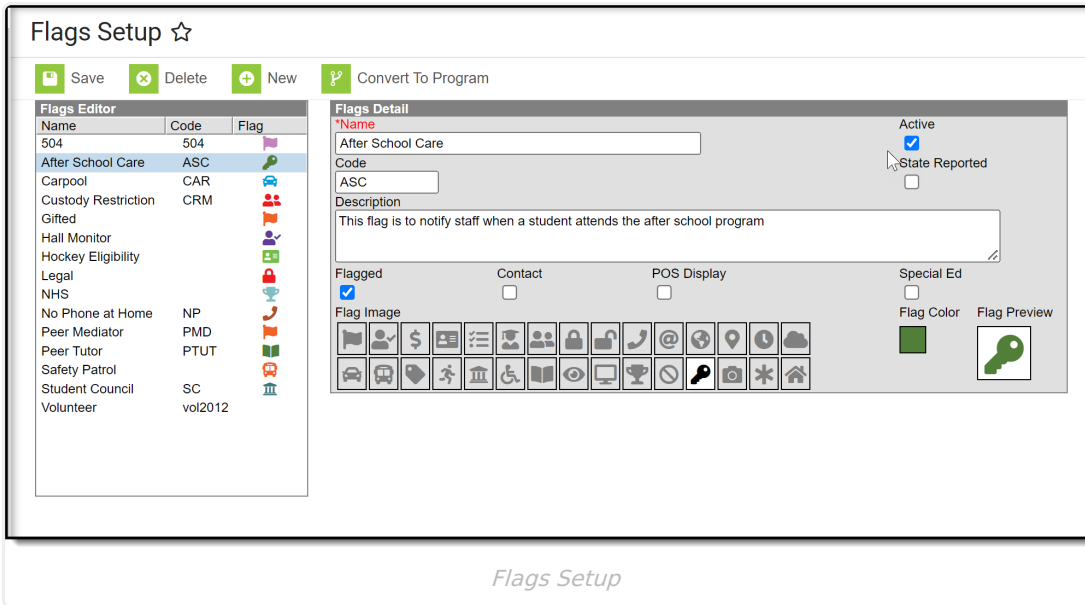


# Flags Setup

Last Modified on 04/22/2025 1:25 pm CDT

Tool Search: Flags Setup

The Flags Setup tool allows schools and districts to assign indicators to a student for particular programs, alerts, or notices that may assist with the student's success in school. Any number of flags can be created for a school or district, and any number of flags can be assigned to a student.



See the [Flags Setup Tool Rights](#) and the [Student Flags Tool Rights](#) articles for information on available tool rights.

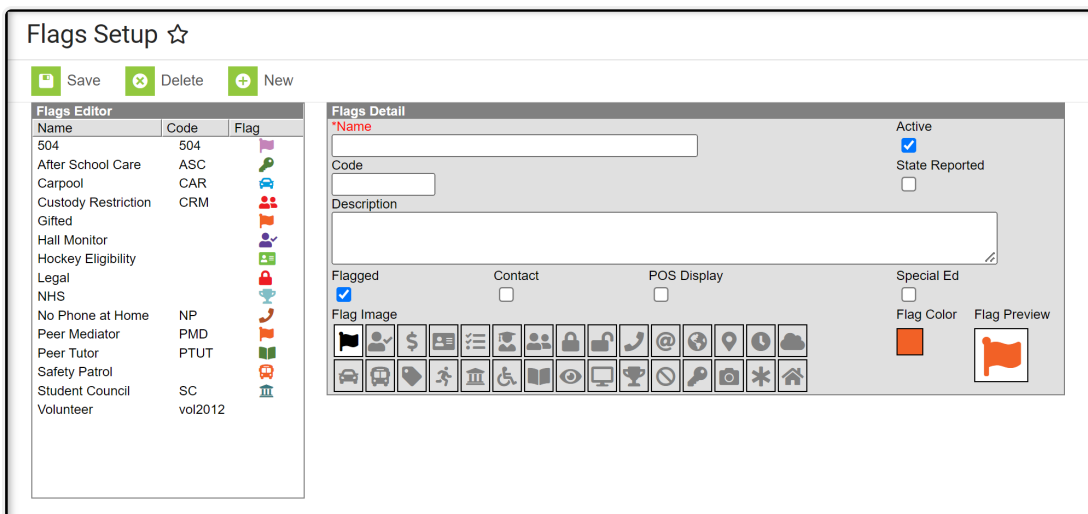
## Flag Checkboxes

When creating a flag a series of checkboxes appear in the Flags Detail editor.

