

Select Discipline Action Code

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The Action Codes lookup is used to retrieve an action code if you do not know the code.

Locate an offense code:

Action codes are listed in order by code. The PEIMS code and PEIMS description are displayed. The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

1. To search for a specific code, begin typing the action code, PEIMS code, or description in the **Search** field. The list is automatically filtered to display the codes and descriptions that *contain* the characters you have typed.
1. When you locate the code you want to retrieve, click the code. The lookup closes, and the field is populated with the selected code.

Click **Cancel** to close the lookup without selecting a code.


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