

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
Action	Type a valid two-character action code. • Codes can begin with any letter after D. • You cannot use a code that is reserved for system codes.
PEIMS	Select the equivalent PEIMS code for the action code, if applicable.
Description	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:

	Edit a record. For the current year, you cannot edit an action code that is used in a student discipline 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. For the current year, you cannot delete an action code that is used in a student discipline record.


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