	500E5697, E-2	1	0		2		09
 	002	Active	500E5698, B-9	1	0		1		09
 	003	Active	500E5699, E-5	1	1		2		09
 	004	Active	500E5700, A-1	1	0		5		09
 	005	Active	500E5701, C-9	1	1		5		09

Click the **edit pencil** icon to change an existing locker.

**Locker Maintenance**

From this screen, you can display, add, change and delete data pertaining to lockers.  
Clicking a locker number shows the students assigned to the locker.

Locker Number: \*

Academic Locker:

Locker Status: \* Active

Description:

Capacity: \*

Size:






Current Series:

Reference Location:

Grade:

Is Active:

Series:  Combination:  **Add Combination**

	Series	Combination
	1	31-17-03
	2	23-09-45
	3	16-02-38
	4	11-47-33
	5	05-41-27

**Save** **Save and Next** **Cancel**

Click the **Add Locker** button to add a new locker.

**Locker Maintenance**

From this screen, you can display, add, change and delete data pertaining to lockers.  
Clicking a locker number shows the students assigned to the locker.

Locker Number:\*

Academic Locker:

Locker Status:\*

Description:

Capacity:\*

Size:

Current Series:

Reference Location:

Grade:

Is Active:

Series: Combination:

To assign a Locker Combination to a locker, you must select an existing Locker Combination Series from the Current Series drop-down. If there are none in the drop-down, or you want to add another Locker Combination, then you will need to select a Combination Series, enter the Combination and then click **Add Combination**. Once you have done this, you can select that Combination Series from the Current Series drop-down.

Series: Combination:

	Series	Combination
<input type="button" value="Delete"/>	1	31-17-03
<input type="button" value="Delete"/>	2	23-09-45
<input type="button" value="Delete"/>	3	16-02-38
<input type="button" value="Delete"/>	4	11-47-33
<input type="button" value="Delete"/>	5	05-41-27

**NOTE:** The Locker Number field is an alpha-numeric field. The Locker Number column on the Locker Maintenance page is sorted numerically, however, Locker Location Assignment is done according to alpha characters.

**Recommendation:** Use leading zeros on locker numbers.

## Task #4: Assign Locker Locations

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Locker Administration – Locker Location Assignment**

Assign a range of lockers to a specific location within a school. This sets the lockers' Reference Location.

### Locker Location Assignment

From this screen, you can assign lockers to specific locations within the school

**i** In order to view the current lockers by location or assign lockers to a location, you must first select a location from the dropdown. In addition, you must specify whether you are working with academic lockers.

Filter By Location:   Academic Lockers

### Locker Location Assignment

From this screen, you can assign lockers to specific locations within the school

Filter By Location:   Academic Lockers

	Starting Locker ▲	Ending Locker	Available Lockers	Capacity
	100	120	21	21

Physical Total  
Capacity Capacity  
21 21

---

Starting Locker: \*

Ending Locker:

## Task #5: Assign Locker Grade Levels

Navigation: StudentInformation – Management – School Administration – School Building Administration – Locker Administration – Locker Grade Level Assignment

Assign a range of lockers to a specific grade level within a school.

### Locker Grade Level Assignment

From this screen, you can assign grade levels to lockers within the school

**i** In order to view the current lockers by grade level or assign lockers to a grade level, you must first select a grade level from the dropdown. In addition, you must specify whether you are working with academic lockers.

Filter By Grade Level:   Academic Lockers

### Locker Grade Level Assignment

From this screen, you can assign grade levels to lockers within the school

Filter By Grade Level:   Academic Lockers

	Starting Locker ▲	Ending Locker	Available Lockers	Capacity
	140	200	61	61
	Physical Total			
	Capacity	Capacity		
	61	61		

Starting Locker: \*

Ending Locker:



During Locker Location Assignment and Locker Grade Level Assignment, if you do not specify an Ending Locker, the location you specify will be assigned all lockers from the specified Starting Locker to the last locker listed.



Locker Location Assignment is done according to alpha characters.  
**Recommendation:** Use leading zeros on locker numbers.

