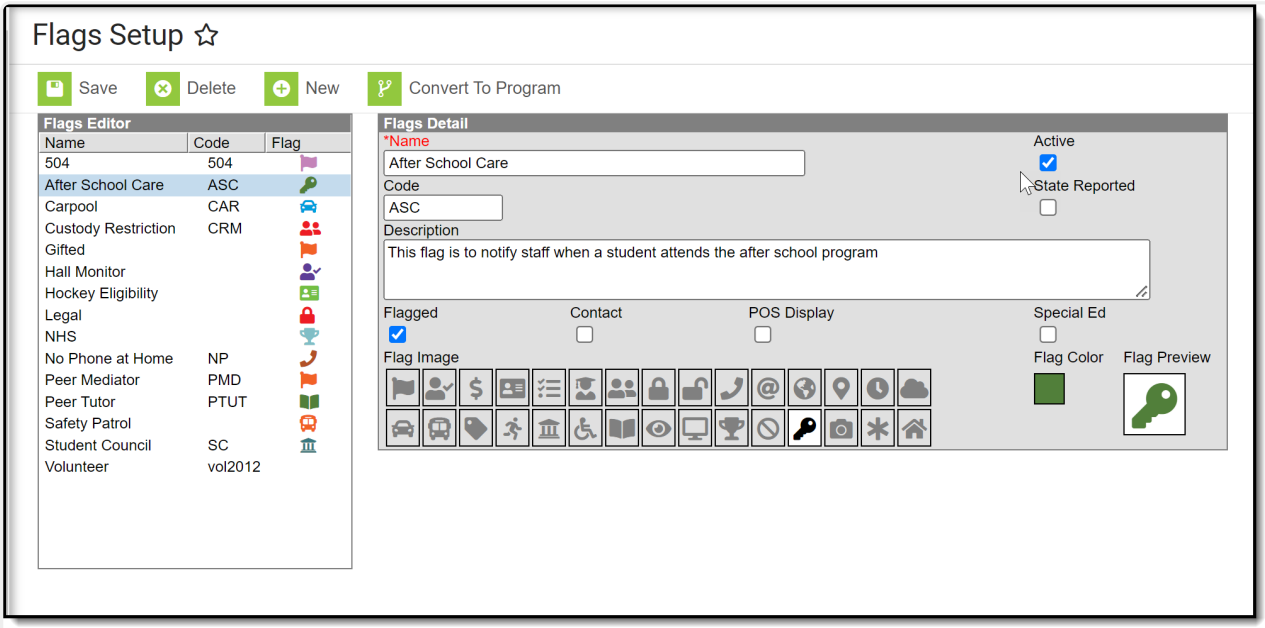
Flags Setup

Last Modified on 08/20/2026 2:06 pm CDT

Path: Student Information > Program Administration > 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.

Flags are assigned to students either manually on the Student Flags tool or using the Batch Assignment Tool.



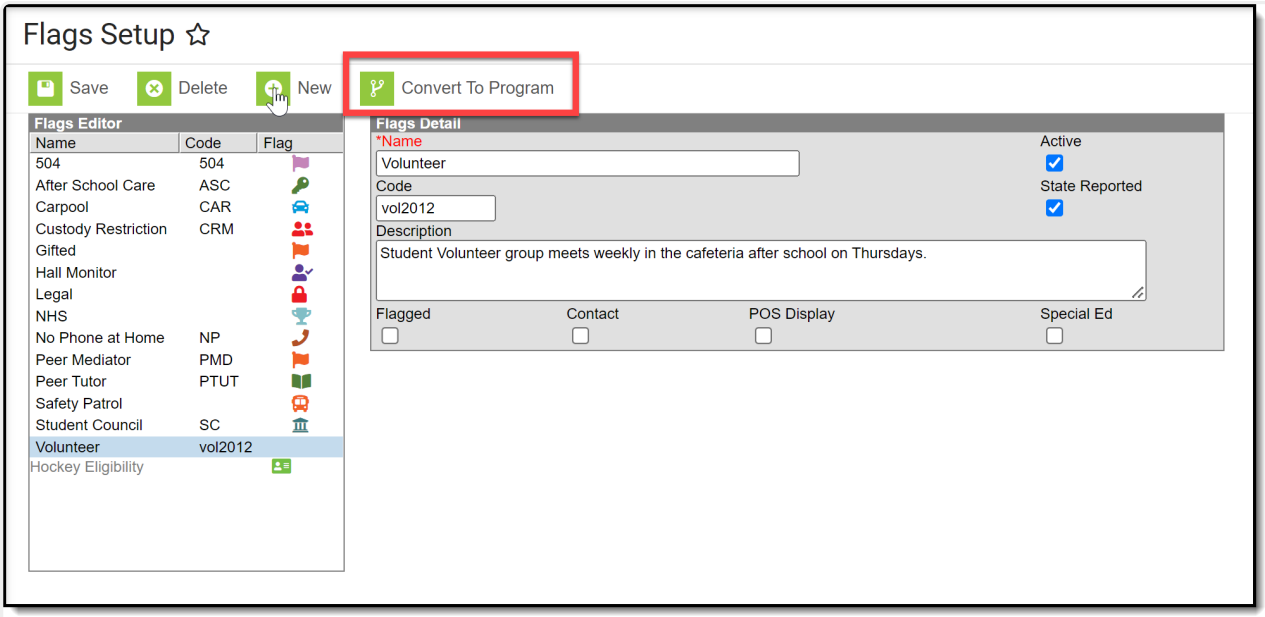
Create and maintain flags with this tool.

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. See the Flag Setup - Reference article for details regarding the impact of selecting these checkboxes.
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.

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.



Flags can be converted to programs.

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

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.