

Flags (New York)

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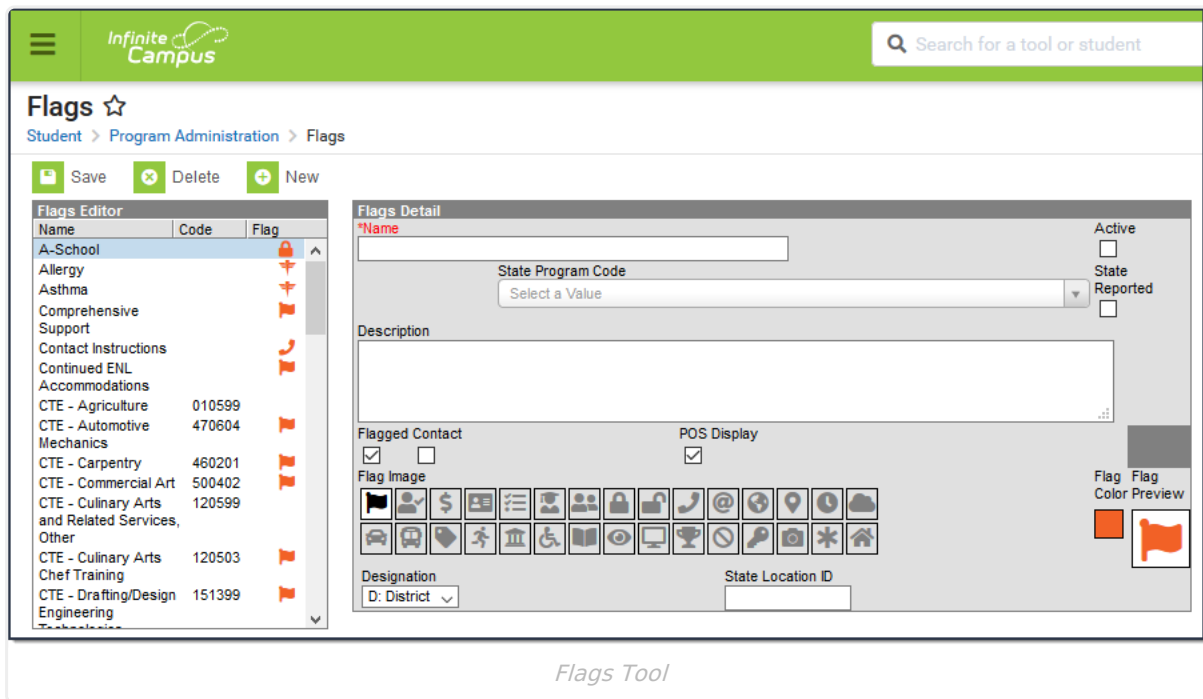
[Create a Flag](#)

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Flags provide a way of labeling students for things such as food allergies and contact restrictions. Any number of flags can be created for a school or district, and any number of flags can be assigned to a student.

Flags can be assigned to students manually on the [Student Flags](#) tools or using the [Flags/Academic Program Wizard](#).



Create a Flag

1. Click the **New** button.

Result






















A **Flags Detail** editor displays.

2. Enter the **Name** of the Flag.

3. Select a **State Program Code**.

This code can be a district-defined code or a state-defined code.

4. Use the information in the following table to complete the screen.

Field	Description																
State Reported	Indicates the program is reported in state extracts as a means of tracking student progress.																
Flagged	Indicates a flag or image appears next to the student's name.																
Contact	Indicates the student has a note on his record regarding who can be contacted on the student's behalf.																
POS Display	Indicates the flag displays next to the student's name on the Point-of-Sale terminal.																
Flag Image	<p>An image can also be chosen for a program. This image will display next to the student's name if (1) the program is flagged and (2) an image is selected.</p> <table border="1"> <thead> <tr> <th>Flag Name</th> <th>Image</th> </tr> </thead> <tbody> <tr> <td>Flag</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> <tr> <td>Attendance</td> <td></td> </tr> <tr> <td>Phone</td> <td></td> </tr> <tr> <td>Guardian</td> <td></td> </tr> <tr> <td>Grades</td> <td></td> </tr> <tr> <td>Lock</td> <td></td> </tr> </tbody> </table>	Flag Name	Image	Flag		Address		Attendance		Phone		Guardian		Grades		Lock	
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Designation	Select one of the following options: D: District or S: School . This field is used for the Program Fact Template to determine if the location codes should report 0000 (District) or the enrollment's location code (School).																
State Location ID	The local ID number for the school.																

- Click the **Save** button when finished. The new flag will appear in the **Flags Editor** tree.