


# Offense Level

# Table of Contents

**Offense Level** ..... 1

# Offense Level

***Discipline > Maintenance > Tables > District Level > Offense Level***

This tab allows you to create a customized list of offense levels that indicate the extent of the discipline actions taken for an offense action, such as I, II, III or instructor, administrator, and central office intervention.

## Update data:

Click **+Add** to add a level.

| Field | Description |
|---|---|
| **Code** | Type a one-digit code to indicate the severity level of the offense. You cannot use a special character. |
| **Description** | Type the description of the code. A quotation mark (“) is not a valid character.<br>You can type up to 60 characters. |

Click **OK** to close the window.

Click **Save**.

## Other functions and features:

| | |
|---|---|
|  | Edit a record.<br>For the current year, you cannot edit an offense level that is used in a student discipline record. |
|  | Delete a row.<br>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed confirming that you want to delete the row.<br>•<br>Click **OK** to delete the row.<br>•<br>Click **Cancel** not to delete the row.<br>For the current year, you cannot delete an offense level that is used in a student discipline record. |

| | |
|---|---|
| **Print** | Print system and user codes.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>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.<br>Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover