



## Offense Level



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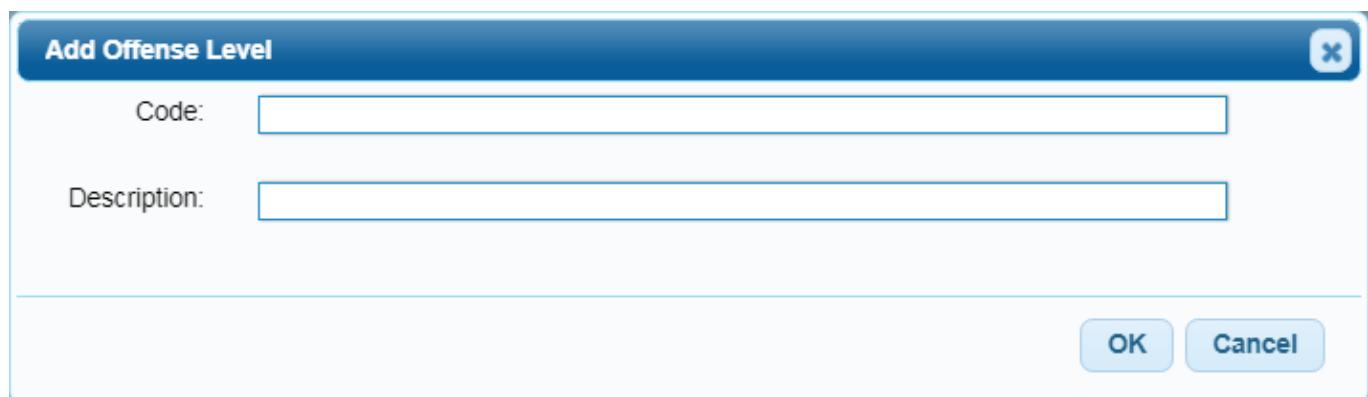
# Offense Level

**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. A pop-up window opens.



The screenshot shows a modal dialog box titled "Add Offense Level". It contains two text input fields: "Code" and "Description". Below the fields are "OK" and "Cancel" buttons. The "OK" button is highlighted with a blue border.

<b>Code</b>	Type a one-digit code to indicate the severity level of the offense. You cannot use a special character.
<b>Description</b>	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**.

 <b>Edit a record.</b> Update the fields as needed, click <b>OK</b> , and then click <b>Save</b> . The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes. For the current year, you cannot edit an offense level that is used in a student discipline record.
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	<p><b>Delete a row.</b></p> <ol style="list-style-type: none"><li>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.</li><li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li></ol> <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 offense level that is used in a student discipline record.</p>
<b>Print</b>	<p><b>Print offense level codes.</b></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>



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