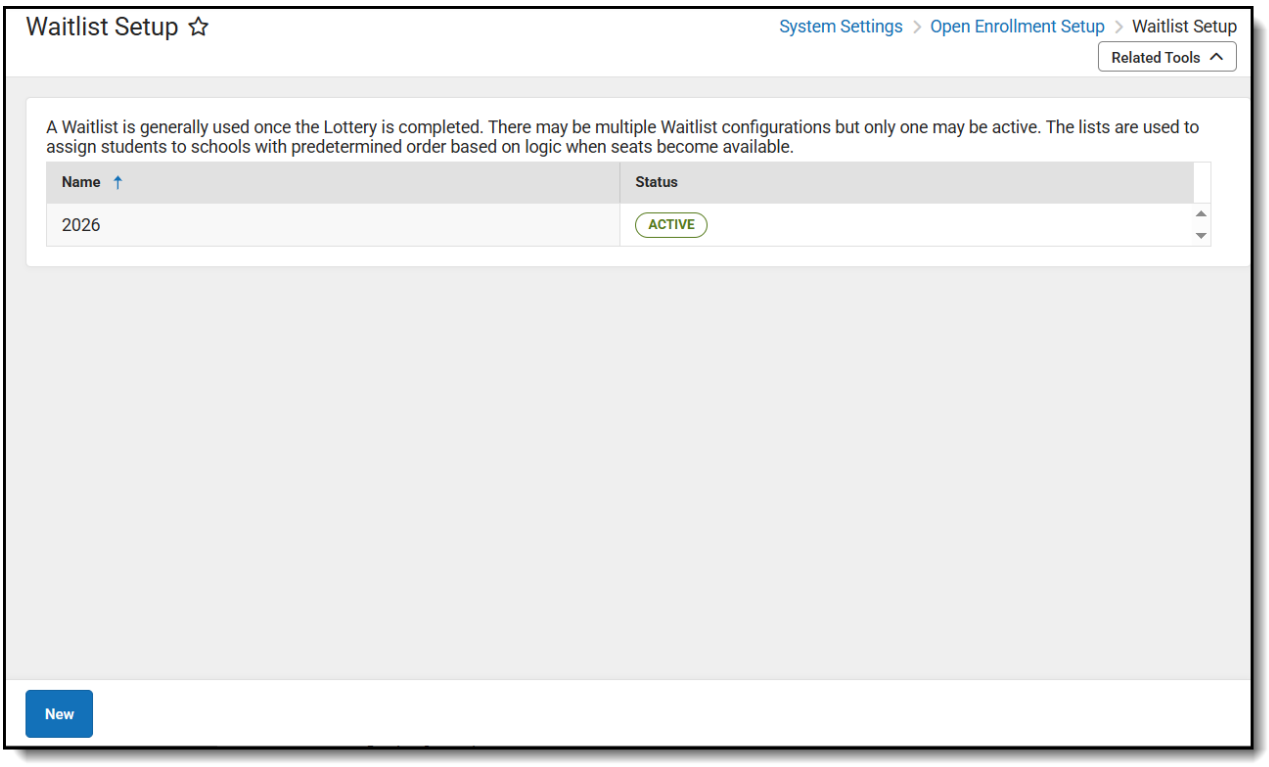
Waitlist Setup (Open Enrollment Setup)

Last Modified on 07/09/2026 12:07 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.

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



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.