



## Action Codes



---

# Table of Contents

**Action Codes** ..... 1



# 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.

Save
Print

Offense Codes
Offense Level
Action Codes
Location Codes
Reported By Group
Court Order

**System Codes**

Delete	Edit	Action	PEIMS	Description
		00		***** PEIMS CODES *****
		01	01	Expulsion (Without Placement)
		02	02	Expulsion (Place in JJAEP)
		03	03	Expulsion (Place at On-Campus DAEP)
		04	04	Expulsion (Place at Off-Campus DAEP)
		05	05	Out-of-School Suspension (3 Day Limit)
		06	06	In-School Suspension
		07	07	DAEP Placement (Student Not Expelled)
		08	08	Continue Other District DAEP
		09	09	Continue Other District Expulsion
		10	10	Continue Prior Year DAEP
		11	11	Continue Prior Year Expulsion
		12	12	Continue Prior Year JJAEP
		13	13	Court Ordered JJAEP Placement

**User Codes**

Delete	Edit	Action	PEIMS	Description
		U2		lunch detention

+ Add

## Update data:

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











☐ In the **User Codes** (bottom) grid, click **+Add** to add an action code. A pop-up window opens.

screen shot

<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**.

	<p><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.</p> <p>For the current year, you cannot edit an action code that is used in a student discipline record.</p>
	<p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete an action code that is used in a student discipline record.</p>
<b>Print</b>	<p><a href="#">Print system and user action codes.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.)  When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>



Back Cover