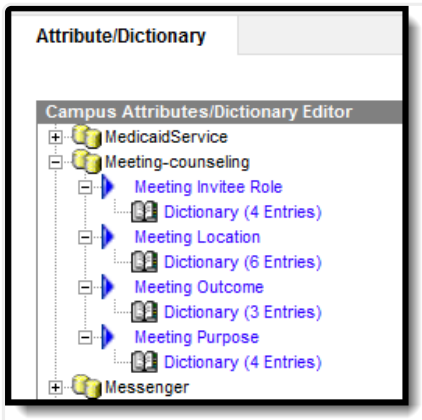
Manage Custom Counseling Meetings Fields in the Attribute/Dictionary

Last Modified on 07/30/2026 11:42 am CDT

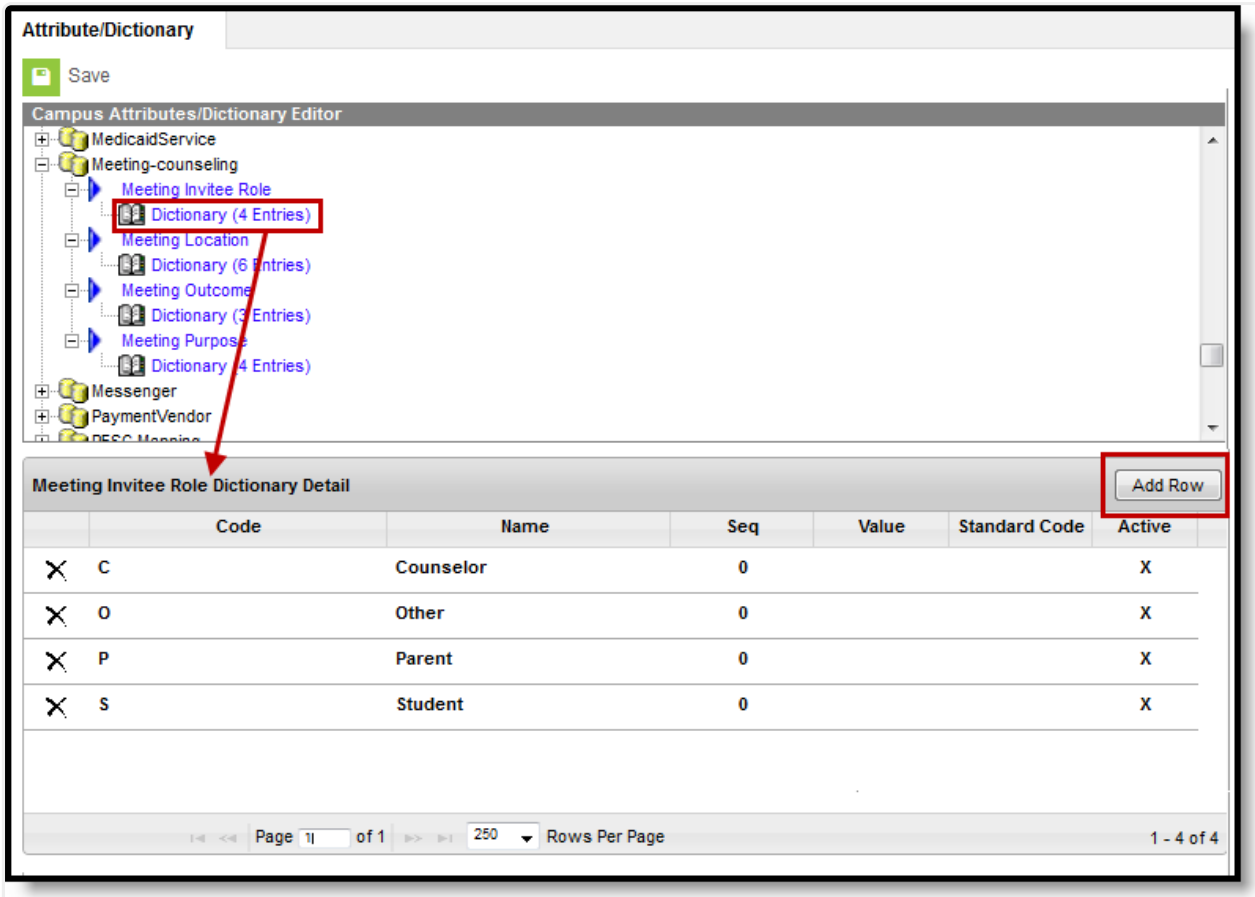
Tool Search: Attribute/Dictionary

Use the Attribute/Dictionary to create options for four fields that display in Counseling Meetings: Role, Locations, Outcome, and Purpose.



