

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.
	Delete a row. Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.
Documents	View or attach supporting documentation.


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