Open Enrollment Templates

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The Open Enrollment Templates are used to simplify the setup process of Open Enrollments. All these tools need unique names for their Template Names, and they generally share the same fields as the areas they are loaded into.

The Grades, Rules, and Flags Templates can be used from year to year; however, when using the Grade Template, the Grades tool in the Setup area must be configured for the year first. Additionally, the Grades in the drop-down list must match.

The Lottery, Post, Batch, and Mailer Templates must be established annually to assist in pre-loading settings for each tool. This aids in meeting the more complex Open Enrollment requirements utilized by districts.

See the Open Enrollments Templates Tool Rights article to learn about rights needed to use these tools.