Checkbox	Description
<b>Flagged</b>	When marked, indicates that a flag should display next to the student's name. An image and color must be selected to display in the header.
<b>Contact</b>	When marked, indicates the student has a note on record regarding who can be contacted on the student's behalf. Additional tool rights need to be assigned for users to view, add or modify contact-related flags for students. In order for this flag type to display next to the student's name, the Flagged checkbox must also be selected.


Checkbox	Description
<b>POS Display</b>	When marked, indicates the flag displays next to the student's name on the Point-of-Sale terminal. In order for the flag to display on the POS Terminal, you must also add a note to the User Warning field when you assign the flag to a student ( <i>Student Information &gt; General &gt; Flags</i> ). If a note is not added in the User Warning field, the flag does not display. In order for this flag type to display next to the student's name, the Flagged checkbox must also be selected.  <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Student flags display in the POS terminal as soon as they are saved in <a href="#">Flags (Student)</a>, regardless of start date selected.</p> </div>
<b>Special Ed</b>	When marked indicates the student participates in Special Education. Only those with tool rights for the Special Education flag will be able to view this flag in the header next to a student's name. This flag also appears in the IEP column on section rosters and related tools for students it is assigned to.
<b>State Reported</b>	When marked indicates the program is reported in state extracts as a means of tracking student progress. Additional tool rights need to be assigned for users to view, add or modify state reported-related flags for students. In order for this flag type to display next to the student's name, the Flagged checkbox must also be selected.
<b>Vocational</b>	<b>Not available in all states.</b> When marked indicates the program is considered vocational more than academic. In order for this flag type to display next to the student's name, the Flagged checkbox must also be selected.

When a flag is marked as Flagged, an image and a color can be selected for the flag. This image displays next to the student's name in the header, as shown in the image below. The default selection is the flag icon and the color orange.





Default Flag Image and Color

When this flag is assigned to a student the flag displays next to the student's name.



**Flags** ☆

Abegg, Emma  **Grade:** 01 #181000001 **DOB:** 09/30/14

 After School Care

*Flag Display*

To assign a medical alert flag, Health Conditions must be set to display a flag. See the following articles for more information:

- [Condition List](#)
- [Flag Health Conditions](#)

## Create Flags

1. Select the **New** icon. A **Flag Detail** editor will appear to the right.
2. Enter the **Name** of the flag.
3. Enter a **Code** for the flag. This code can be a district-defined code or a state-defined code.
4. Enter a **Description** of the flag.
5. Mark the **Flagged** checkbox if this flag should display next to the student's name. If yes, then select a **Flag Image** and a **Flag Color**. There are 30 images and 12 colors to choose from.
6. Mark the other checkboxes (Contact, POS Display, Special Ed, State Reported) if applicable to this flag.
7. Select a **Flag Image** to appear next to a student's name when this flag is assigned. This image will only display if flagged is selected.
8. Click the **Save** button when finished. The new flag will appear in the **Flags Editor** tree.

After creating flags, assign the flags to students, either manually on the [Student Flags](#) tool or using the [Batch Assignment Tool](#).

**Only active Flags can be assigned to students**. Active flags display first in the Flags Editor list. Deactivated flags do not have the Active checkbox marked and display in gray text at the bottom of the Flags Editor list.

**Flags Setup** ☆

Save Delete New Convert To Program

**Flags Editor**

Name	Code	Flag
504	504	
After School Care	ASC	
Carpool	CAR	
Custody Restriction	CRM	
Gifted		
Hall Monitor		
Legal		
NHS		
No Phone at Home	NP	
Peer Mediator	PMD	
Peer Tutor	PTUT	
Safety Patrol		
Student Council	SC	
Hockey Eligibility		

**Flags Detail**

\*Name: Hockey Eligibility Active

Code:

Description: Hockey Custom Program

Flagged  Contact  POS Display  Special Ed

Flag Image:

Flag Color:  Flag Preview:

*Deactivated Flag*

If a flag has the Active checkbox unmarked after it is assigned to a student it displays in red text. The deactivated flag still displays in the student header until it has an end date applied.

