Flags (Student Information)

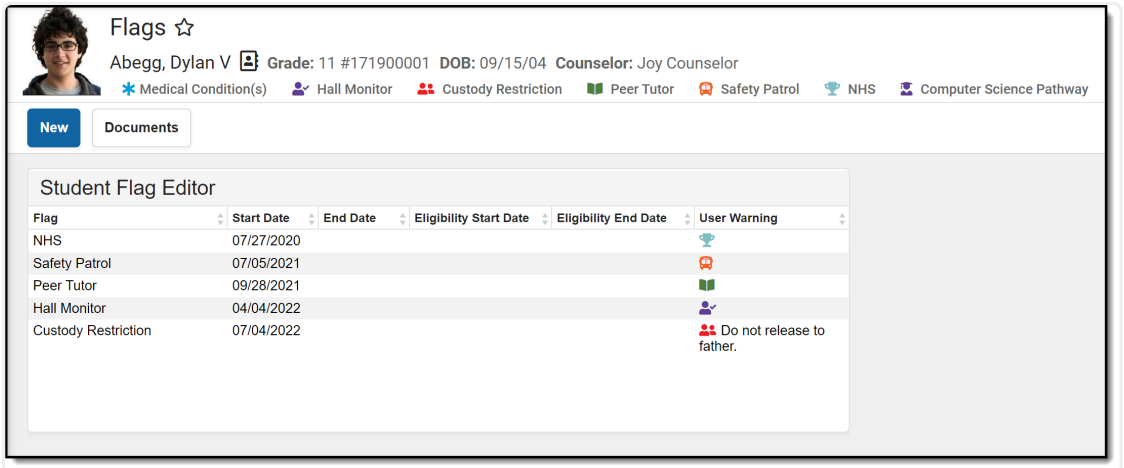
Last Modified on 08/20/2026 1:16 pm CDT

Path: Student Information > General > Flags

Flags can be used to display information alerts for a student. For example, flags may be created for special information on file in the office, student medical conditions, or that the student is participating in a school-related program or activity of some kind. There is no limit to the number of flags that can be assigned to a student.

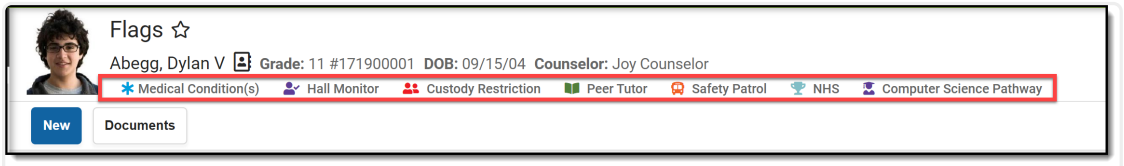
General information

Flags related to general information (demographics, contact, etc.) are created in the Flags tool in the Program Administration area and display in the student header. Flags can be set up to display for medical conditions assigned as Health Conditions, Graduation Programs that are assigned and managed in the Graduation Programs tool, and Blended Learning flags that display when a student is assigned to a Blended Learning Group.



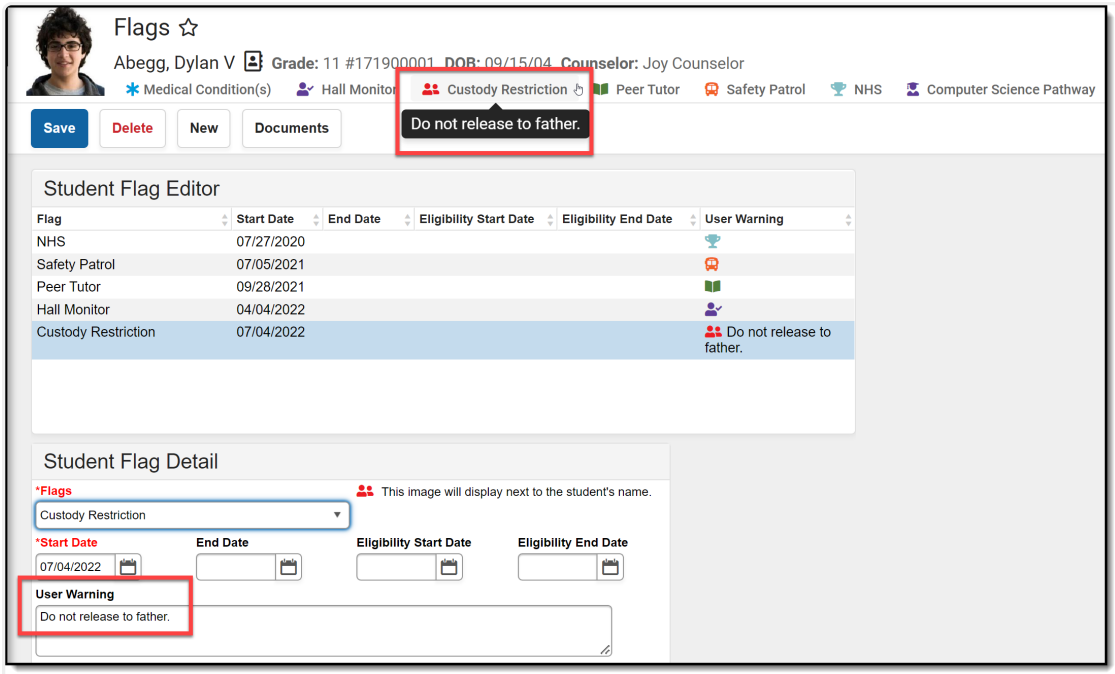
Flags can be assigned to individual students.

