

# Flags (New York)

Last Modified on 12/14/2025 8:45 pm CST

## Tool Search: Flags

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](#).

See the core [Flags Setup](#) article for additional information.

## Create a Flag

1. Click the **New** button. The **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																
<b>State Reported</b>	Indicates the program is reported in state extracts as a means of tracking student progress.																
<b>Flagged</b>	Indicates a flag or image appears next to the student's name.																
<b>Contact</b>	Indicates the student has a note on his record regarding who can be contacted on the student's behalf.																
<b>POS Display</b>	Indicates the flag displays next to the student's name on the Point-of-Sale terminal.																
<b>Flag Image</b>	<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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<b>Designation</b>	Select one of the following options: <b>D: District</b> or <b>S: School</b> . This field is used for the <a href="#">Program Fact Template</a> to determine if the location codes should report 0000 ( <b>District</b> ) or the enrollment's location code ( <b>School</b> ).																
<b>State Location ID</b>	The local ID number for the school.																

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