



Offense Codes

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Offense Codes

Discipline > Maintenance > Tables > District Level > Offense Codes

This tab allows you to create a list of offenses that a student may commit. When a student discipline record is created, an offense code must be included in the record to indicate the nature of the offense.

The screenshot shows a web interface with a table of offense codes. At the top are 'Save' and 'Print' buttons. Below are tabs for 'Offense Codes', 'Offense Level', 'Action Codes', 'Location Codes', 'Reported By Group', and 'Court Order'. The table has columns: Delete, Edit, Code, PEIMS, Description, and Include in Gradebook. It lists 'SYSTEM CODES' and 'PEIMS CODES' with various offense descriptions like 'Permanent Removal by a Teacher from Class' and 'Conduct Punishable as a Felony'.

Delete	Edit	Code	PEIMS	Description	Include in Gradebook
***** SYSTEM CODES *****					
***** PEIMS CODES *****					
		0001	01	Permanent Removal by a Teacher from Class	<input type="checkbox"/>
		0002	02	Conduct Punishable as a Felony - TEC 37.006 (a) (1)	<input type="checkbox"/>
		0004	04	Possess, Sell, or Use Marijuana/Other Controlled Substance	<input type="checkbox"/>
		0005	05	Possess, Sell, or Use Alcoholic Beverage - TEC 37.007 (b)	<input type="checkbox"/>
		0006	06	Abuse of Volatile Chemical - TEC 37.006 (a)(5)	<input type="checkbox"/>
		0007	07	Public Lewdness or Indecent Exposure - TEC 37.006 (a) (6)	<input type="checkbox"/>
		0008	08	Retaliation Against School Employee - TEC 37.006 (b)	<input type="checkbox"/>
		0009	09	Felony Offense (Title 5). Off Campus/Not School Related.	<input type="checkbox"/>
		0010	10	Felony Offense (Not Title 5). Off Campus/Not School Related.	<input type="checkbox"/>

This close-up shows the bottom of the table with 'USER CODES'. A red arrow points to the 'Code' column for the first user code row. The table includes codes like 1318, 1410, 1411, 1402, 1403, and 1404 with descriptions such as 'Aggravated Kidnapping' and 'Using profanity/inappropriate language'. An '+ Add' button is visible at the bottom right.

		1318	19	Aggravated Kidnapping	<input type="checkbox"/>
***** USER CODES *****					
		1410		Using prohibited cell phone/device	<input type="checkbox"/>
		1411		Using profanity/inappropriate language	<input type="checkbox"/>
		1402		Public display of affection	<input type="checkbox"/>
		1403		School safety violation	<input type="checkbox"/>
		1404		Verbal confrontation with student	<input type="checkbox"/>

Update data:

System codes are displayed at the top of the grid and cannot be changed or deleted. Scroll down to view existing **User Codes**.

- Click **+Add** to add an offense code. A pop-up window opens.

Add Offense Code
✕

Code:

PEIMS:

Description:

Code	Type a valid offense code. <ul style="list-style-type: none"> Valid user codes are 0121-0199, 0221-0299, etc., and 1321-9998. Alphanumeric codes are not allowed. Codes cannot begin with 00. Codes ending in 00 are intended to be categories and will not display in TeacherPortal. You cannot use a code that is reserved for system codes.
PEIMS	Select the equivalent PEIMS code for the offense 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.

Include in txGradebook	Select if you want the offense code to be available to instructors in TeacherPortal on the Discipline Referral page. <ul style="list-style-type: none"> If selected, instructors can select the offense code when entering a discipline referral in TeacherPortal. If not selected, the code is not available for selection in TeacherPortal. This field must be selected for at least one code in order for discipline referrals to be available in TeacherPortal.
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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 offense code that is used in a student discipline record.</p>
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**Delete a row.**


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**.


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 offense code that is used in a student discipline record.

Print [Print system and user offense codes.](#)**Review the report using the following buttons:**


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.

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



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