Not all flags display an image next to the student's name. The display is determined by the settings assigned to the flag when it is created in Program Admin. When an image is displayed, it appears below to the student's name.



Some flags appear in the student header.

When a User Warning is entered for the flag, that text displays when hovering over the flag. The text that displays when hovering over a student flag is limited to 100 characters. The whole message of a User Warning can be viewed by clicking on the corresponding flag.

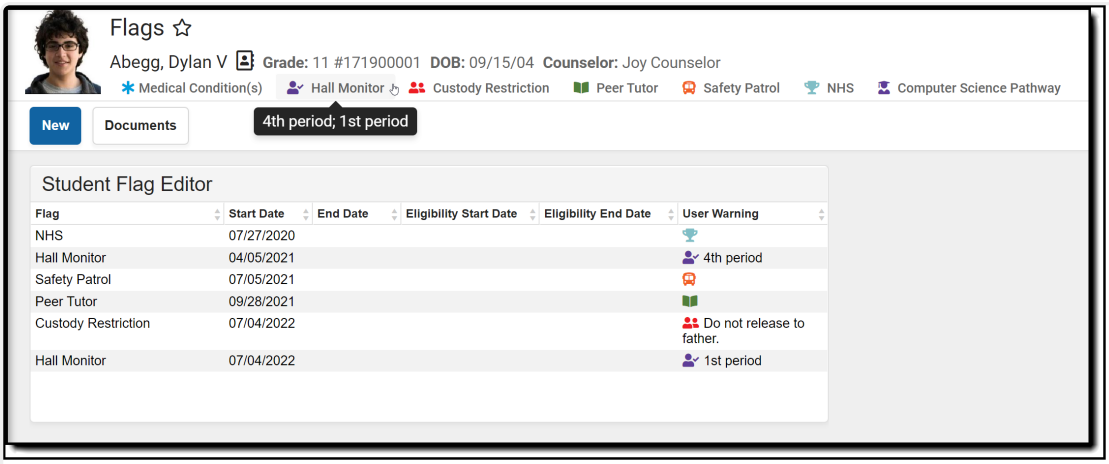


Hover over a flag to see a warning.

See the Flags Tool Rights article for information about rights needed to use this tool.

Multiple flag assignment

A student may be assigned the same type of flag multiple times. These are entered as separate instances of the flag. Only one instance of a flag image displays next to the student's name. The User Warnings entered for the individual flags display in one hover text box separated by a semi-colon, as seen for the two active Hall Monitor flags in the screenshot below.



A student can be assigned the same type of flag multiple times.

Assign flag to student

1. Select the **New** icon. The **Student Flag Detail** editor displays below the **Student Flag Editor**.
2. Select the **Flag** to assign to the student from the dropdown list. If the item chosen is designated to display an image, a note to the right of that dropdown list will appear, indicating the image will display next to the student's name.
3. Enter the **Start Date** for the flag.
4. Enter an **Eligibility Start Date**, if applicable.
5. Enter a **User Warning** for the flag.
6. Enter **Participation Details** for the flag.
7. Enter a **Description** for the flag.
8. Click the **Save** icon when finished. The new flag is listed in the **Student Flag Detail** table, and if indicated in Program Admin, an image displays next to the student's name.

It may be necessary to refresh the page to see the newly assigned flag and its accompanying image.

End flag assignment

1. Select the **Flag** that needs to be ended from the **Student Flag Editor**.
2. In the **Student Flag Detail** area, enter an **End Date** for the program.
3. Click the **Save** icon when finished. The entered End Date displays in the Student Flag Editor.

