
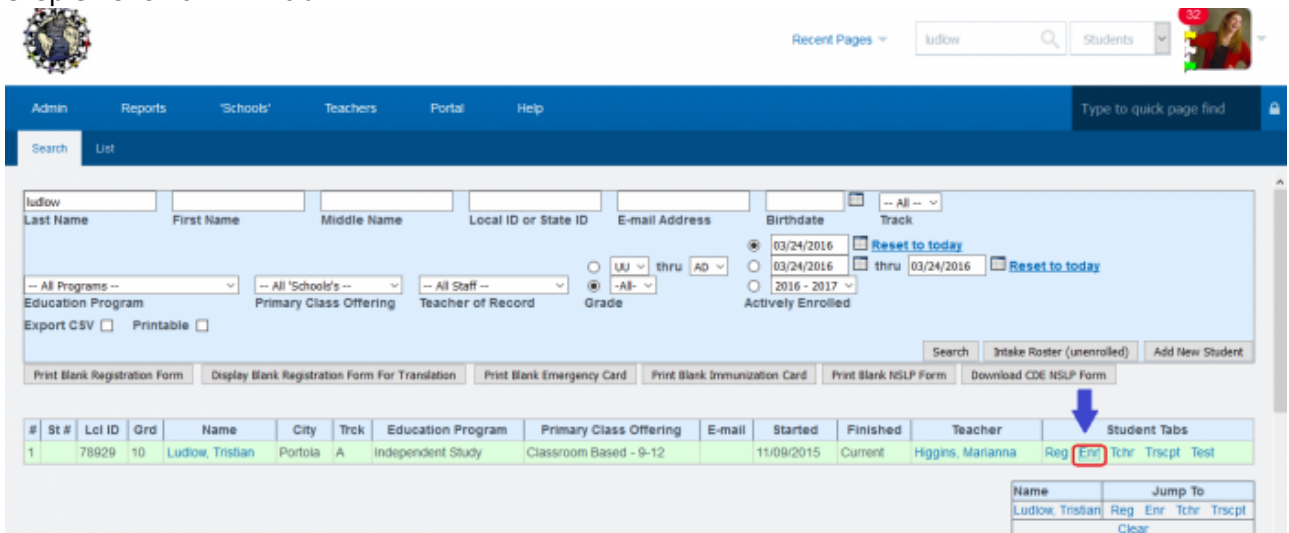


admin essential, student records, student registration

# Deleting Student Records

 **WARNING!!!** Please only delete Student Records in special cases where retaining the data is inadvisable<sup>1)</sup>. In nearly all cases, simply [removing a student's enrollment record](#) and leaving the demographic record is perfectly appropriate, and is recommended for historical data purposes.

- Step 1. Go to Admin»Student Info.» Find/Add Student
- Step 2. Search for the student and click on the student's name. This will take you to the dashboard
- Step 3. Click on Enr tab



Recent Pages | Ludlow | Students

Admin Reports Schools Teachers Portal Help

Search List

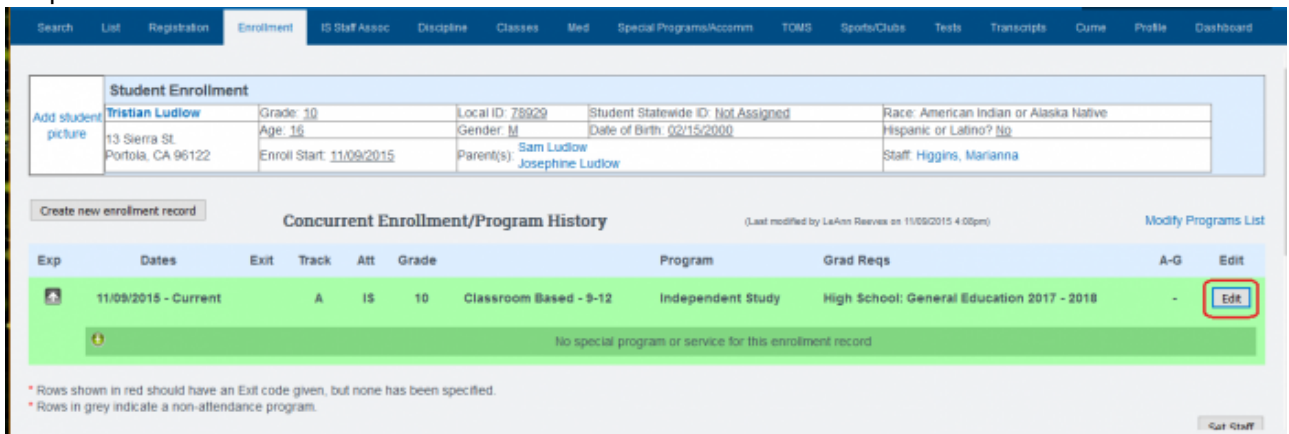
Ludlow Last Name First Name Middle Name Local ID or State ID E-mail Address Birthdate Track

03/24/2016 03/24/2016 2016 - 2017

Export CSV Printable

#	St #	Loc ID	Grd	Name	City	Trck	Education Program	Primary Class Offering	E-mail	Started	Finished	Teacher	Student Tabs
1		78929	10	Ludlow, Tristan	Portola	A	Independent Study	Classroom Based - 9-12		11/09/2015	Current	Higgins, Marianna	Reg <b>Enr</b> Tchr Trscrpt Test

