

Open Enrollment Setup Tools Tool Rights

Last Modified on 07/08/2026 3:41 pm CDT

Open Enrollment helps users complete the annual tasks necessary for districts to enroll students who wish to attend schools in the upcoming year. During each Open Enrollment cycle, the district determines which schools, calendars, programs, and grade levels will be available for applicants.

See the [Open Enrollment Setup - Start Here](#) article to learn about how these tools are used.

Related Tool (grant users rights as appropriate): Portal > Portal Preferences > Open Enrollment Portal

- R - View portal tab configuration and settings
- W - Modify existing portal tab settings
- A - Create new portal tabs (Create Tab button)

Yearly Setup Checklist

The [Yearly Setup Checklist](#) summarizes the status of setup options that need to be completed in order for Open Enrollment setup to be completed.

[Click here to expand...](#)

Yearly Setup Checklist ☆
System Settings > Open Enrollment Setup > Yearly Setup Checklist
Related Tools ^

Yearly Setup Checklist

Select End Year (Required)
25-26

This tool will guide the user through an Open Enrollment setup for the selected year.

Setup Option	Status	Details	Description	Location
Calendars Created	OK	9 Calendars Created for the Selected Year	Calendars for the application year must exist in advance of the Open Enrollment setup.	System Administration > Calendar > Calendar or Calendar Wizard
Calendar Grades Created	OK	34 Calendar Grades Exist for the Selected Year	Calendars for the application year must have Grade Levels attached to them in advance of the Open Enrollment setup.	System Administration > Calendar > Grade Level
Open Enrollment Configuration Created	REQUIRED - NO ENTRIES	0 Configuration(s) Exist for the Selected Year	Each year must have a Configuration.	Open Enrollment > Setup > Configuration
Grades Attached to Yearly Setup	REQUIRED - NO ENTRIES	0 Grades Exist	Grades can be used to separate students or schools into different groups or programs.	Open Enrollment > Setup > Grades
Rules Created	OK	5 Rules Exist	Rules can be used to add weights to students for the Lottery.	Open Enrollment > Setup > Rules
Flags Created	OPTIONAL - NO ENTRIES	0 Flags Exist	Flags can be used to separate students or schools into different groups or programs.	Open Enrollment > Setup > Flags

Yearly Setup Checklist - 2025-2026 School Year

Configuration Set Up

The [Configuration Set Up](#) tool is used to define all the settings and applications that will be housed in that Open Enrollment Configuration.

[Click here to expand...](#)

Configuration Set Up ☆

There can only be one active configuration. You may have multiple configurations per year, but this is not recommended. If multiple configurations exist, one should be completely finished with processing before using another to avoid any conflicts.

Name (Required) ⓘ 2026	End Year (Required) ⓘ 2026	Number of Choices per Student (Required) ⓘ 2	Active ⓘ ☒
Default On-time Start Date ⓘ 02/01/2025	Default On-time End Date ⓘ 02/28/2025	Default Application Window Start Date ⓘ 02/01/2025	Default Application Window End Date ⓘ 07/31/2025

Open Enrollment Configuration Set Up

Settings

The Open Enrollment [Settings](#) allow users to determine how acceptances are restricted within a specific open enrollment configuration.

[Click here to expand...](#)

Settings ☆

System Settings > Open Enrollment Setup > Settings

Select Open Enrollment Configuration (Required)

Allow Accept Restrictions (Required) ⓘ

Open Enrollment Settings Configuration

Grades

The [Grades](#) tool is used to define the grade level choices displayed in the OLR Open Enrollment pleat and in the Open Enrollment Application tool.

[Click here to expand...](#)

Grades ☆
System Settings > Open Enrollment Setup > Grades
Related Tools ^

Open Enrollment Configuration
(Required)
2025

Grades are displayed as choices in the OLR Open Enrollment pleat and in the Open Enrollment Application tool. They are assigned to Preferences and have seat count fields that will determine how many applications will get accepted.

Grade Level	Display Name	Sequence ↑
KG	KG	0
01	01	1
02	02	2
03	03	3
04	04	4
05	05	5
06	06	6
07	07	7
08	08	8
09	09	9
10	10	10

New
Load Standard Grades

Grades Tool Open Enrollment Configuration

Rules

[Rules](#) allow districts to apply weights that impact the chance of an Application being accepted during Open Enrollment.

[Click here to expand...](#)

Rules ☆
System Settings > Open Enrollment Setup > Rules
Related Tools ^

Rules may be applied to Open Enrollment Applications and given weights that will improve an Application's chance of getting accepted.

Code	Name	Default Weight	Sequence ↑
AOT AUTO-CALCULATED	Application On-Time	6.25	0
SB AUTO-CALCULATED	School Boundary	50	1
SSS AUTO-CALCULATED	Sibling Attending Same School	200	2
SSAP AUTO-CALCULATED	Sibling Applied Same School	25	3
SSAC AUTO-CALCULATED	Sibling Accepted Same School	100	4
PES	Parent Employed at School	400	5
PED	Parent Employed at District	12.5	6
MOOD	Existing-Moved Out of District	800	7
MOOSB	Existing-Moved Out of School Boundary	800	8
SCHST	Scholarship Student	1600	9

New

Open Enrollment Weighted Application Rules

Flags

[Flags](#) are used to apply subsets to Applications or Preferences, allowing them to be searched and filtered for greater flexibility and efficiency within the Open Enrollment process.

