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# Court Order

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# Court Order

***Discipline > Maintenance > Tables > District Level > Court Order***

This tab allows you to maintain a list of discipline incidents that are restricted by court order. If restricted, the incident will not appear on any other page or reports in TxEIS.

**IMPORTANT:** Access to this page is set up in TxEIS Security Administration and must be granted very carefully. If you are granted access to this tab, you will have access to discipline records districtwide. If you do not have access to the tab, it is disabled.

## Update data:

Existing court-ordered restrictions are displayed in order by student name then incident number. Existing data cannot be edited.

To view data for a prior year, you must change the school year.

Click **+Add** to restrict an incident. A pop-up window opens.

| Field | Description |
|---|---|
| **Campus** | Click ⋮ to select the campus. Only campuses for the selected school year are listed. |
| **Student** | Begin typing the student's name or ID. As you begin typing, a drop-down list displays students whose ID matches the numbers you have typed. Select the student whose incident was restricted.<br><br>Only students for the selected school year and campus are included in the autosuggest list. |
| **Incident Number** | Select the restricted incident. Only the selected student's incident numbers for the selected school year and campus are included in the drop-down list. The date-time-stamp for the incident is provided. |
| **Incident Date** | The date-time-stamp for the selected incident is displayed. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| 🗑 | **IMPORTANT:** Once a restriction is deleted from this page, the incident WILL BE DISPLAYED in reports and pages throughout TxEIS.<br>Delete a row.<br>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.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |


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