



Administered By

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Discipline > Maintenance > Tables > Campus Level > Administered By

This tab allows you to create a list of employees (other than principals and counselors) who may handle a discipline incident and take action. The entries in the table are included in the drop-down list of the **Administered by** field on Discipline > Maintenance > Student > Maintenance.

Employees who are in the Principal/Counselor table do not need to be added to the Administered By table.



Update data:

Click **+Add** to add an administrator.

Field	Description
ID	Type the employee's three-digit ID.
First Name	
Mid	
Last Name	
Gen	

Click **Save**.

Other functions and features:

	Edit a record.
	<p>Delete a row.</p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> • Click OK to delete the row. • Click Cancel not to delete the row.
Documents	View or attach supporting documentation.



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