

# **Action Codes**

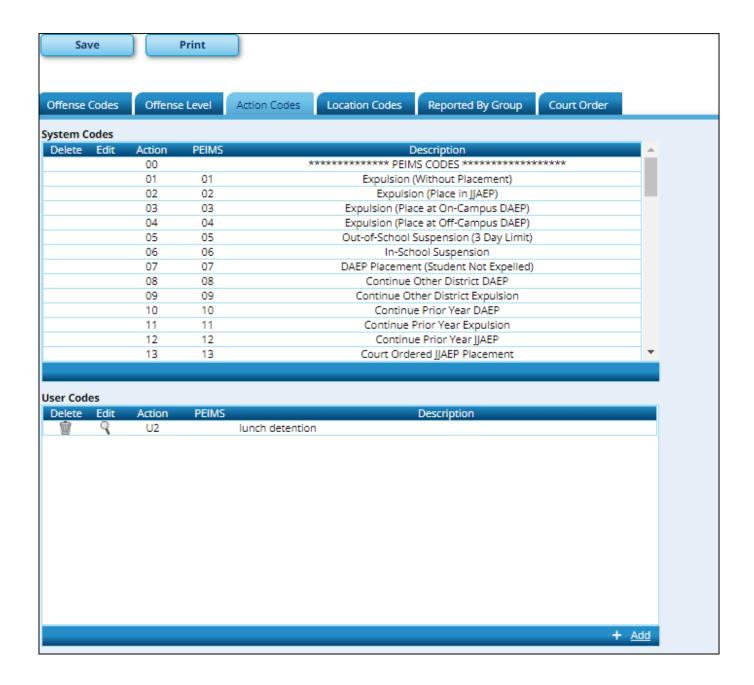
2025/12/05 11:06 i Action Codes

# **Table of Contents**

# **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:**

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

|                      | /               |  |                               |
|----------------------|-----------------|--|-------------------------------|
| I In the liser (ades | (hottom) aria   | click $+\Delta dd$ to add an action    | code. A pop-up window opens.  |
|                      | (DOLLOIII) GIIL | , click i <b>Add</b> to dad dil detion | code. A pop up willdow opens. |

#### screen shot

| 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. |  |  |  |

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|------------|-----|----------|-------|------|-----------|
| <br>( IICV | ()K | $r \sim$ | CIDCD | TηΔ  | window.   |
| CIICK      |     | LU       | CIUSE | LIIC | WILLIAUW. |

☐ Click **Save**.



#### Edit a record.

Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.

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



### Delete a row.

- 1. Click  $\overline{\phantom{a}}$  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.
- 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click No.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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

**Print** Print system and user action codes.

### Review the report using the following buttons:

Click first page of the report.

Click 1 to go back one page.

Click to go forward one page.

Click less to go to the last page of the report.

### The report can be viewed and saved in various file formats.

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 It to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.



# **Back Cover**