

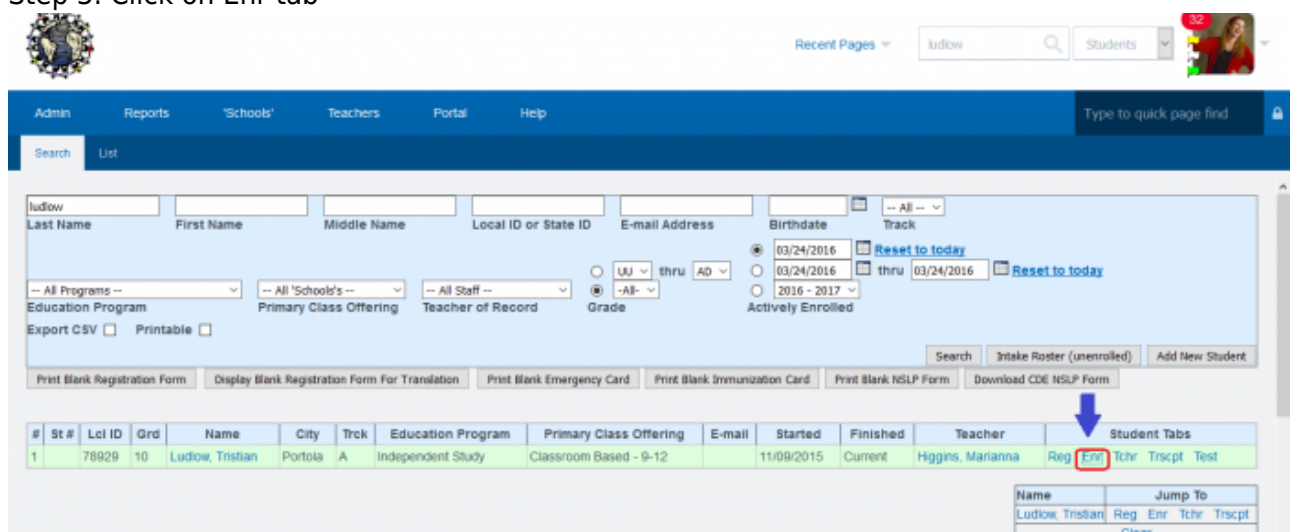
# Deleting Student Records from SIS

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!**

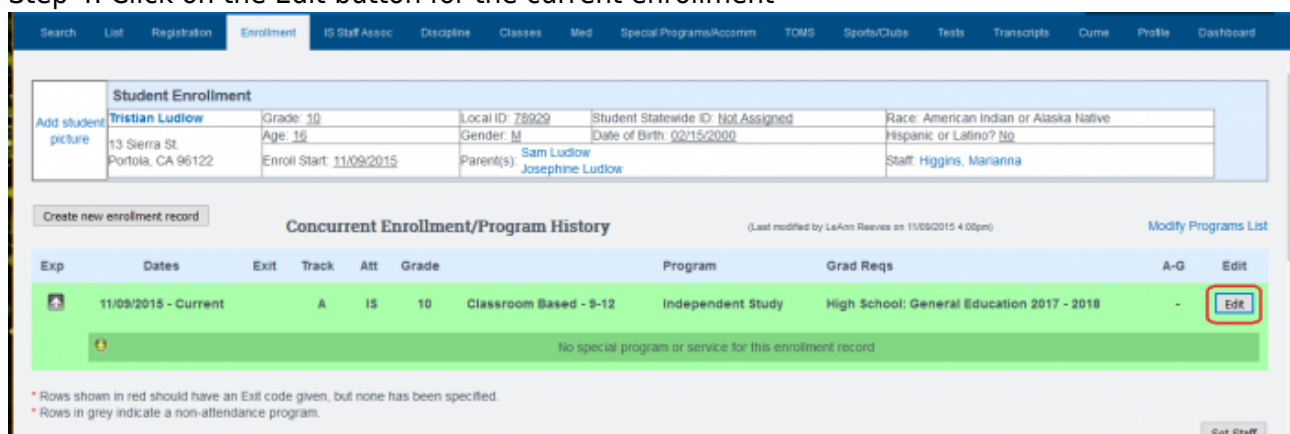
- Step 1. Go to Admin»Student Info.» Find/Add Student
- Step 2. Search for the student and click on the student's name. This will take you to the dashboard
- Step 3. Click on Enr tab



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.

#	St #	Lcl ID	Grd	Name	City	Track	Education Program	Primary Class Offering	E-mail	Started	Finished	Teacher	Reg	Enr	Tchr	Trscpt	Test
1		78929	10	Ludlow, Tristan	Portola	A	Independent Study	Classroom Based - 9-12		11/09/2015	Current	Higgins, Marianna					

- 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 and a 'Concurrent Enrollment/Program History' table. The 'Edit' button is highlighted in the 'Edit' column of the 'Concurrent Enrollment/Program History' table.

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	Edit

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

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

School Transfer Code: [dropdown]

Optional/Survey Question

Survey: why Left: [dropdown: -- No Reason Given --]

Promotion/Retention Action: [dropdown: -- Unspecified --] (optional)

Drop Comments: [text area]

☐ Print Drop-Form

Cancel Add/Edit [button] **Delete Record** [button] CONFIRM [button] CONFIRM\* [button] Save Record [button]

\* Deleting an enrollment record will also 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/Account TOMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

Add student picture: Tristan Ludlow, Grade: 10, Local ID: 78929, Student Statewide ID: Not Assigned, Race: American Indian or Alaska Native, Hispanic or Latino? No, 13 Sierra St, Portola, CA 96122, Age: 16, Gender: M, Date of Birth: 02/15/2000, 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	Starting	Ending	Status	Edit
Marianna Higgins (#123234380)	11/09/2015	Currently active		<b>Edit Record</b>

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.

Back [button] Finish [button]

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/Account TOMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

Add student picture: Tristan Ludlow, Grade: 10, Local ID: 78929, Student Statewide ID: Not Assigned, Race: American Indian or Alaska Native, Hispanic or Latino? No, 13 Sierra St, Portola, CA 96122, Age: 16, Gender: M, Date of Birth: 02/15/2000, 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)

Cancel [button]

Working with: Higgins, Marianna [dropdown]

Starting: 11/09/2015 [calendar icon]

Ending: [calendar icon] (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.

Cancel [button] **Delete** [button] CONFIRM [button] Save Record [button]

\* 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 \* (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, Grade Level: 10, Birthdate (M/D/Y): 02/15/2009, Birth City: Rano, Birth Country: , Birth certificate on file: ☐

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., Portola, CA 96122, US: United States

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

Family Information (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]

<p>Sam Ludlow (Father)</p> <p>13 Sierra St.</p> <p>Portola CA 96122</p> <p><input type="checkbox"/> Lives with Student</p> <p><input type="checkbox"/> Send Student Mailings</p> <p><input type="checkbox"/> Hide from Transcripts</p> <p><input checked="" type="radio"/> Primary Parent</p> <p>[Choose] [Remove] [Edit]</p>	<p>Josephine Ludlow (Mother)</p> <p>13 Sierra St.</p> <p>Portola CA 96122</p> <p><input type="checkbox"/> Lives with Student</p> <p><input type="checkbox"/> Send Student Mailings</p> <p><input type="checkbox"/> Hide from Transcripts</p> <p><input type="radio"/> Primary Parent</p> <p>[Choose] [Remove] [Edit]</p>
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Click Choose to search/add relatives for this student

[Choose] [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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