



## Action Codes



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# Action Codes

## **Discipline > Maintenance > Tables > District Level > Action Codes**

This tab allows you to create a list of actions taken by school officials in response to a student discipline offense. When a student discipline record is created or changed, an action code can be included in the record to indicate the steps taken by school officials.

### Update data:

Existing action codes are displayed. System codes are displayed in the top grid and cannot be changed or deleted.



In the **User Codes** (bottom) grid, click **+Add** to add a user action code.

Field	Description
<b>Action</b>	Type a valid two-character action code. <ul style="list-style-type: none"> <li>• Codes can begin with any letter after D.</li> <li>• You cannot use a code that is reserved for system codes.</li> </ul>
<b>PEIMS</b>	Select the equivalent PEIMS code for the action code, if applicable.
<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**.

### Other functions and features:

	<p><a href="#">Edit a record.</a></p> <p>For the current year, you cannot edit an administrator that is assigned to a student discipline record.</p>
	<p><a href="#">Delete a row.</a></p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to delete the row.</li> <li>• Click <b>Cancel</b> not to delete the row.</li> </ul> <p>For the current year, you cannot delete an administrator that is assigned to a student discipline record.</p>



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