

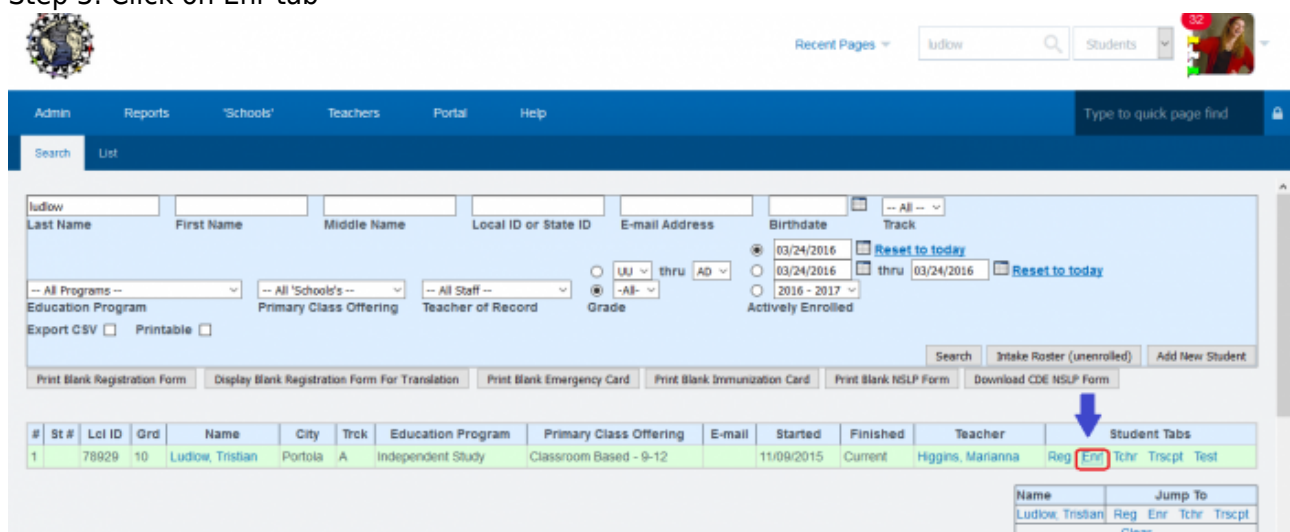
# Deleting Student Records from SIS

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

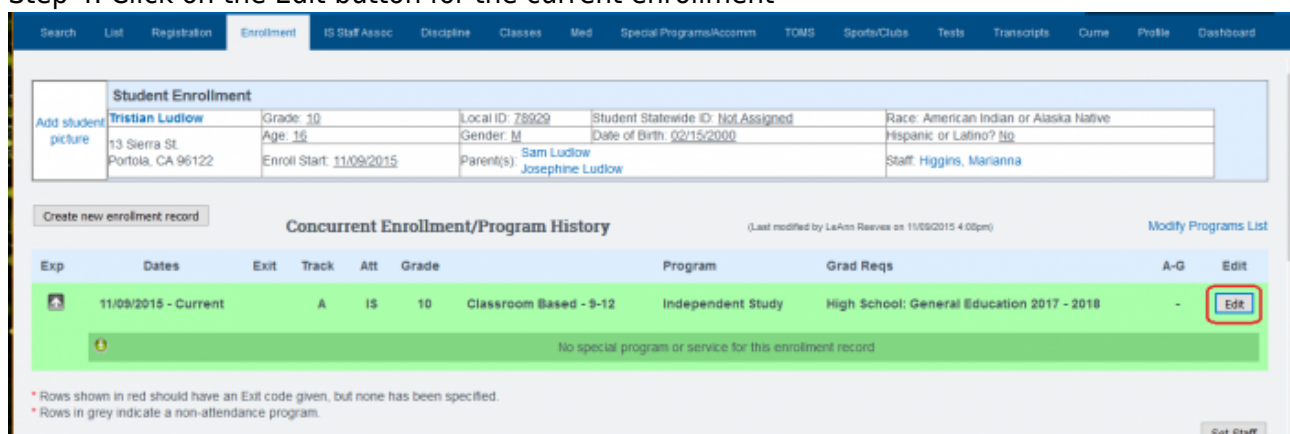
**WARNING!!! Please only delete if absolutely certain when in the SpSIS! Especially in regard Student Records, these records pertain to these students futures and if they are deleted, there is no capability of retrieving them again!**

- 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



The screenshot shows the SIS dashboard with a search bar at the top. Below the search bar, there are filters for Last Name, First Name, Middle Name, Local ID or State ID, E-mail Address, Birthdate, and Track. There are also dropdown menus for Education Program, Primary Class Offering, Teacher of Record, and Grade. A table of search results is displayed, with the first row showing student information for Ludlow, Tristan. The 'Enr' tab is highlighted in the 'Student Tabs' section.

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



The screenshot shows the 'Student Enrollment' page for Tristan Ludlow. It includes a table with student information such as Grade, Local ID, Student Statewide ID, Race, Age, Gender, Date of Birth, and Parent(s). Below this, there is a 'Concurrent Enrollment/Program History' table with columns for Exp, Dates, Exit, Track, Att, Grade, Program, Grad Reqs, A-G, and Edit. The 'Edit' button for the current enrollment record is highlighted.

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

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

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

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

Student Registration: Ludlow, Tristian

Demographics \* (Last modified by LeAnn Reeves on 11/09/2015 4:04pm) (Student record created by LeAnn Reeves on 11/09/2015 4:01pm)

Copy Data to New Sibling [Save]

Legal First Name: [Tristian] Legal Middle Name: [ ] Legal Last Name: [Ludlow] Suffix: [ ] Gender: ☒ Male ☐ Female Grade Level: [10] Birthdate (M/D/Y): [02/15/2000] Birth City: [Reno] Birth certificate on file: ☐

Other/aka First Name: [ ] Other/aka Middle Name: [ ] Other/aka Last Name: [ ] Other/aka Suffix: [ ]

Legacy / Student Number: [ ] State Student ID: [ ] Birth State: [CA] Birth Country: [United States] Check here if the student was born outside the U.S. but granted U.S. citizenship at time of birth: ☐

Physical Address: [13 Sierra St.] Physical City: [Portola] State: [CA] Zip: [96122] Country: [US: United States]

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

Family Information

Sam Ludlow (Father) 13 Sierra St. Portola CA 96122 ☐ Lives with Student ☐ Send Student Mailings ☐ Hide from Transcripts ☒ Primary Parent [Choose] [Remove] [Edit]

Josephine Ludlow (Mother) 13 Sierra St. Portola CA 96122 ☐ Lives with Student ☐ Send Student Mailings ☐ Hide from Transcripts ☐ Primary Parent [Choose] [Remove] [Edit]

Click Choose to search/add relatives for this student

Click Choose to search/add relatives for this student

Delete Student & Records [Save]

\* Type 'CONFIRM' to delete this student and ALL deletable associated records

- 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.

— Last Updated by [Max Williams](#) on 2016/03/29 21:07

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