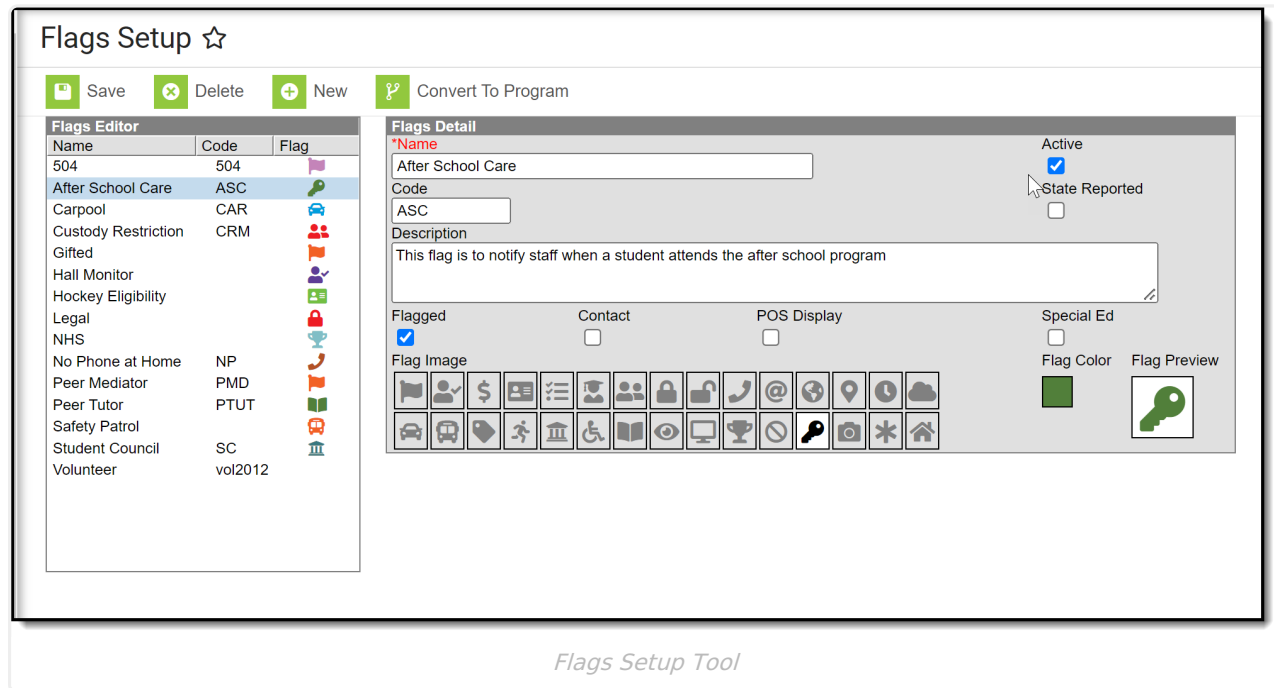


Flags Setup

Last Modified on 01/08/2026 10:04 am CST

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.



The screenshot shows the 'Flags Setup' interface. On the left is the 'Flags Editor' table, and on the right is the 'Flags Detail' form.

Name	Code	Flag
504	504	
After School Care	ASC	
Carpool	CAR	
Custody Restriction	CRM	
Gifted		
Hall Monitor		
Hockey Eligibility		
Legal		
NHS		
No Phone at Home	NP	
Peer Mediator	PMD	
Peer Tutor	PTUT	
Safety Patrol		
Student Council	SC	
Volunteer	vol2012	

Flags Detail

Name: After School Care

Code: ASC

Description: This flag is to notify staff when a student attends the after school program

Active: ☒

State Reported: ☐

Flagged: ☒ **Contact**: ☐ **POS Display**: ☐ **Special Ed**: ☐

Flag Image:

Flag Color:

Flag Preview:

Flags Setup Tool

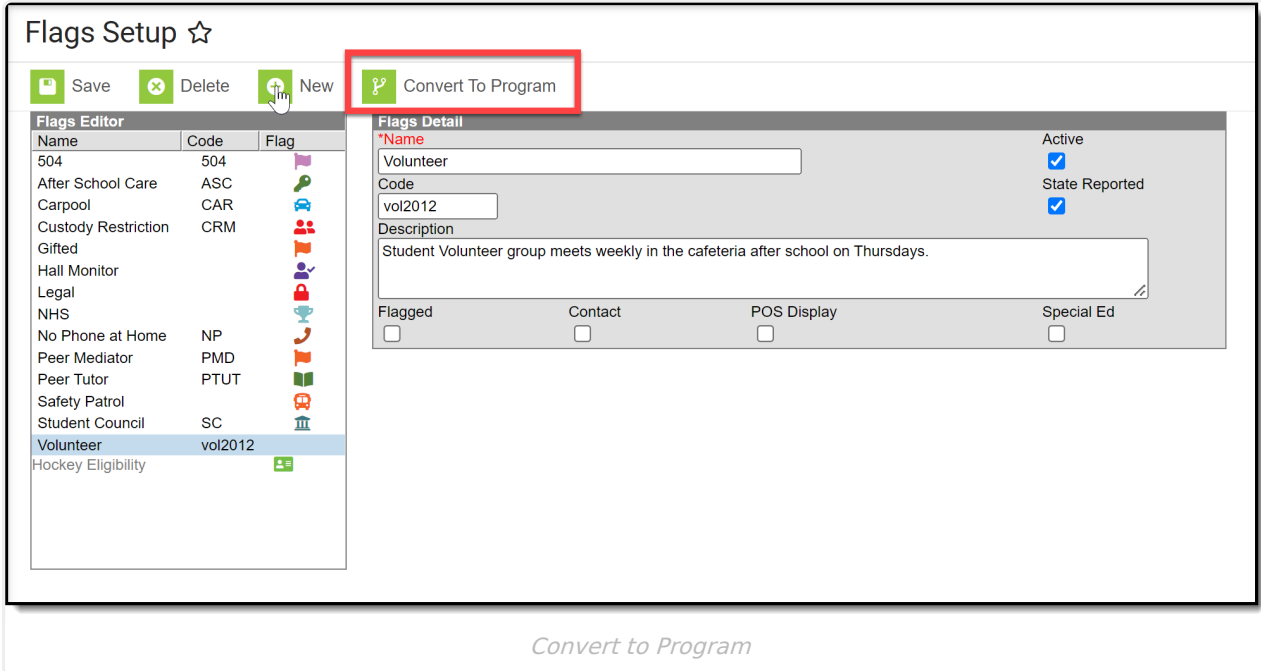
Create Flags

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.

Flags are assigned to students either manually on the [Student Flags](#) tool or using the [Batch Assignment Tool](#).

Convert To Program

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.



The screenshot shows the 'Flags Setup' interface. On the left is the 'Flags Editor' table, and on the right is the 'Flags Detail' form. The 'Convert To Program' button is highlighted in a red box in the top toolbar.

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	
Volunteer	vol2012	
Hockey Eligibility		

Flags Detail

*Name: Volunteer

Code: vol2012

Description: Student Volunteer group meets weekly in the cafeteria after school on Thursdays.

Active: ☒

State Reported: ☒

Flagged: ☐ Contact: ☐ POS Display: ☐ Special Ed: ☐

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

1. Click the **Convert to Program** button. A warning message displays explaining what happens, as follows:
 - The image associated with the flag no longer displays next to the student's name.
 - User warnings associated with the student are erased.
 - 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.