



# Offense Level



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# Offense Level

**Discipline > Maintenance > Tables > District Level > Offense Level**

This tab allows you to create a customized list of offense levels that indicate the extent of the discipline actions taken for an offense action, such as I, II, III or instructor, administrator, and central office intervention.

| Delete | Edit | Code | Description                               |
|--------|------|------|---|
|        |      | 1    | Teacher intervention                      |
|        |      | 2    | Administrator intervention                |
|        |      | 3    | Administrator second intervention         |
|        |      | 4    | Central office administrator intervention |

+ [Add](#)

## Update data:











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

## screen shot

|                    |  |
|--------------------|--|
| <b>Code</b>        | Type a one-digit code to indicate the severity level of the offense. You cannot use a special character.           |
| <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**.

|   |  |
|---|--|
|  | <p><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.</p> <p>For the current year, you cannot edit an offense level that is used in a student discipline record.</p>   |
|  | <p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>1. Click  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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete an offense level that is used in a student discipline record.</p>   |
| <b>Print</b>  | <p><a href="#">Print offense level codes.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/> Click  to save and print the report in CSV format. (This option is not available for all reports.)<br/> When a report is exported to the CSV format, the report headers may not be included.<br/> Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p> |



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