[Click here to expand...](#)

Flags ☆

[System Settings](#) > [Open Enrollment Setup](#) > Flags

Related Tools ^

Name ↑ 3	Type ↑ 1	Sequence ↑ 2
Elementary School	Category	
High School	Category	
Middle School	Category	
KG Calendar	Category	1
K-8 School	Category	2
LEP	Enrollment	
McKinney-Vento	Enrollment	
SPED	Enrollment	
Bilingual Program-Eng	Other	
Bilingual Program-Spa	Other	
KG-All Day	Other	
KG-AM	Other	
KG-PM	Other	
Bilingual School	Program	

New

Flags For Searching and Filtering

Preferences

Each of the [Preferences](#) created for a school year are connected to a school, calendar, and schedule structure. These Preferences are the Application choices available via OLR for parents to select for their students. They have grades, rules, and flags assigned to them as well as on-time and application windows.

□ [Click here to expand...](#)

Preferences ☆

[System Settings](#) > [Open Enrollment Setup](#) > Preferences

Related Tools ^

Select an Open Enrollment Configuration to load the Preferences for that year. Preferences need be created for every Calendar/Structure that you want to allow an application for.

Open Enrollment Configuration (Required)

2026 ▾

Name ↑	On-time Start Date	On-time End Date	Application Window Start ...	Application Window End D...
Arthur Elementary 1st-5th	02-01-2025	02-28-2025	02-01-2025	07-31-2025
Arthur Elementary KG	02-01-2025	02-28-2025	02-01-2025	07-31-2025
Carter Middle School	02-01-2025	02-28-2025	02-01-2025	07-31-2025
Cleveland Elementary 1st-5th	02-01-2025	02-28-2025	02-01-2025	07-31-2025
Cleveland Elementary KG	02-01-2025	02-28-2025	02-01-2025	07-31-2025
Fillmore Middle School	02-01-2025	02-28-2025	02-01-2025	07-31-2025
Harrison High School	02-01-2025	06-28-2025	02-01-2025	07-31-2025
Taylor K-8	02-01-2025	02-28-2025	02-01-2025	07-31-2025
Van Buren High School	02-01-2025	06-28-2025	02-01-2025	07-31-2025

New

Preferences for Selected Open Enrollment Configuration

Waitlist Setup

[Waitlist Setup](#) is used to assign students to schools in a predetermined order based on logic when seats become available after the Lottery is completed.

□ [Click here to expand...](#)

Waitlist Setup ☆
System Settings > Open Enrollment Setup > Waitlist Setup
Related Tools ^

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

Name ↑	Status
2026	ACTIVE

New

2026 Waitlist Setup

Feeder

[Feeder](#) is intended for use with new students only. It allows new parents to apply for open enrollment and, if approved, complete OLR without having to re-enter data.

[Click here to expand...](#)

Feeder ☆
System Settings > Open Enrollment Setup > Feeder
Related Tools ^

Feeder configurations map OLR Configurations for short forms created for Open Enrollment applications to long forms intended for OLR enrollment data.

OLR Configuration From	OLR Configuration To
25-26 Open Enrollment	25-26 Online Registration

New

Feeder Tool - Open Enrollment to OLR Configurations

Mailer Setup

[Mailer Setup](#) is used to configure email updates for Open Enrollment.

[Click here to expand...](#)

System Settings > Open Enrollment Setup > Mailer Setup

Related Tools ^

Mailer Setup ☆

Mailer configurations are used for e-mail updates for Open Enrollment. The configurations also define whether or not an OLR feeder configuration is run before the e-mail is sent.

Name ↑	Report	Run Feeder	Archived
Feeder Letters	OLR Feeder Letter for New Families (TEMPLATE)	true	false
Lottery Results	OLR - Open Enrollment Lottery Complete (TEMPLATE)	false	false

New

Mailer Setup Configurations

Available Tool Rights

Tool Rights are found in System Settings > Open Enrollment Setup. Subrights in *italics*. Note that buttons such as **New** and **Save** will only be visible/accessible with corresponding tool rights.

Tool	R	W	A	D
Yearly Setup Checklist	View checklist.	N/A	N/A	N/A
Configuration Set Up	View set up.	Modify existing setup.	Add and configure a new setup.	N/A
Settings	View settings.	Modify existing settings.	Select new settings.	N/A
Grades	View grades.	Modify existing grades.	Create new grades for use in selected configuration.	Delete grade entry.
Rules	View rules.	Modify existing rules.	Create new rules for assignment to preferences.	Delete unlocked rule.
Flags	View flags.	Modify existing flags.	Create new flags.	Delete flags.

Tool	R	W	A	D
Preferences	View preferences.	Modify existing preferences.	Create new preferences. This includes options to save and add preference assignments, save and import preference assignments, and export templates.	Delete template.
Waitlist Setup	View waitlist setup configurations.	Modify existing waitlist setup.	Create new waitlist.	Delete waitlist setup.
Feeder	View feeder information (OLR to Open Enrollment mapping).	Modify existing feeder configuration.	Map new feeder configuration from OLR to Open Enrollment.	Delete feeder configuration.
Mailer Setup	View mailer setups.	Modify existing mailer setups.	Create new configurations to use for Open Enrollment email updates.	Delete mailer setup.
Portal Translations	View translation entries by locale and configuration.	Save translation overrides.	N/A	N/A

Suggested User Groups

See [User Groups and Suggested Roles](#) for more information.

- [Open Enrollment Administrators](#)
- [Open Enrollment Processors](#)