# Task #6: Bulk Locker Assignment

## Navigation: StudentInformation – Management – Ad-Hoc Updates – Locker Bulk Assignment

Student lockers can be assigned to a group of students selected by one of three different methods: Select Students By **Search Criteria**, **Student IDs**, or **Ad-Hoc Membership**. Unless otherwise noted, see the Student Lockers Guide for details.



**NOTE:** All students must have a locker designated as their Primary Locker in order for the locker number to print on reports or schedules.

### Students Tab - Search Criteria

When searching for students by Search Criteria, select Student Status and Grade Level for all students being assigned lockers. Other options on the Search Criteria screen include searching by Last Name or First Name (with wildcards if you select the checkbox next to those fields), Homeroom Assignment, Gender, Program, or Team. You can also combine those search criteria as needed to select specific a group of students.

**Locker Bulk Assignment**

Here you can assign a bulk group of students to lockers

Students Assignment Method Options Confirmation Results

Select Students By:  Search Criteria  Student IDs  Ad-Hoc Membership

Last Name:  First Name:

Homeroom Assignment:  Gender:

Program:  Team:

Student Status

A - ACTIVE RES  
GO - Grad Only  
I - INACTIVE  
J - JVS FULL T  
L - LEAP  
N - NON-RES

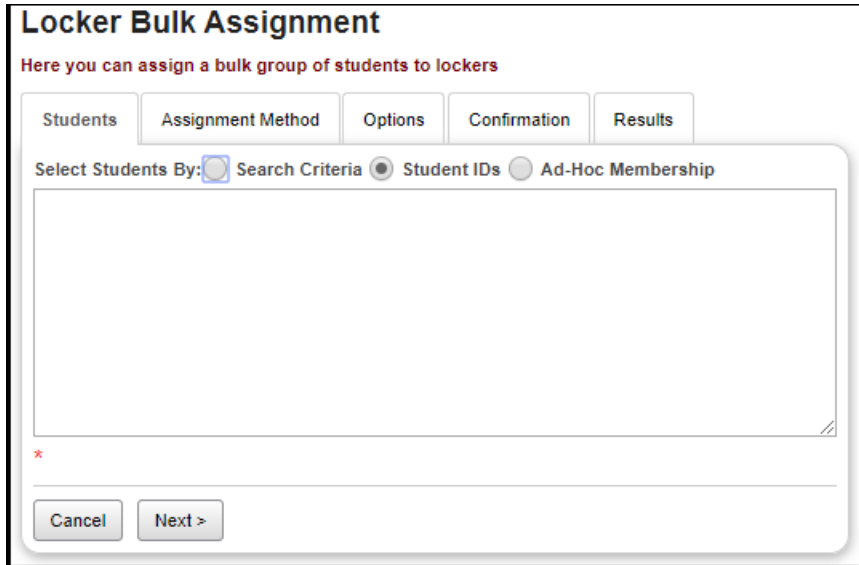
Grade Level

PS - PS  
KG - KG  
01 - 01  
02 - 02  
03 - 03  
04 - 04

Cancel Next >

## Students Tab - Student IDs

When searching for students by Student ID, enter all Student IDs to be included in the bulk assignment. You must use commas between ID numbers when listing more than one Student ID number.



