

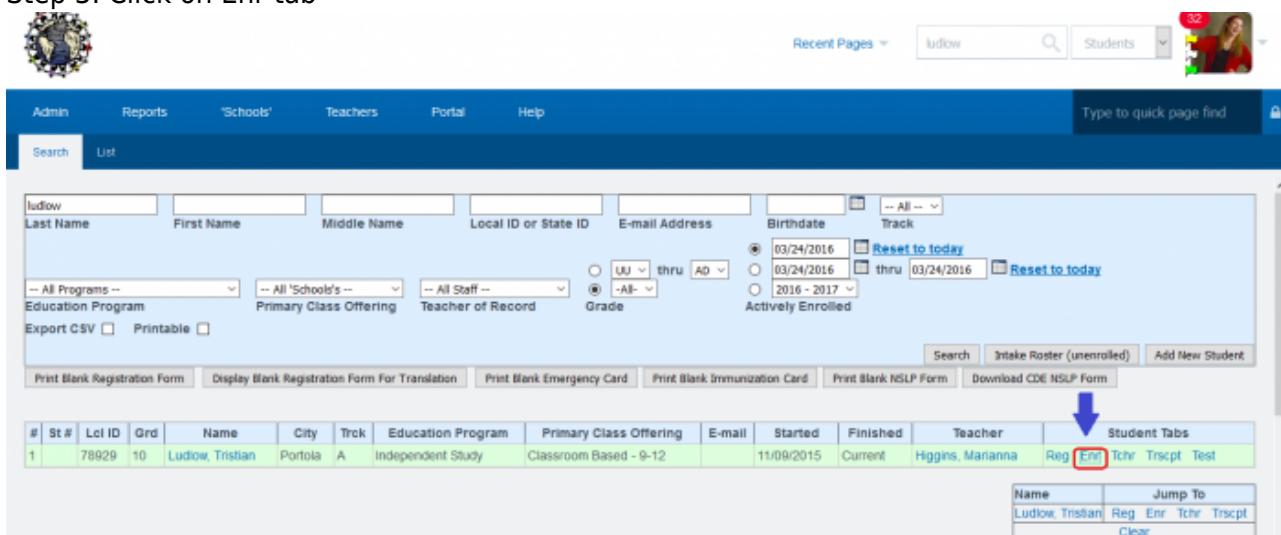
Deleting Student Records from SIS

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.

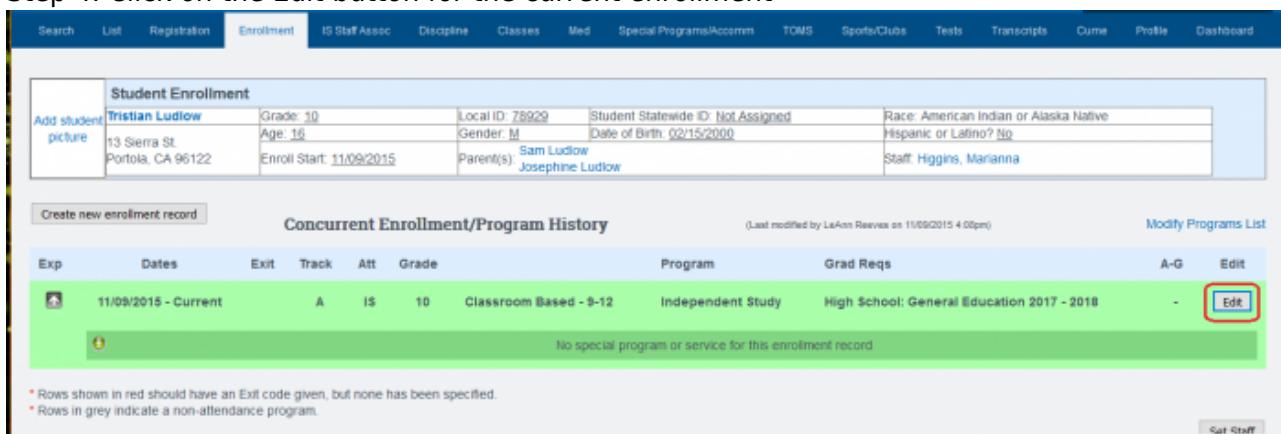
WARNING!!! Please only delete if absolutely certain when in the SpSIS! Especially in regard Student Records, these records pertain to these students futures and if they are deleted, there is no capability of retrieving them again!