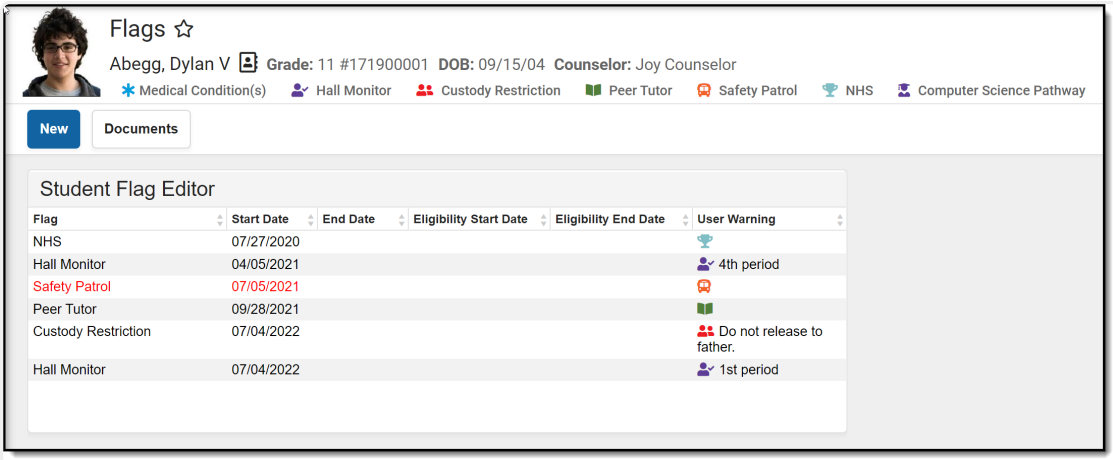
Images display through the entered End Date. For example, if the flag is ended as of Sept. 30, the flag displays on Sept. 30 but is removed after midnight on Oct. 1.

Delete flag assignment and inactive flags

To delete a flag, select the entry to be deleted from the **Student Flag Detail** area and click the **Delete** icon. This permanently removes the flag from the student’s record. This should only be

done if the flag was originally assigned in error.

Flags that have been deactivated in the Program Admin Flags editor but are still assigned to a student display in red.



Inactive flags display in red.

Blended Learning Group flags

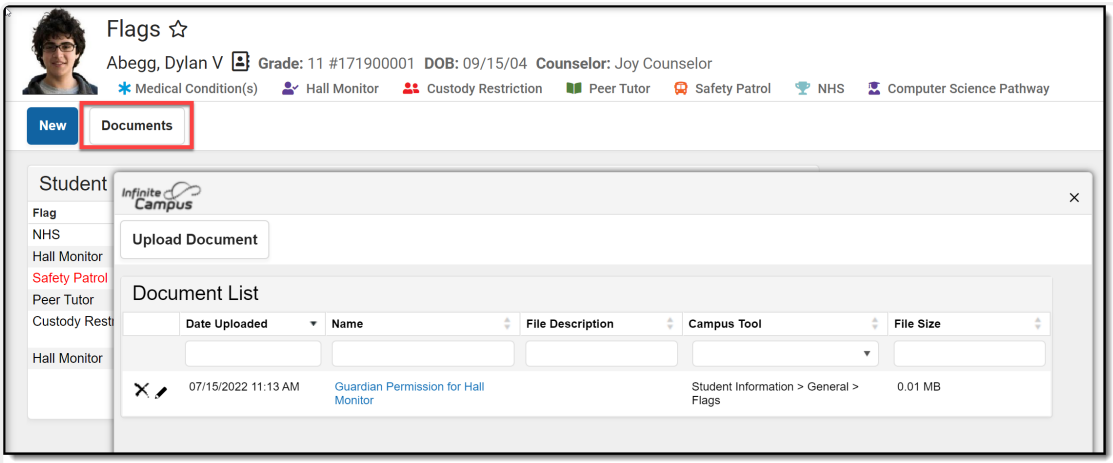
Blended Learning Groups allow districts to identify the attendance setting for students who are on-site in a building for learning, for students who are virtually attending classes or a combination of both.

When a student is assigned to a Learning Group, that flag displays in the header along with other assigned flags. This flag cannot be modified from the Student Flags tool.

> See the Blended Learning Groups article for an overview of the entire Blended Learning Group process.

Documents

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



Documents can be uploaded for a student.

State-specific information

Fields vary by state. Follow the link to view Flag information for your state.

- Indiana
- New York