# 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-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.

You can only update the explanation; you cannot update a code. To change a code, you must delete and re-enter the code and description.

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## Other functions and features:

🗑 Delete a row.

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.

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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