



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.

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

Action	Type a valid two-character action code. <ul style="list-style-type: none"> • 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**.

	<p>Edit a record.</p> <p>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.</p> <p>For the current year, you cannot edit an action code that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. 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. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <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>
Print	<p>Print system and user action codes.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 Close Report, Exit, or Cancel button instead.</p>



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