

Location Codes

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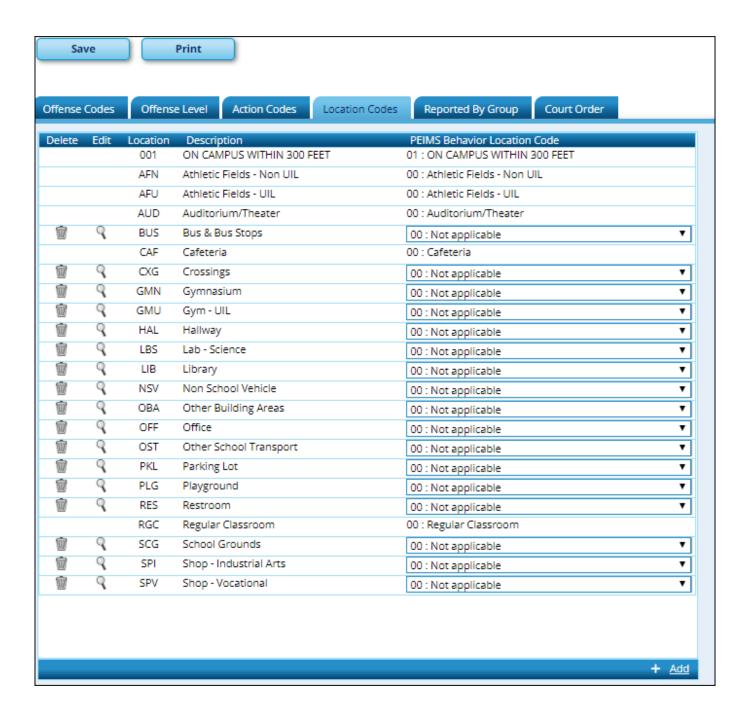
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Location Codes

Discipline > Maintenance > Tables > District Level > Location Codes

This tab allows you to create a customized list of locations where discipline offenses may occur, and associate each location with a PEIMS location code.



Update data:

☐ Click **+Add** to add a level. A pop-up window opens.

screen shot

| Location | Type a code for the location, up to three characters. |
|-------------|--|
| Description | Type the description of the code. A quotation mark (") is not a valid character. |
| | You can type up to 25 characters. |

 \square Click **OK** to close the window.

PEIMS Behavior Location Code

Select the corresponding PEIMS location code. The field is required for each location code. It provides a crosswalk for the Behavior Location Code in the PEIMS record for the **Location of Incident** field on Discipline > Maintenance > Student > Maintenance.

☐ 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 a location that is used in a student discipline record.



Delete a row.

- 1. Click I 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 a location that is used in a student discipline record.

Print Print location codes.

Review the report using the following buttons:

Click first page of the report.

Click 1 to go back one page.

Click to go forward one page.

Click less 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 X to close the report window. Some reports may have a Close Report, Exit, or Cancel

button instead.



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