

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 \boxtimes or descending \boxtimes 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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