

# Health Discharge Type

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The Health Discharge Type Editor allows districts to enter reasons why a student was discharged from the health office. The discharge types created here will populate dropdown lists used by health staff when reporting student health information.

Name	Active
911	
end of school day	
home	
left school for medical referral	
left school for other referral	
<b>return to class</b>	<input checked="" type="checkbox"/>
sent to other staff	

Health Discharge Type Tool

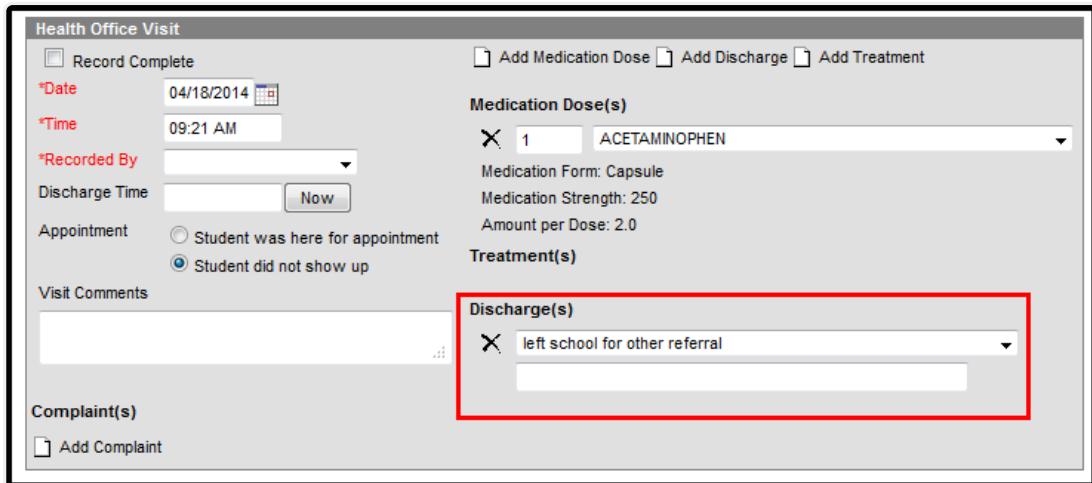
See the [Health Administration Tool Rights](#) article for information about rights needed to use this tool.

## Add a New Discharge Type

1. Select the **New** icon. The **Discharge Type Detail** field will appear below the **Health Discharge Type Editor**.
2. Enter the **Name** of the discharge type within the Name field.
3. Mark the **Active** checkbox to have the discharge type populate dropdown lists used for student health records. If the Active checkbox is unmarked, the discharge type will still exist within the system; however, it will not populate on any student health dropdown lists.

4. Select the **Save** icon. The discharge will appear within the **Health Discharge Type Editor** window.

Active discharge types will populate the Discharge(s) dropdown list found when creating a new health office visit within the Health Office Visits tab.



The screenshot shows the 'Health Office Visit' form. On the right side, there is a 'Discharge(s)' dropdown menu with the option 'left school for other referral' selected. This menu is highlighted with a red box. The rest of the form includes fields for Date (04/18/2014), Time (09:21 AM), Recorded By, Discharge Time (Now), Appointment (Student did not show up), Visit Comments, Complaint(s), and a 'Record Complete' checkbox.

Student Health Office Visits Discharge View

## Delete Discharge Types

1. Select the Discharge Type from the **Health Discharge Type Editor**. The **Discharge Type Detail** field will appear below the **Health Discharge Type Editor**.
2. Select the **Delete** icon.
3. A prompt will appear asking to confirm deletion of the discharge type. Select **OK**. The discharge type will be deleted.

If a discharge type has been recorded for a student, the record cannot be deleted. Instead, mark that option as Inactive.

## Mark a Discharge Type as Inactive

1. Select the **New** icon. The **Discharge Type Detail** field will appear below the **Health Discharge Type Editor**.
2. Unmark the Discharge Type as **Active**.
3. Select the **Save** icon when finished. The discharge type will still be in the list of options for possible re-activation at a later time, but will appear not bolded and at the end of the list of active types.

Health Discharge Type

 Save  Delete  New

Health Discharge Type Editor

Name	911
	end of school day
	home
	<b>left school for medical referral</b>
	left school for other referral
	return to class
	sent to other staff

Discharge Type Detail

<b>*Name</b>	left school for medical referral
Active	<input type="checkbox"/>

Inactive Discharge Type