- 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 SpSIS Student Info dashboard. The 'Enrollment' tab is selected. The main search bar at the top has 'Ludlow' entered. Below the search bar are various filters for Last Name, First Name, Middle Name, Local ID or State ID, E-mail Address, Birthdate, and Grade. There are dropdown menus for Education Program, Primary Class Offering, Teacher of Record, and Grade. Buttons for 'Search', 'Print Blank Registration Form', and 'Print Blank NSLP Form' are visible. The main table lists student information: #, St #, Lcl ID, Grd, Name, City, Trck, Education Program, Primary Class Offering, E-mail, Started, Finished, Teacher, and Student Tabs. The 'Student Tabs' row shows tabs for 'Reg', 'Edit' (which is highlighted with a red box and a blue arrow pointing to it), 'Tchr', 'Trscpt', and 'Test'. A sub-table below shows 'Name' and 'Jump To' for the student Ludlow, with buttons for 'Reg', 'Tchr', 'Trscpt', and 'Test'.

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



The screenshot shows the SpSIS Enrollment page for student Ludlow. The 'Edit' button in the 'Concurrent Enrollment/Program History' table is highlighted with a red box. The table includes columns for Exp, Dates, Exit, Track, Att, Grade, Program, and Grad Reqs. A note at the bottom of the table states: 'No special program or service for this enrollment record'. A legend at the bottom left explains the color coding: red for rows requiring an Exit code and grey for non-attendance programs.

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

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

School Transfer Code:

Optional/Survey Question

Survey: why Left:

Promotion/Retention Action:

Comments:

Drop Comments:

Print Drop-Form

CONFIRM CONFIRM*

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

Add/Edit Custom Fields

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

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

Add student picture	Tristan Ludlow	Grade: 10	Local ID: 78929	Student Statewide ID: Not Assigned	Race: American Indian or Alaska Native
		Age: 16	Gender: M	Date of Birth: 02/15/2000	Hispanic or Latino? No
	13 Sierra St.	Enroll Start: 11/09/2015	Parent(s): Sam Ludlow Josephine Ludlow		Staff: Higgins, Marianna

Independent Study Teacher History

This enrollment is for an Independent Study staff association only.
Changing staff enrollment in this area can only be done per each student and cannot be done for groups of students.

Teacher: Marianna Higgins (8123234380) Starting: 11/09/2015 Ending: Currently active Status:

(Last modified by LeAnn Reeves on 11/09/2015 4:05pm)

This is the last step of Enrolling a student. When you are done, you can use the "Finish" button to complete the process and enroll another student.

Add/Edit Custom Fields

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

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

Add student picture	Tristan Ludlow	Grade: 10	Local ID: 78929	Student Statewide ID: Not Assigned	Race: American Indian or Alaska Native
		Age: 16	Gender: M	Date of Birth: 02/15/2000	Hispanic or Latino? No
	13 Sierra St. Portola, CA 96122	Enroll Start: 11/09/2015	Parent(s): Sam Ludlow Josephine Ludlow		Staff: Higgins, Marianna

Editing existing staff assignment record

(Last updated by LeAnn Reeves on 11/09/2015 4:05pm)

Working with: Higgins, Marianna Starting: 11/09/2015 Ending: (Leave blank if student is currently enrolled with this teacher) End PLS classes, too

If this student has a reserved scheduled slot with this staff, please select it below.
Upon saving the staff association, a schedule will automatically be made for the student at the selected time.

Reserved slots: No Reserved slots found.

CONFIRM

* 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

Student Registration: Ludlow, Tristian

Demographics Pre Reg & Prev School Family Information Ed Level & Language Survey ASAM APLUS RSLP Accommodations/Release

Copy Data to New Sibling

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

Demographics *

Male Female 10 Hist
Gender Gradelevel

02/15/2000 Reno Birth certificate on file
Birthdate(M/D/Y) Birth City

Legacy / Student Number
CA United States Check here if the student was born outside the U.S. but granted U.S. citizenship at time of birth

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

Demographics Pre Reg & Prev School Family Information Ed Level & Language Survey ASAM APLUS RSLP Accommodations/Release

Copy Data to New Sibling

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

Family Information

Sam Ludlow (Father) 13 Sierra St. Portola CA 96122 Lives with Student Send Student Mailings Hide from Transcripts Primary Parent

Josephine Ludlow (Mother) 13 Sierra St. Portola CA 96122 Lives with Student Send Student Mailings Hide from Transcripts Primary Parent

Remove **Choose** **Edit** **Remove** **Choose** **Edit**

Click Choose to search/add relatives for this student Click Choose to search/add relatives for this student

Choose **Choose** **Save**

Delete Student & Records

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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