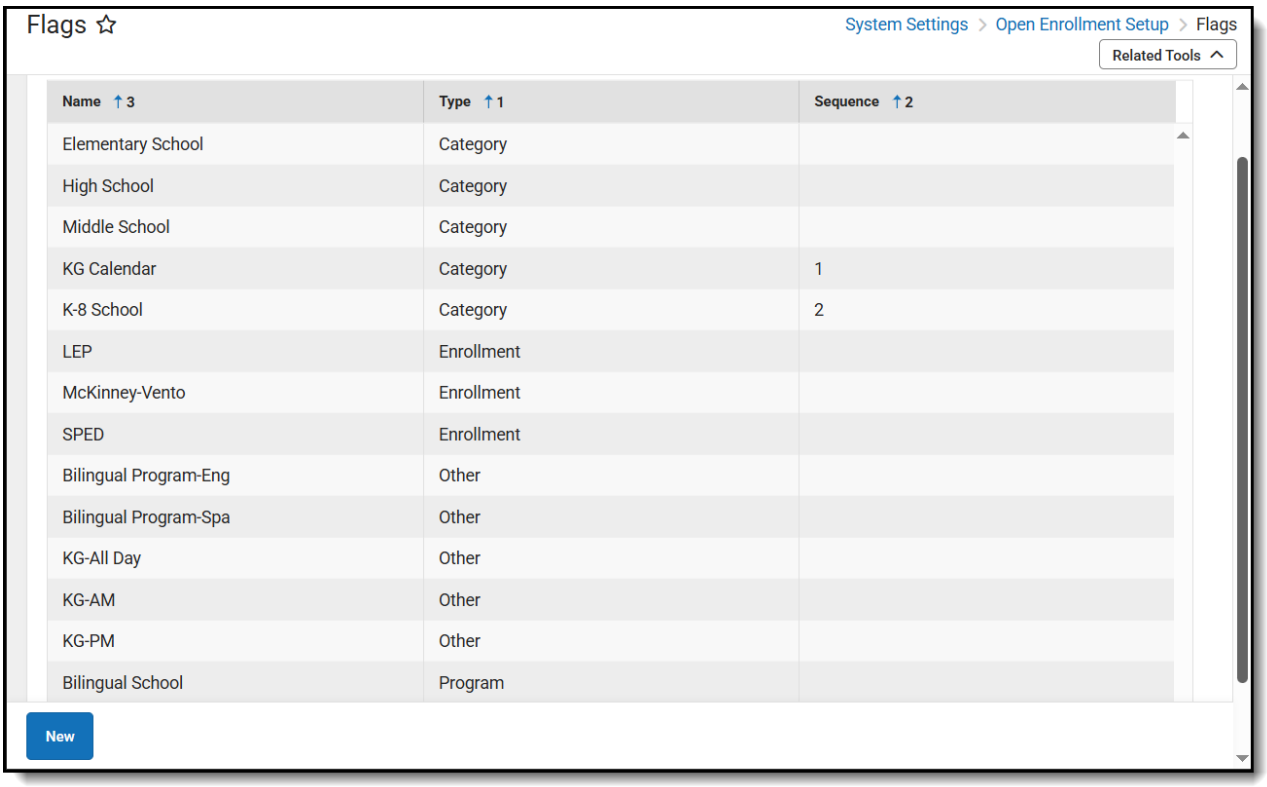
Flags (Open Enrollment Setup)

Last Modified on 10/23/2026 12:57 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.

See the Open Enrollment Setup Tools Tool Rights article for information on rights needed to use this and related tools.

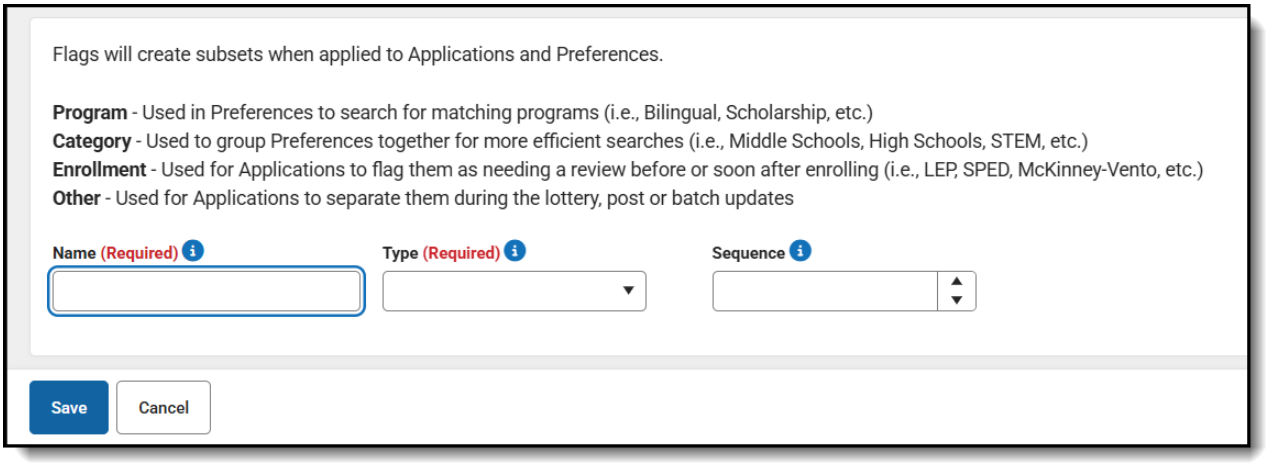


Field Descriptions

Field	Description
Name	All names for this editor should be unique

Type	The type determines where this flag may be applied and how it is used. **Type** / **Description** **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
Sequence	Determines the order the flags will be listed.

Create a New Flag



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