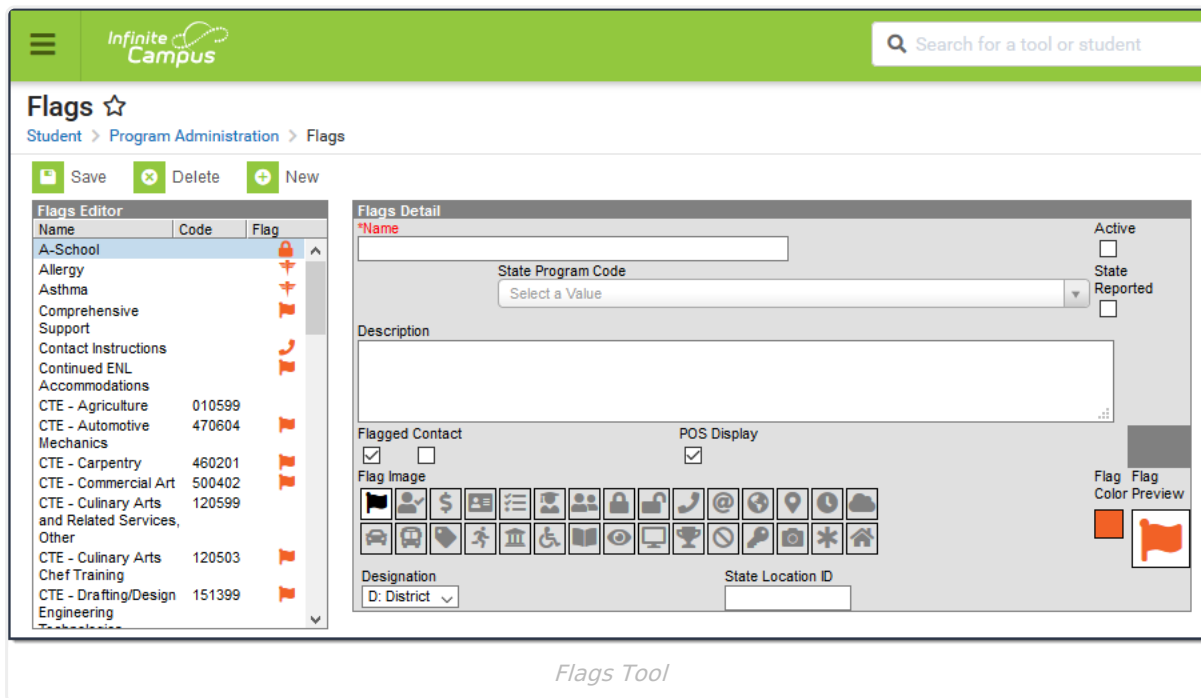# Flags (New York)

Last Modified on 09/05/2025 2:16 pm CDT

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.

Flags Tool

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
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	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. <table><tr><th>Flag Name</th><th>Image</th></tr><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></table>
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.

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