**Student Flag Editor**

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
Excessive absence	09/01/2019				
STEM	09/01/2019				
Exchange Student	09/01/2019				
<b>Student Flag</b>	<b>09/01/2019</b>				
Behavior	09/02/2019				see principal

**Student Flag Detail**

\*Flags: Student Flag ⚠ This image will display next to the student's name.

\*Start Date:  End Date:  Eligibility Start Date:  Eligibility End Date:

User Warning:

*Deactivated Flag Assigned to Student*

## Convert Flags to a Program

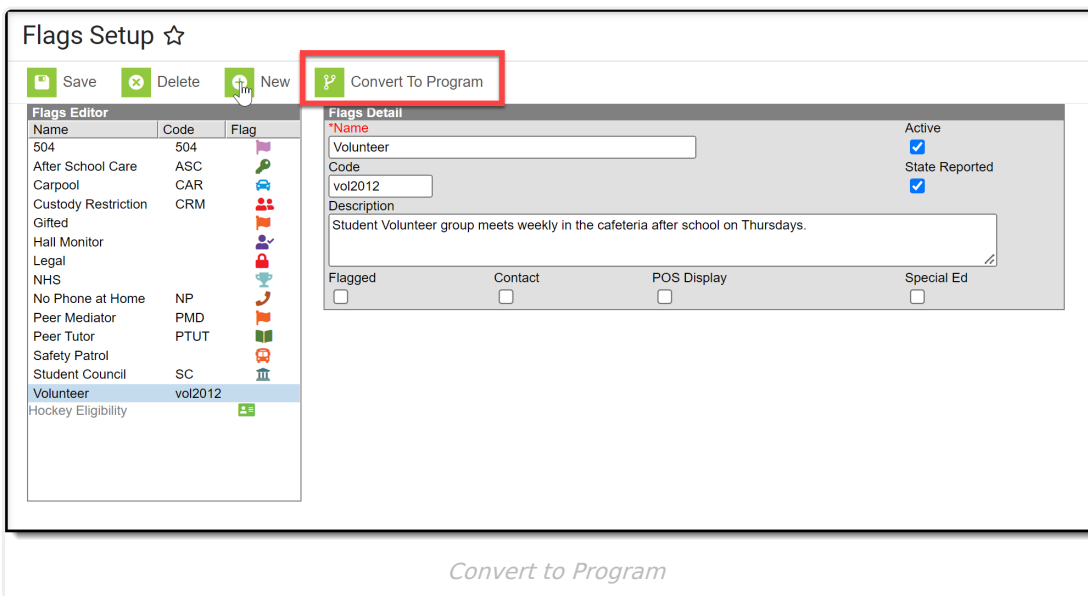
### Flags and Programs Are Not the Same

Campus allows the tracking of both Flags and Programs separately. There is little difference between these two, and a district may have a flag called After School Club. A program could also be created with this name.

Programs cannot have flag images associated with them. Like flags, programs can be state reported.

Flags that have been associated with students by a third party system cannot be converted to a program using the Convert to Program tool.

If there are flags that would be better suited to be programs, use **Convert to Program**. This option requires the user to have full tool rights to (RWAD) to Program Admin > Flags.



1. Click the **Convert to Program** button. A warning message displays explaining what happens, as follows:
  1. The image associated with the flag no longer displays next to the student's name.
  2. User warnings associated with the student are erased.
  3. Participation details move to the Program Participation > Programs tool.
2. Click **OK** to continue the conversion process. A confirmation message displays. The flag that was converted no longer displays in the Flags Editor; it is visible in the [Programs](#) editor.

After the conversion, if there was a flag image associated with the flag that is now a program the image no longer displays next to the student's name. The program is listed in the [Program Participation Programs](#) editor. All other data entered as part of the flag converts to the equivalent program data fields.

When a flag is converted to a program, the Sessions checkbox cannot be added.