

# Flags (Open Enrollment Setup)

Last Modified on 07/11/2025 1:19 pm CDT

Tool Search: Flags

Flags are used to apply subsets to Applications or Preferences. Applying Flags allows these Applications and Preferences to be searched and filtered to create greater flexibility and efficiency within the process.

Flags ☆

System Settings > Open Enrollment Setup > Flags

Related Tools ^

Name ↑ 3	Type ↑ 1	Sequence ↑ 2
Elementary School	Category	
High School	Category	
Middle School	Category	
KG Calendar	Category	1
K-8 School	Category	2
LEP	Enrollment	
McKinney-Vento	Enrollment	
SPED	Enrollment	
Bilingual Program-Eng	Other	
Bilingual Program-Spa	Other	
KG-All Day	Other	
KG-AM	Other	
KG-PM	Other	
Bilingual School	Program	

New


## Field Descriptions


Field	Description
<b>Name</b>	All names for this editor should be unique
<b>Type</b>	<p>The type will determine where this flag may be applied and how it is used.</p> <ul style="list-style-type: none"> <li>• <b>Program</b> - Used in Preferences to search for matching programs (i.e., Bilingual, Scholarship, etc.)</li> <li>• <b>Category</b> - Used to group Preferences together for more efficient searches (i.e., Middle Schools, High Schools, STEM, etc.)</li> <li>• <b>Enrollment</b> - Used for Applications to flag them as needing a review before or soon after enrolling (i.e., LEP, SPED, McKinney-Vento, etc.)</li> <li>• <b>Other</b> - Used for Applications to separate them during the lottery, post or batch updates</li> </ul>
<b>Sequence</b>	Determines the order the flags will be listed.


# Creating a New Flag

Flags will create subsets when applied to Applications and Preferences.

**Program** - Used in Preferences to search for matching programs (i.e., Bilingual, Scholarship, etc.)  
**Category** - Used to group Preferences together for more efficient searches (i.e., Middle Schools, High Schools, STEM, etc.)  
**Enrollment** - Used for Applications to flag them as needing a review before or soon after enrolling (i.e., LEP, SPED, McKinney-Vento, etc.)  
**Other** - Used for Applications to separate them during the lottery, post or batch updates

**Name (Required)** 

**Type (Required)** 

**Sequence** 

**Save** **Cancel**

1. Click **New**.
2. Enter a Name.
3. Select a Type.
4. Select a Sequence.
5. Click **Save**.