

Open Enrollment Templates Tools Tool Rights

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Open Enrollment Templates are used to simplify the setup process of Open Enrollments. A brief explanation of each available template is included in this article, along with corresponding tool rights.

See the [Open Enrollment Templates](#) articles to learn about how these tools are used.

Related tools:

Census > Online Registration > OLR Setup: Link must be set up here to allow Open Enrollment applications to be submitted via the Portal.

System Settings > Online Registration Setup > OLR Builder: Makes certain fields visible for review during Open Enrollment Processing.

Census > Online Registration > Application Processing: Displays grid of Online Enrollment applications associated with OLR applications being reviewed.

System Settings > Portal Preferences > Online Registration: Controls whether OLR portal is active so parents can submit Online Enrollment applications via the Portal.

System Settings > Portal Preferences > Open Enrollment: Controls portal-facing configuration for Open Enrollment.

Rule Template

[Rule Templates](#) are used to import Rules during Open Enrollment Setup for a Preference during configuration.

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

Rule Template ★

System Settings > Open Enrollment Templates > Rule Template

Related Tools ^

Rule Template names must be unique.

Name (Required)

Name ↑	Weight
No records available.	

Save

Save & Add Rule to Template

Cancel

New Rule Template

Grade Template

[Grade Templates](#) may be created to import Grades during Open Enrollment Setup for a Preference during configuration.

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

Grade Template ☆

System Settings > Open Enrollment Templates > Grade Template

Related Tools ^

Grade Templates may be created to import Grades for a Preference during configuration.

Name ↑
Elem School
Standard Elem Grades 1-5
Standard HS Grades 9-12
Standard MS Grades 6-8

New

List of Grade Templates

Flag Template

[Flag Templates](#) are used to import Flags during Open Enrollment Setup for a Preference during configuration.

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

Flag Template ☆

[System Settings](#) > [Open Enrollment Templates](#) > Flag Template

Related Tools ^

Flag Templates may be created to import Flags for a Preference during configuration. Flags must first be created with the Census > Open Enrollment > Set Up > Flags Editor.

Name ↑
Enrollment Flags
KG

New

List of Flag Templates

Lottery Template

[Lottery Templates](#) may be created to automatically fill settings when using the Lottery tool.

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

Lottery Template ☆

[System Settings](#) > [Open Enrollment Templates](#) > Lottery Template

Related Tools ^

Lottery Templates may be created to automatically fill settings when using the Lottery tool.

Select Open Enrollment Configuration (Required)

2026

Templates

↑ Group ⋮ ⌵

Group ↑	Name ↑	Sequence ↑
▼ Group: High School		
High School	12th Grade Lottery	12

New

Lottery Template for High School Group

Post Template

The [Post Template](#) tool is used to automatically fill settings when using the Post Update tool.

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

Post Template ☆
System Settings > Open Enrollment Templates > Post Template
Related Tools ^

Post Update Templates may be created to automatically fill settings when using the Post Update tool.
Select Open Enrollment Configuration (Required)
2026

Templates

↑ Group

Group ↑	Name ↑	Sequence ↑
▼ Group: High School		
High School	High School Post	

New

High School Post Template

Batch Template

The [Batch Template](#) tool is used to automatically fill settings when using the Batch Updates tool.

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

Batch Template ☆
System Settings > Open Enrollment Templates > Batch Template
Related Tools ^

Batch Update Templates may be created to automatically fill settings when using the Batch Update tool.
Select Open Enrollment Configuration (Required)
2026

Templates

↑ Group

Group ↑	Name ↑	Sequence ↑
▼ Group: Standard		
Standard	Lock Processing After Lottery	1
Standard	Set Waitlist Status After Lottery	2
Standard	Show Allow Accept Response for Parents	3
Standard	Show Results for Parents	4

New

Standard Group Batch Templates

Mailer Template

The [Mailer Template](#) tool is used to automatically fill settings when using the Mailer tool.

Tool	R	W	A	D
Flag Template	View existing template.	Modify existing template.	Create new template (also adds save options, i.e. Save & Add Flag to Template button).	Delete template.
Lottery Template	View existing template.	Modify existing template.	Create new template (New button is visible).	Delete template.
Post Template	View existing template.	Modify existing template.	Create new template (New button is visible).	Delete template.
Batch Template	View existing template.	Modify existing template.	Create new template (New button is visible).	Delete template.
Mailer Template	View existing template.	Modify existing template.	Create new template (New button is visible).	Delete template.

Suggested User Groups

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

- [Open Enrollment Administrator](#)

