Local Use Codes

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Registration > Maintenance > District Profile > Tables > Local Use Codes

This tab allows you to maintain a table of district-specific labels (i.e., field descriptions) for the **Local Use** and **User Defined** fields that are displayed on the Maintenance > Student Enrollment > Demo2 and At Risk tabs. You can also designate specific fields as required.

- The At Risk tab has five fields that can be named and defined by the district. Two of the fields allow user to enter one character. Two of the fields allow users to enter up to three characters, and one field allows up to eight characters. The fields are displayed under the heading **Non PEIMS District Codes**.

- The Demo2 tab has seven **Local Use** fields that can be named and defined by the district. All are one-character fields.

Update data:

The default and current local use and user-defined code labels (i.e., field descriptions) are displayed by tab name.

Tabpage	The tab name on which the corresponding label (i.e., field description) is displayed.
Default Label	The system default label (i.e., field description) is displayed. The label indicates the number of characters allowed in that field. For example, *User 2 - Char 1* indicates a one-character field.
User Defined	The default name for the field is displayed. Type a new name over the existing text as you want it to appear on the corresponding tab, up to 35 characters. You cannot leave the field blank.
Required	Select if the field must be entered by the user.

Click **Save**.

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