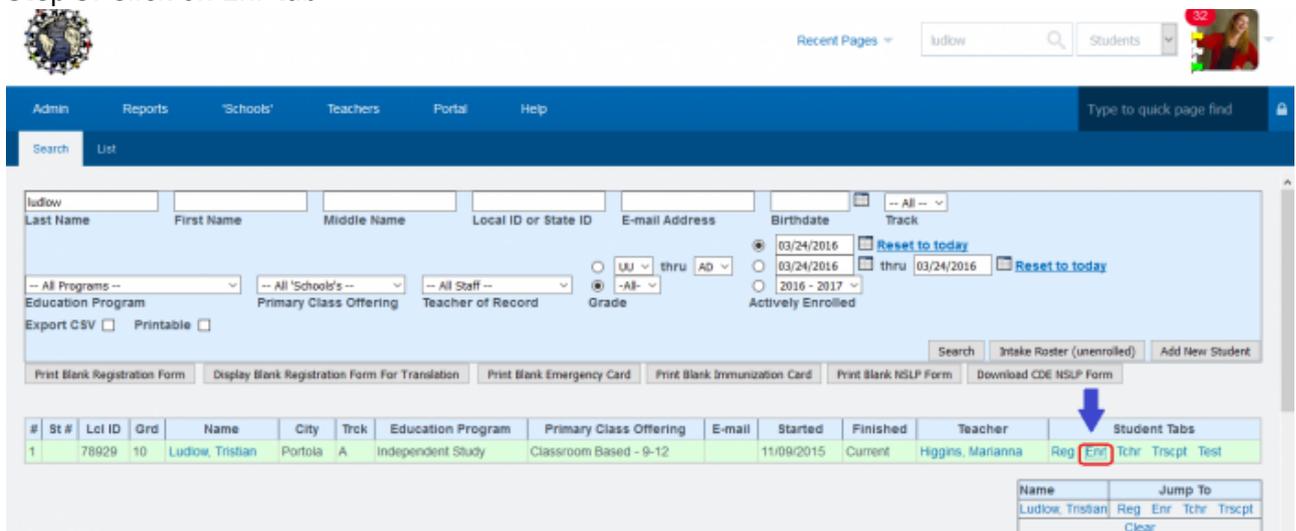


Deleting Student Records

 **WARNING!!!** Please only delete Student Records in special cases where retaining the data is inadvisable¹⁾. 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 | Search | Students | Admin | Reports | Schools | Teachers | Portal | Help

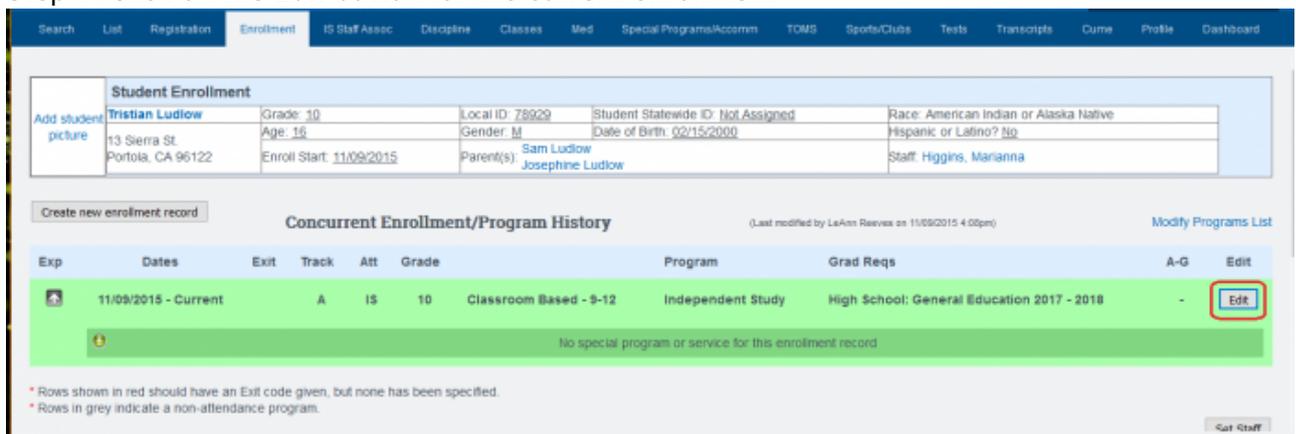
Search | List

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

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

#	St #	Lcl 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 Enr Tchr Trcpt 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 | TOMS | 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 LeAnn 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	-	Edit

No special program or service for this enrollment record

- 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		Edit Record

- 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

- 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.

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

Permanent link: <https://schoolpathways.com/knowledgebase/doku.php?id=plsis:deletingstudentrecord&rev=1485295346>

Last update: **2017/01/24 22:02**