

Records Requested Codes

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Records Requested Codes

Registration > Maintenance > District Profile > Tables > Records Requested Codes

This tab allows the district to maintain a table of codes for sources that may request records. These codes populate the **Records Request** drop-down field on Maintenance > Student Enrollment > Demo2.

Update data:			
Existing sources are displayed in order by code.			
□ Click +Add .			
A blank row is added to the grid.			
Code Type the two-charact		Type the two-character code for the source that is requesting records.	
Explanation Type a name or description for the source, up to 14 characters.			
☐ Click Save . ☐ To update an explanation, type over the existing text and save.			
		only update the explanation; you cannot update a code. To change a code, you must nd re-enter the code and description.	

Other functions and features:



Delete a row.

- 1. Click \square 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).

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