



Priority Level Guide

Type	Level	Name	Description
MANDATORY	1	Admin Required	Admin only; students in group must attend
	2	Priority	Students in group must attend
	3	Plus Add	Teacher adds students one-off to any scheduled activity
	4	Required	Students in group must attend
CHOICE	5a	Optional	Only students in group can choose to attend
	5b	Advertised	Advertised to students in group; all students can choose
	5c	Open	All students can choose
DEFAULT		Catchall	Students default to a location or teacher (optional admin setting)

Notes:

1. Higher-level mandatory activities will bump lower ones off a student's calendar.
2. If a higher-level activity is canceled, the system attempts to roll the student back into their prior registration (if capacity allows).
3. If a student is scheduled in two or more mandatory activities **at the same level**, then the first scheduled activity will default but the student can choose between these same-level activities before the cutoff time.
4. If two teachers try to Plus Add the same student during the same flex, the first teacher gets the student and the second teacher will receive a system message.
5. If a student is pulled out of a lower-level mandatory activity and scheduled into a higher-level mandatory activity, the teacher with the lower-level activity will see this student listed in the "Missing Student" section of the Student Attendance screen. (This does not apply when students are pulled out of choice activities.)
6. Activity levels can be renamed and/or removed by a system admin. (Plus Add cannot be removed.)