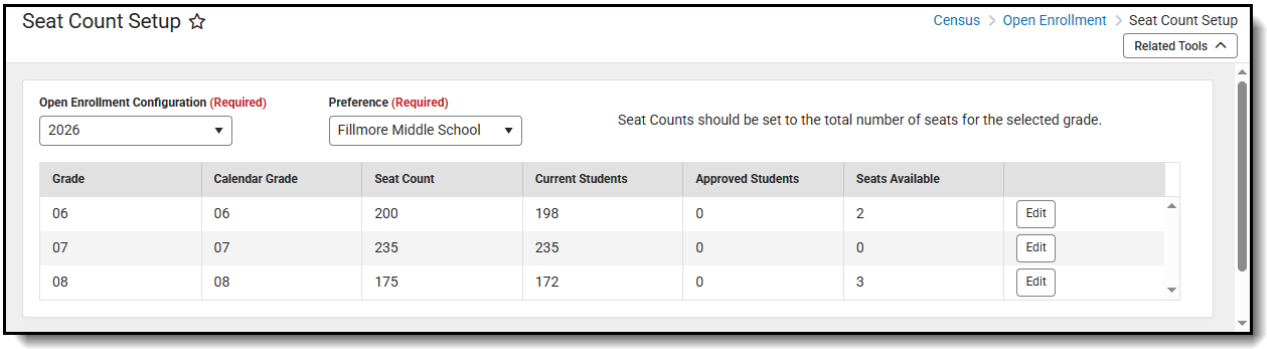
Seat Count Setup

Last Modified on 10/28/2026 2:18 pm CDT

Path: Census > Open Enrollment > Seat Count Setup

Seat Count Setup manages the number of seats available for each grade in the selected preference.

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



Edit a Seat Count

NOTE: Users can also modify the seat count when adding a grade in Preferences for Open Enrollment.

1. Select an **Open Enrollment Configuration**.
2. Select a **Preference**. This is the school that is being modified.
3. Click **Edit** in the row of the grade where the seat count will be adjusted.
4. Enter a new seat count.
5. Click **Save**.
    - Press Cancel to exit without saving.

Seat Count Editor Fields

Field	Description
Seat Count	The total number of seats available for the specific grade level at that school.
Current Students	The number of students currently enrolled in the calendar and grade level tied to the preference.

Field	Description
Approved Students	A count of distinct approved applications for the grade/calendar/preference combination. Only applications meeting ALL three of the following conditions are included in the count: 1. Application Status = Approved AND 2. Lock Seat/Exclude Lottery IS selected AND 3. Lock Application is NOT selected **NOTE:** Locked applications should have an enrollment created, therefore they are included in the Current Students count and not the Approved Students count.
Seats Available	The number of seats currently available for student applications. Seats Available = Seat Count - (Current Students + Approved Students) See Impact of Seat Counts on Open Enrollment Approval for more information.

Seat Count Impact on Open Enrollment Approval

The seat count determines the number of applications for which the Lottery will reserve seats. Once the available seat count is at zero, the Lottery stops approving applications. If a school is using the Seat Count Override option, the lottery continues to reserve seats for applications per the minimum override value.

Applications can also be approved in the Application tool at any time. Be aware that the Application tool does NOT enforce seat count logic.

If an application is manually approved, the Lock Seat/Exclude Lottery field is enabled, and the Seats Available count is zero or less, each approval reduces the available seats to a negative number.