**Locker Bulk Assignment**  
Here you can assign a bulk group of students to lockers

Students | Assignment Method | Options | Confirmation | Results

Select Students By:  Search Criteria  Student IDs  Ad-Hoc Membership

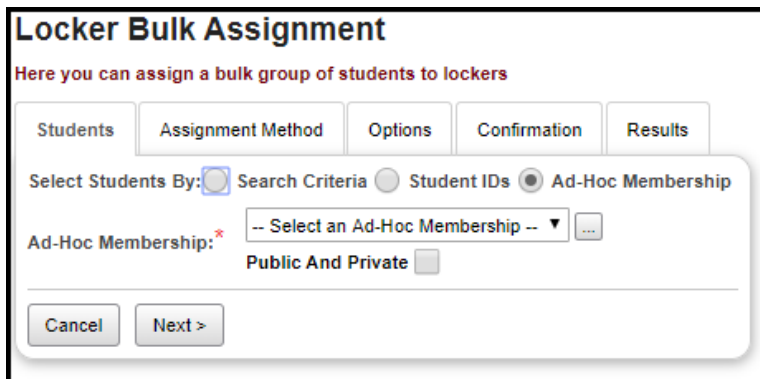
\*

Cancel Next >

## Students Tab - Search by Ad-Hoc Membership

When searching for students by Ad-Hoc Membership, you must select a single Ad-Hoc Membership group from the dropdown box. You can select an Ad-Hoc Membership from the pull-down menu and select **Next**, or you can select the **ellipse** button next to the Ad-Hoc Membership name to be taken to the Ad-Hoc Membership screen, where you can see and edit the individual students in that Ad-Hoc Membership. (This screen is located at StudentInformation – My Account – Ad-Hoc Memberships, and more details can be found in the Getting Started Guide.)

If you went to the Ad-Hoc Memberships screen, once you locate and confirm the Ad-Hoc Membership to use, click on the **green arrow** icon to select that membership and return to the Locker Bulk Assignment screen.



**Locker Bulk Assignment**  
Here you can assign a bulk group of students to lockers

Students | Assignment Method | Options | Confirmation | Results

Select Students By:  Search Criteria  Student IDs  Ad-Hoc Membership

Ad-Hoc Membership: \* -- Select an Ad-Hoc Membership --

Public And Private

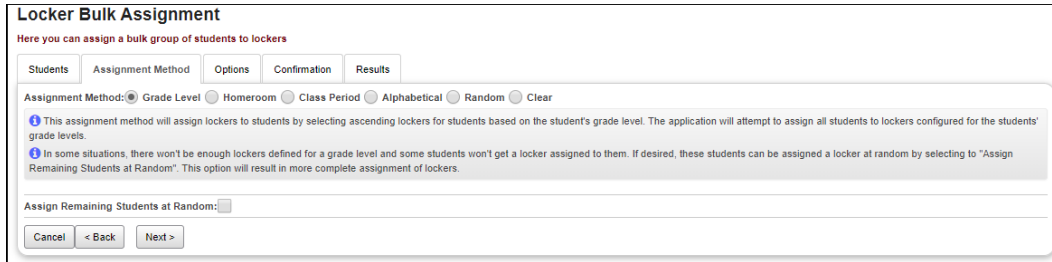
Cancel Next >



Once you have selected your students through one of these methods, select **Next** to proceed to the **Assignment Method** tab.

### Assignment Method Tab

Once you have your selected group of students, you can assign lockers to them by one of five different methods: **Grade Level**, **Homeroom**, **Class Period**, **Alphabetical** order, and **Random** assignment. You can also **Clear** some or all locker assignments (clearing selections will be covered below).



The screenshot shows the 'Locker Bulk Assignment' interface. At the top, it says 'Here you can assign a bulk group of students to lockers'. Below this are five tabs: 'Students', 'Assignment Method', 'Options', 'Confirmation', and 'Results'. The 'Assignment Method' tab is selected. Under this tab, there are radio buttons for 'Grade Level', 'Homeroom', 'Class Period', 'Alphabetical', 'Random', and 'Clear'. The 'Grade Level' option is selected. Below the radio buttons, there are two informational messages: one explaining that the Grade Level method assigns lockers based on ascending grade levels, and another stating that if there aren't enough lockers, students can be assigned randomly. There is also a text input field for 'Assign Remaining Students at Random:'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

#### Grade Level Assignment option:

To assign lockers by grade level, just select **Grade Level** and select **Next** to proceed to the **Options** tab.

#### Homeroom Assignment option:

To assign lockers by individual homerooms, select **Homeroom** and then select the **Homeroom Term** for which lockers are being assigned. Students will be assigned lockers from those lockers assigned to their homeroom location. Select **Next** to proceed to the **Options** tab.

#### Class Period Assignment option:

To assign lockers by a particular class period, select **Class Period**, use the calendar to choose a **Calendar Date**, and from the **Period of the Day** dropdown, select a class period on that date. Students will be assigned lockers from those lockers assigned to their classroom location at that period. Select **Next** to proceed to the **Options** tab.

#### Alphabetical Assignment option:

To assign lockers alphabetically, select **Alphabetical**. This option assigns students to lockers in alphabetical order by student last name, in ascending order of lockers, without regard for grade or location. Select **Next** to proceed to the **Options** tab.

