



## Action Codes



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# Action Codes

## **Discipline > Maintenance > Tables > District Level > Action Codes**

This tab allows you to create a list of actions taken by school officials in response to a student discipline offense. When a student discipline record is created or changed, an action code can be included in the record to indicate the steps taken by school officials.

### Update data:

Existing action codes are displayed. System codes are displayed in the top grid and cannot be changed or deleted.



In the **User Codes** (bottom) grid, click **+Add** to add a user action code.

Field	Description
<b>Action</b>	Type a valid two-character action code.  <ul style="list-style-type: none"> <li>Codes can begin with any letter after D.</li> <li>You cannot use a code that is reserved for system codes.</li> </ul>
<b>PEIMS</b>	Select the equivalent PEIMS code for the action code, if applicable.
<b>Description</b>	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.

Click **OK** to close the window.

Click **Save**.

### Other functions and features:

	<a href="#">Edit a record.</a> For the current year, you cannot edit an action code that is used in a student discipline record.
	<a href="#">Delete a row.</a> Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed confirming that you want to delete the row. <ul style="list-style-type: none"> <li>Click <b>OK</b> to delete the row.</li> <li>Click <b>Cancel</b> not to delete the row.</li> </ul> For the current year, you cannot delete an action code that is used in a student discipline record.



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