

Seat Count Setup

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The Seat Count Setup manages the number of seats available for each grade in a calendar year.

Seat Count Setup ☆

Census > Open Enrollment > Seat Count Setup

Related Tools ^

Open Enrollment Configuration (Required)

Preference (Required)

Seat Counts should be set to the total number of seats for the selected grade.

2026

Fillmore Middle School

Grade	Calendar Grade	Seat Count	Current Students	Approved Students	Seats Available	
06	06	200	198	0	2	Edit
07	07	235	235	0	0	Edit
08	08	175	172	0	3	Edit

Editing a Seat Count

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**.