- Step 4. Click on the Edit button for the current enrollment



Search List Registration **Enrollment** IS Staff Assoc Discipline Classes Med Special Programs/Accomm TDMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

**Student Enrollment**

Add student picture **Tristian Ludlow** Grade: 10 Local ID: 78929 Student Statewide ID: Not Assigned Race: American Indian or Alaska Native

13 Sierra St Portola, CA 96122 Age: 16 Gender: M Date of Birth: 02/15/2000 Hispanic or Latino? No

Enroll Start: 11/09/2015 Parent(s): Sam Ludlow Josephine Ludlow Staff: Higgins, Marianna

Create new enrollment record

**Concurrent Enrollment/Program History** (Last modified by LaAnn Reeves on 11/09/2015 4:00pm) Modify Programs List

Exp	Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit
	11/09/2015 - Current		A	IS	10	Classroom Based - 9-12 Independent Study	High School: General Education 2017 - 2018	-	<b>Edit</b>

No special program or service for this enrollment record

\* Rows shown in red should have an Exit code given, but none has been specified.  
\* Rows in grey indicate a non-attendance program.

- Step 5. Scroll to the bottom of the page, type CONFIRM

Cancel Add/Edit **Delete Record** CONFIRM CONFIRM\* Save Record

\* Deleting an enrollment record will also delete special program/services tied to the record

- Step 6. Click on Set Staff
- Step 7. Click on Edit Record for the current staff assignment

Teacher	Starting	Ending	Status	Edit
Marianna Higgins (#123234380)	11/09/2015	Currently active		<b>Edit Record</b>

- Step 8. Type in CONFIRM in the box and click on delete. Repeat the process if there are multiple staff association records

Cancel **Delete** CONFIRM\* Save Record

\* To delete this staff association record, you must confirm by typing "CONFIRM" (in all caps) before pressing the Delete button.

- Step 9. Click on Registration tab. Then choose the Family Information tab

Copy Data to New Sibling Save

Demographics \* Switch tabs = Ctrl-J

Tristian Ludlow 10 Male

Legal First Name Legal Middle Name Legal Last Name Suffix Gender Grade/level

Other/aka First Name Other/aka Middle Name Other/aka Last Name Other/aka Suffix Birthdate(M/D/Y)\* Birth City

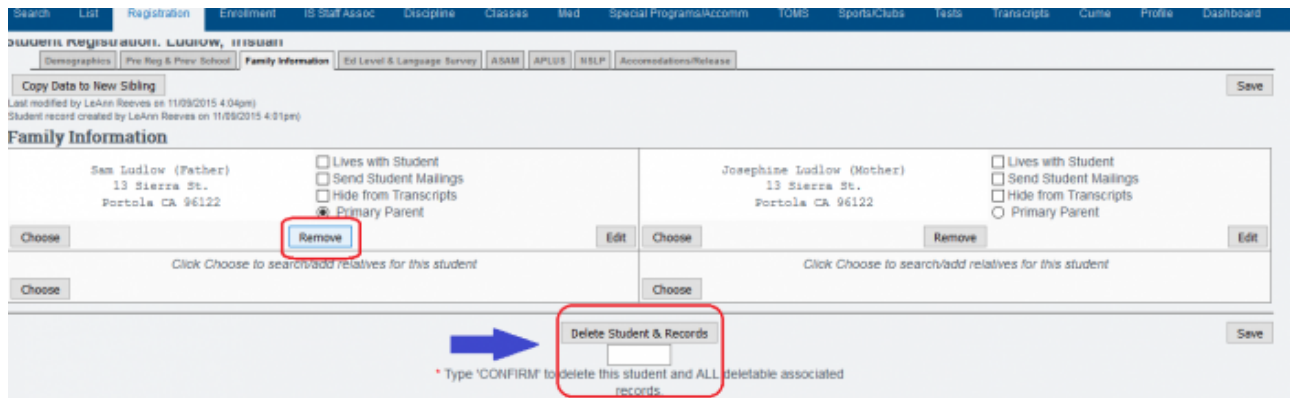
Legacy / Student Number

State Student ID Birth State Birth Country

13 Sierra St. Portola CA 96122 US: United States

Physical Address\* Physical City\* State\* Zip\* Country\*

- Step 10. Click on "remove" for any Family Information listed



- Step 11. Type in CONFIRM into the box and click on Remove Parent. Repeat process if there are multiple parent records
- Step 12. Scroll to the bottom of the demographics tab on the registration form, type 'CONFIRM' into the box, and then click on Delete Student & Records.
- Step 13. If the student is successfully deleted, you will receive a message letting you know that the student was deleted successfully. If there are additional records attached to the student that need to be removed, a message will alert you to what records need to be removed prior to deleting the student. If you have any questions about these records, please do not hesitate to contact us.

 Need help Creating Student Records? [Click Here to view the Article.](#)

1)  
 Special Cases may include, but are not limited to, a no-show student, or a student who intended to transfer from another school, but changed their mind. If you have questions about these special cases, please feel free to contact your School Pathways representative

From:  
<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

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<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:deletingstudentrecord>

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