Custom Attributes for Meetings

Districts must create their own options for these fields. To create options, click the Dictionary field under the field name and then **Add Row** for each option you'd like to add. Click **Save** to add options.

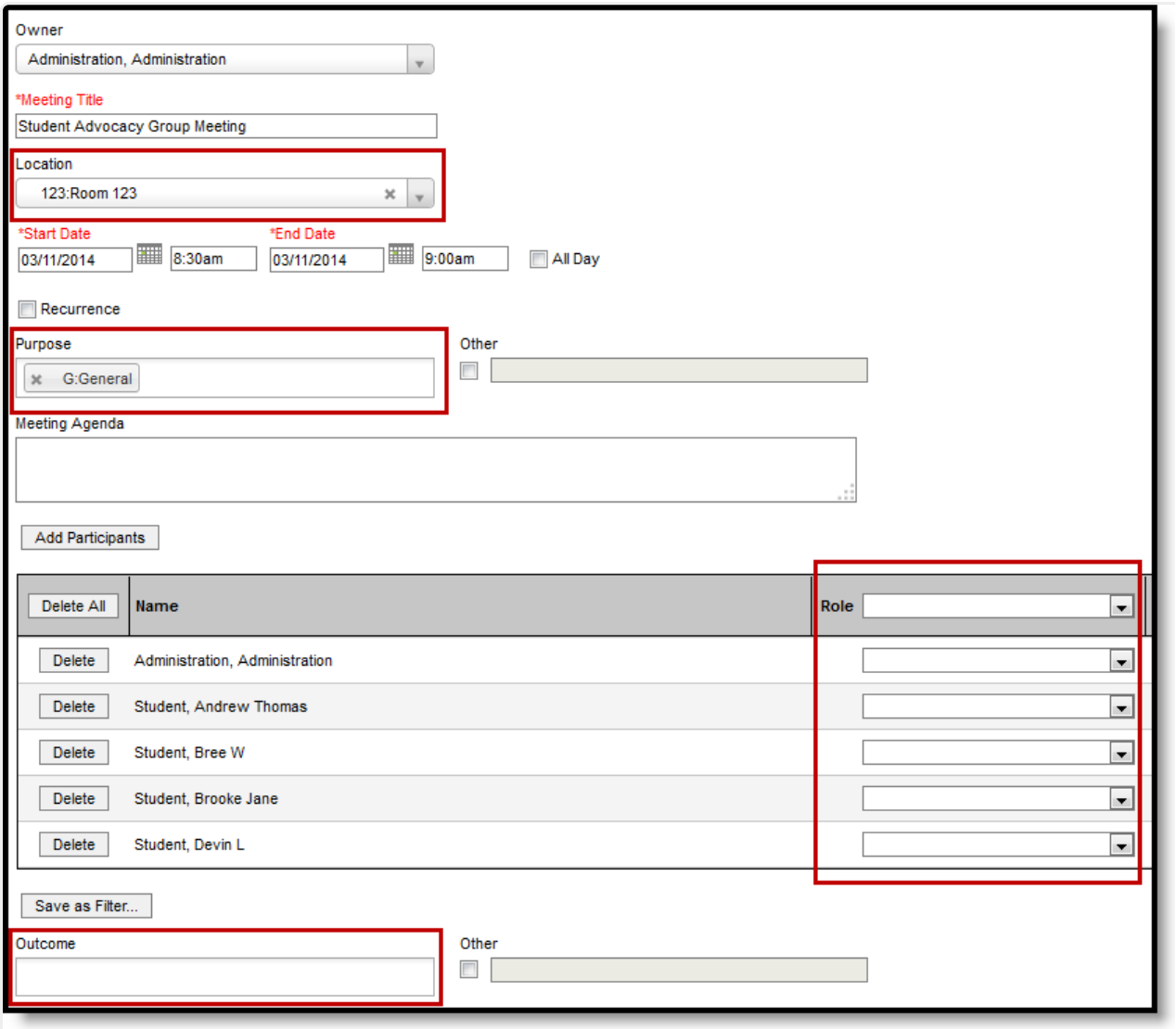


Add Options to a Field

These fields who have options managed in this way are:

- Role: The capacity in which someone participates in the meeting. Each participant can have one role. Examples: Counselor, Student, Advisor, Teacher.
- Location: Where the meetings takes place. A meeting can only have one location.
- Outcome: The result(s) of the meeting. A meeting can have multiple outcomes. Examples: Sent Letter Home, Referred to Social Services.
- Purpose: The reason(s) for the meeting. A meeting can have multiple purposes. Examples: Academic, Social, Post-Secondary Planning.

Options created in the Attribute/Dictionary display for selection in meetings.



Example Meeting Custom Attributes