

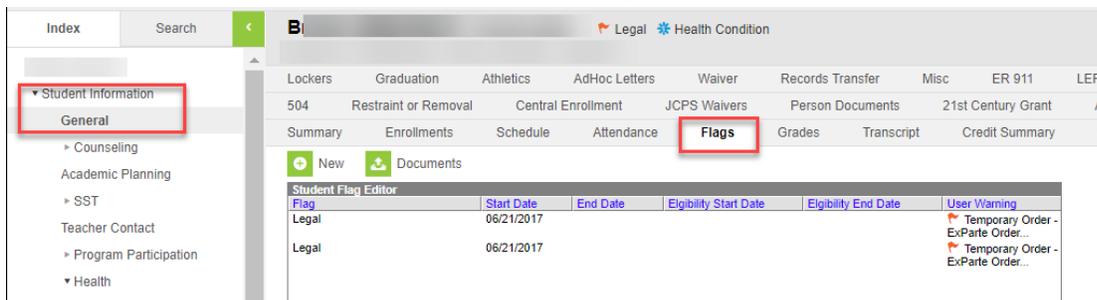
Student Flags

Flags provide a way of labeling students for things such as food allergies and contact restrictions, etc. Flags will appear at the top of the student record.

Flag types:

	Legal	Student has legal issues that staff needs to be aware of.
	ADMIN ONLY - Look Further	Need to look further into the student's file before making discipline decisions. Information in the student record may influence discipline process or resolution.
	Health Condition	Student has medical conditions that staff needs to be aware of.
	Mentor Program	Student is participating in the Mentor Program.
	Missing Enrollment Documents OR Missing Health Information	Student has documents missing in order to complete their Enrollment. Used by Welcome Center staff, Nurses, and school secretaries.
	FERPA	Students that have opted OUT of the FREPA guidelines will have this symbol. This means that district staff are not allowed to use Photos or Names on things published by the district.

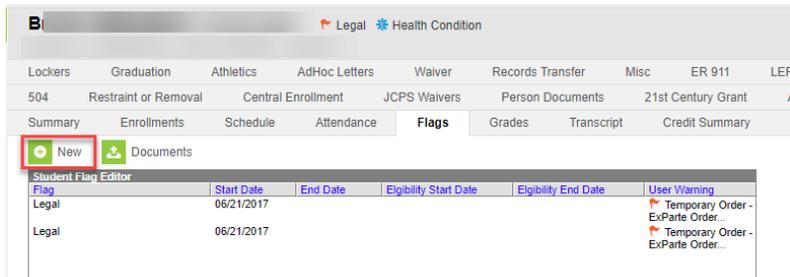
Student Information > General > Flags Tab



The screenshot shows the 'Student Information > General > Flags Tab' interface. The left-hand navigation menu has 'Student Information' expanded, with 'General' selected. The top navigation bar has 'Flags' selected. The main content area shows a 'New' button and a 'Documents' button, both highlighted with red boxes. Below them is a table with columns: Flag, Start Date, End Date, Eligibility Start Date, Eligibility End Date, and User Warning. Two rows of 'Legal' flags are visible, both with a start date of 06/21/2017. The 'User Warning' column contains icons and text for 'Temporary Order - ExParte Order...'.

Add a New Flag

Click **New**:



This is a close-up of the 'New' button in the Student Information system, which is highlighted with a red box. The button is located in the top left corner of the main content area, next to the 'Documents' button. The rest of the interface is partially visible, showing the 'Flags' tab and the table of existing flags.

Enter information into fields:

- **Required Fields**
 - Select the Flag type
 - Enter a Start Date
 - If you enter a start date other than today, the flag will not display until that date is reached.
- **Optional Fields**
 - End Date
 - When a student's flag is no longer valid, enter an end date so the flag no longer displays.
 - User Warning
 - This field only needs to be filled out when selecting the Legal and Medical Flags.
NOTE: This information will display when a user hovers over the flag listed in the student header. Be very cautious of the information that is placed here if it is sensitive in nature.
 - Participation Details
 - Description

Student Flag Detail

*Flags: Legal (This image will display next to the student's name.)

*Start Date: 06/21/2017 End Date: Eligibility Start Date: Eligibility End Date:

Participation Level: User Warning: Temporary Order - ExParte Order of Protection - child - biological father's girlfriend

Participation Details: Description:

Click **Save**

Summary Enrollments Schedule Attendance **Flags** Grades Transcript Credit Summary

Save Delete New Documents

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
Legal	06/21/2017				Temporary Order - ExParte Order...
Legal	06/21/2017				Temporary Order - ExParte Order...

Student Flag Detail

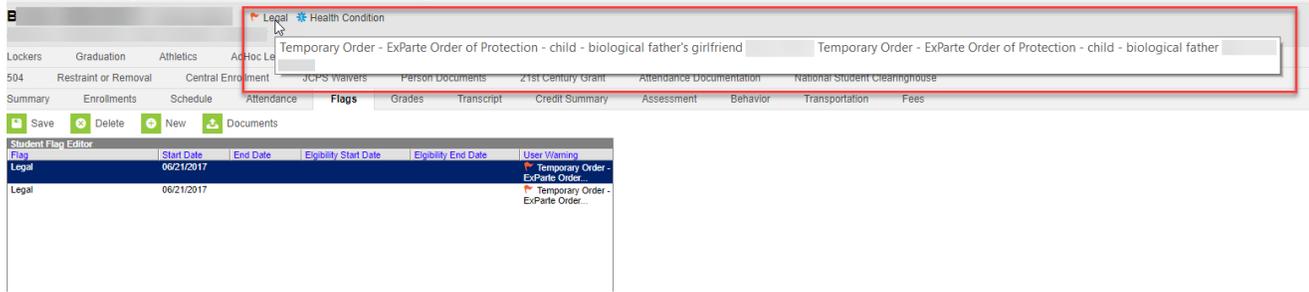
*Flags: Legal (This image will display next to the student's name.)

*Start Date: 06/21/2017 End Date: Eligibility Start Date: Eligibility End Date:

Participation Level: User Warning: Temporary Order - ExParte Order of Protection - child - biological father's girlfriend

Participation Details: Description:

Hover over the flag to see the User Warnings



Click on the Health Condition Flag to view detailed instructions from the nurse on a student's health condition.