#### Random Assignment option:

To assign lockers randomly, select **Random**. This option randomly assigns students to lockers without regard for grade or location. Select **Next** to proceed to the **Options** tab.

## Options Tab

There are four options. If you retain locker assignments, or if you some students are keeping previous locker assignments, select **Students without a primary locker assignment** or **Students without any locker assignments** from the **Students to Include** section. You can also select types of **Lockers to Include**, to **Create Assignments** as primary or secondary, and how you wish **Existing Locker Assignments** to be treated. When all options are set as desired, select **Next** to proceed to the Confirmation tab.

### Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students   Assignment Method   Options   Confirmation   Results

Students to Include:

- Students without a primary locker assignment
- Students without any locker assignments
- Students with number of assignments fewer than:
- All Students (no limit on number of locker assignments)

Lockers to Include:

- Academic lockers only
- Non-Academic lockers only
- Both academic and non-academic lockers

Create Assignments as:

- Primary locker assignments
- Secondary locker assignments

Existing Locker Assignments:

- Remove primary assignments only
- Remove all assignments
- Keep assignments (update as secondary assignments if new assignments are primary)

Cancel   < Back   Next >

## Confirmation Tab

The screen will list the students by the method you selected on the Assignment Method tab. The accuracy of the locker assignment must be checked before the actual process is finished. If the number of students listed by grade level or location is equal to the number of intended locker assignments, click **Finish** to proceed to the **Results** tab. If the numbers are not reasonable, click **Back** to return to the **Options** tab or the **Assignment Method** tab and edit your selections. If your selections are correct and an error still exists, then the parameters and locker location assignments must be verified to see where the error lies. Selecting **Cancel** on the **Confirmation** screen completely exits Locker Bulk Assignment.

If you selected **Grade Level Assignment**, you can click on a **blue Grade Level link** to go to the **Locker Grade Level Assignment** screen for that grade level, completely exiting Locker Bulk Assignment.

### Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students
Assignment Method
Options
Confirmation
Results

Lockers Defined by Grade Level	Physical Lockers	Total Capacity	Existing Assignments	Remaining Capacity	Matching Students	Insufficiency
09 - 09	568	568	386	182	0	
10 - 10	61	61	53	8	0	
12 - 12	1	1	0	1	1	
No Grade Level	2	2	1	1		
All Students/Lockers	632	632	440	192	1	

Cancel
< Back
Finish

If you selected **Homeroom** or **Class Period Assignment**, you can click on a **blue link** to go to the **Locker Location Assignment** screen for that assignment method. The **Include statistics for locations with insufficient capacity only** checkbox will hide all homerooms or classrooms that had enough lockers for the students with that location assigned.

### Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students
Assignment Method
Options
Confirmation
Results

Include statistics for locations with insufficient capacity only

Lockers Defined by Location	Physical Lockers	Total Capacity	Existing Assignments	Remaining Capacity	Matching Students	Insufficiency
C206 - C206	0	0	0	0	1	1
All Students/Lockers	632	632	440	192	1	

Cancel
< Back
Finish

If you selected **Random** or **Alphabetical Assignment**, the **Confirmation** tab will display simple text statistics for lockers assigned and insufficient.

### Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students
Assignment Method
Options
Confirmation
Results

Physical Lockers: 632

Total Capacity: 632

Existing Assignments: 440

Remaining Capacity: 192

Students to be Assigned: 1

Insufficiency:

Cancel
< Back
Finish

### Results Tab

The **Results** tab displays the students in your selected group of students, the lockers assigned to them, and lists the Action Taken with regards to that student and that locker. When clearing locker assignments, this will display a message informing you that those assignments have been removed.



The **Results** tab also contains a **Start Over** button. You can use this to assign lockers to a different group of students, or to clear some or all lockers and then reassign lockers.

**NOTE:** The Start Over button does not itself clear any locker assignments. To do this, you must select one of the **Remove** options under the **Existing Locker Assignments** area of the **Options** tab or proceed to the **Clearing Locker Assignments** section below.

### Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students
Assignment Method
Options
Confirmation
Results

Student	Locker	Action Taken
ABBOTT, AMY	334	Added assignment as primary locker

Start Over

## Task #7: Clearing Locker Assignments

**Navigation: StudentInformation – Management – Ad-Hoc Updates – Locker Bulk Assignment**

You can clear assigned lockers by selecting a group of students, then selecting **Clear** on the **Assignment Method** tab.

### **Students Tab:**

Select a group of students and click **Next**.

### **Assignment Method Tab:**

Select **Clear** - This option clears current locker assignments.

### **Options Tab:**

Select types of **Lockers to Include** in the assignment removal, and how you wish to treat **Existing Locker Assignments**. Click **Next**.

### **Confirmation Tab:**

The screen will display simple text statistics for lockers cleared. If correct, click **Finish**. If incorrect, click **Back** to return to the **Options** tab or the **Assignment Method** tab and edit your selections.

### **Results Tab:**

The screen displays the students in your selected group of students, the lockers assigned to them, and lists the Action Taken with regards to that student and that locker. When clearing locker assignments, this will display a message informing you that those assignments have been removed.

# Task #8: Single Locker Assignment during Registration

## Navigation: StudentInformation – SIS – Registration Wizard

When a new student enrolls midyear, an individual locker must be assigned to that student. The student registration screen has a button entitled Assign Primary Locker, which activates the Locker Selection Wizard. The wizard shows a list of available lockers. By clicking on a locker number, that locker is assigned to the student being registered. You can also re-filter the lockers shown by Grade Level and by Location assigned.



**NOTE:** All students must have a locker designated as their Primary Locker in order for the locker number to print on reports or schedules.

**Student Registration Wizard**  
From this screen users can register students

Registration Pre-requisites   Possible Matches   Complete Registration   Family Group   EMIS

Hispanic/Latino:\*   N - No, the student is not Hispanic/Latino   Local Ethnic Category:   W - CAUCASIAN

Racial Group(s):\*    A-Asian    B-Black or African American    I-American Indian or Alaska Native    P-Na

Summative Race:   ▼

Citizenship:   04 - United States c   Native Language:   ENG

Birthdate Verified:   ▼   Admission Date:\*   ▼

Student Status:\*   A - ACTIVE RES   Building Prog Track:   Galion - Galion

Attendance Calendar:\*   HS Default (Default)   Mother's Maiden Name:   ▼

Locker Assignment:   **Assign Primary Locker**   Free/Reduced Lunch Status:\*   None

Grade Level: -- Any Grade Level --   Location: -- Any Location --

Availability: [ 1 ]   Auto Select    Filter

Locker Number	Grade Level	Location	Available	Residents	Capacity	Series	Combination	
001	09		1	0	1	2	23-09-45	<a href="#">Change Series</a>
002	09		1	0	1	1	10-30-46	<a href="#">Change Series</a>
004	09		1	0	1	5	46-08-36	<a href="#">Change Series</a>
007	09		1	0	1	3	02-14-46	<a href="#">Change Series</a>

# Task #9: Single Locker Assignment on Edit Profile

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional Tab

You can also run the Locker Selection Wizard from the Assign Primary Locker button on the **Edit Student Profile – Additional tab**.



**NOTE:** Clicking on the **Locker Assignments** title on the Edit Student Profile – Additional tab will take you to the Student Locker Assignment page (next task).

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 04/20/2020 2:32 PM by User: amy

Primary Building\*:

Special Ed:  Country of Origin:

Citizenship:

Building Progression Track:  Graduation Year:

New School:

Pri. Graduation Rule:  Alt. Graduation Rule:

Counselor:  Scheduling Priority:

Show grade appropriate counselors only Locker Assignments:

Team:  Homeroom:

Include in Honor Roll:  Flags:

Include in Ranking:

Include in GPA:

Requires Paper Copy of Report Card:

## Task #10: Single Locker Assignment on Locker Assignment screen

**Navigation: StudentInformation – SIS – Student – Locker Assignment**

Use the **Student Locker Assignment** screen to add, edit or delete locker assignments for a specific student. You can also select **View Free Lockers** to go to the **Free Lockers** screen. The gold star icon shows the primary locker. A student must have a primary locker for the locker to be shown on the student's Schedule Card. A student should only have one primary locker, since a student with multiple primary lockers may have transcripts and report cards duplicated.

