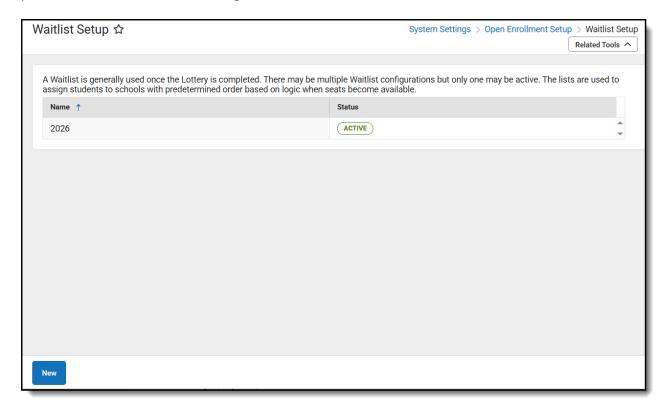


## Waitlist Setup (Open Enrollment Setup)

Last Modified on 07/11/2025 1:21 pm CDT

Tool Search: Waitlist Setup

A Waitlist is generally used once the Lottery is completed. Multiple Waitlist configurations may exist, but only one may be active. The lists are used to assign students to schools in a predetermined order based on logic when seats become available.



## **Create a New Waitlist Setup**

Once enabled, the Waitlist will show the next in line to be accepted based on the sort options selected.

- 1. Click New.
- 2. Enter a Name.
- 3. Select a Sort Option. These options determine the order in which students will appear in the waitlist.
- 4. Mark the Active checkbox to activate the Waitlist Setup. If you are ready to use this waitlist, mark the Active checkbox to activate the waitlist.
- 5. Click **Save**. The Waitlist will be added to the list and appear with an Active or Inactive status based on your Active checkbox selection.