

Other functions and features:

Table of Contents

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.



Code	Type a valid offense code. • 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 TeacherPortal	Select if you want the offense code to be available to instructors in TeacherPortal on the Discipline Referral page. • 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.

❑ Click **Save**.

	Edit a record. 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. For the current year, you cannot edit an offense code that is used in a student discipline record.
	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 First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last 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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Back Cover