### Student Locker Assignment

From this screen, you can display, assign, and remove a student from a locker.

View Free Lockers  Academic Lockers

		Locker Number	Description	Capacity	Size	Combination	Reference Location
		633	500E6258, B-8	1		28-02-22	

Enter a Locker:

OR Select a Locker: No Available Lockers  Show grade appropriate lockers only

OR Select a Location: ▼

Add locker as primary 
Assign Locker
Edit Student Profile

## Task #11: View Free Lockers

**Navigation: StudentInformation – SIS – School – Free Lockers**

Use the **View Free Lockers** screen to list lockers not assigned to students and to assign a specific locker to the selected student. A student must be selected to view Free Lockers.

### Free Lockers

This screen displays the lockers in the school that are available to be assigned for the current school year. Clicking a locker number assigns the locker to the working student.

View Student Locker Assignments  Academic Lockers

Locker Number ▲	Status	Description	Available Capacity	Residents	Capacity	Size	Reference Location	Grade
001	Active	500E5697, E-2	1	0	1			09
002	Active	500E5698, B-9	1	0	1			09
004	Active	500E5700, A-1	1	0	1			09



## Task #12: View Locker Resident

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Locker Administration – Locker Maintenance – Locker Residents**

Student locker assignment can be accessed by going to the **Locker Maintenance** screen and clicking on individual locker numbers. A screen showing the locker resident will be visible. Clicking on the student's name will take you to that student's View Profile screen and make that student your actively selected student.

Locker Maintenance										
From this screen, you can display, add, change and delete data pertaining to lockers. Clicking a locker number shows the students assigned to the locker.										
Add Locker Filter: Active <input type="checkbox"/> Academic Only										
	Locker Number ▲	Status	Description	Capacity	Residents	Size	Combination Series	Reference Location	Grade	
	001	Active	500E5697, E-2	1	0		2		09	
	002	Active	500E5698, B-9	1	0		1		09	
	003	Active	500E5699, E-5	1	1		2		09	
	004	Active	500E5700, A-1	1	0		5		09	

Locker Resident
This screen displays students assigned to a specific locker.
Viewing students assigned to locker 633
Student
DAY, KEVIN
Back to Locker

## Task #13: View Locker Assignment from View Profile

**Navigation: StudentInformation – SIS – Student – View Profile – I want to...**

From the student View Profile screen, you can also select **View Lockers** from the **I want to...** dropdown to see summary information about all lockers assigned to that student. The gold star notes which locker is assigned as that student's primary locker.

The screenshot shows the ProgressBook interface for a student profile. The student's name is GOODWIN, JANICE. The page includes a navigation breadcrumb: StudentInformation > SIS > Student > View Profile. A dropdown menu titled 'I want to...' is open, showing options such as 'Edit This Student's Profile', 'View/Edit Full Schedule', 'View/Apply Fees', 'View The Medical Health Log', 'View This Student's Memberships', 'View Today's Schedule', 'View Contacts', 'View Lockers' (highlighted), 'View A Student's Family Group', 'View A Student's Discipline Incidents', 'View Latest Report Card', 'View Student Absence Intervention', and 'View Student Roadmap'. The student's address is 7967 GOODWIN Road, GALION, OH 44633. The phone number is (419) 555-2874. The student email is student@donofuse.com. The primary contact's email is lest@donofuse.com. The parent/guardian is GOODWIN, BOBBIE, with phone numbers (419) 555-2874 and (419) 555-3139. The student's status is ACTIVE RES, birthdate is 11/13/2003, ethnicity is MULTIRACIAL, program is 2022, graduation year is 2022, academic locker is 003, and admission history is 8/15/2017 - Enrolled.

The screenshot shows the Student Locker page. It includes a button labeled 'View Student Profile'. Below the button, the following information is displayed: Locker Number: 003 (with a gold star icon), Combination: 07-39-21, Description: 500E5699, E-5, and Academic Locker: .

## Task #14: Run Student Locker Allocation Report (LOCK)

**Navigation: StudentInformation – SIS – School – Student Reports – Student Locker Allocation (LOCK)**

Run the **Student Locker Allocation (LOCK)** report to view locker information and student allocations. The list will print both assigned and unassigned lockers.