Deleting Student Records

2025/09/15 16:19

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

Admin Reports Schools' Teachers Portal Hep Type to quick page find All search Lit			Recent Pages ~ ludiow	Q. Students -
Ad New Student Tabs Search Track Education Program Primary Class Offering E-mail Started Finished Teacher Search Track Student Tabs St # Loi ID Grd Name City Trok Education Program Primary Class Offering E-mail Started Finished Teacher Student Tabs Name Jump To	Admin Reports 'Schools' Teachers	Portal Help		Type to quick page find
Last Name First Name Middle Name Local ID or State ID E-mail Address Birthdate Track	Search List			
1 78929 10 Ludiow, Tristian Portola A Independent Study Classroom Based - 9-12 11/09/2015 Current Higgins, Marianna Reg End Tchr Trischt Test	Last Name First Name Middle Name - All Programs	- All Staff	Birthdate Track 0 03/24/2016 Reset to today 0 03/24/2016 thru 03/24/2016 Res 0 2016 - 2017 ~ titvely Enrolled Search Intake	Roster (unenrolled) Add New Student
Name Jump To	# St # Lol ID Grd Name City Trck Educat	tion Program Primary Class Offering E-mail	Started Finished Teacher	Student Tabs
	1 78929 10 Ludiow, Tristian Portola A Independ	ent Study Classroom Based - 9-12	11/09/2015 Current Higgins, Marianna	Reg Ent Tchr Trscpt Test

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

	Student Enrollmer	nt												
dd studenl	Tristian Ludlow	Grade	c <u>10</u>			Local ID: 78929	Student Statewide II	: Not Assigned	R	ace: American Ind	dian or Alaska N	lative		
picture	13 Sierra St.	Age: 1	6			Gender: M	Date of Birth: 02/15	2000	H	ispanic or Latino?	? <u>No</u>			
	Portola, CA 96122	Enroll	Start: <u>11/</u>	09/201	5	Parent(s): Sam Ludk Josephine			s	taff: Higgins, Maria	anna			
Create new Exp	enrollment record		Oncurr Track	ent E	nrollme Grade	ent/Program His	stor y Progra		d by LeAnn Reeves o Grad Reqs	an 11/09/2015 4.08pm)			Modify P	rograms L Edit
						ent/Program His	-							
Exp						ent/Program His Classroom Based	Progra		Grad Reqs					

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

Last update: 2017/01/24 plsis:deletingstudentrecord https://schoolpathways.com/knowledgebase/doku.php?id=plsis:deletingstudentrecord&rev=1485295346 22:02

полят подото осново		1.04100	requ							1990	на цина	page in ta
Search List Registration Enrollm	IS Staff Assoc				Special Programs/Accomm						Profile	
Glauelever	10			*			A.A.	onneur 8	pauvainy nav	nð mer vr -	o requirer	ICHID.
School Transfer Code					~							
				-								
				Option	al/Survey Question						_	
Survey: why Left	No Reason Given			~			Comments					
Promotion/Retention Action	Unspecified			~ (opt	ional)							
Drop Comments												
	Print Drop-Form											
Cancel Add/Edit	* D	eleting an enro	oliment record		conFIRM CONFIRM CONFIRM all delete special program/	services ti	ed to the record					Save Record
Add/Edit Custom Fields												

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

picture 13 Si	Registration ian Ludlow ierra St. bla, CA 96122	Grade: <u>1</u> Age: <u>16</u> Enrol St	IS Staff Assoc		ier: M Da	Special Programs/Accomm Itudent Statewide ID: <u>Not Assis</u> late of Birth: <u>02/15/2000</u> dlow	н	ubs Tests tace: American In Ispanic or Latino taff: Higgins, Ma	97 <u>No</u>	a Native	Profile	
Independent	Study Teach	er History	,									Not Migrated
				student and ca	nnot be done for gro	oups of students.						Migrated File
Changing staff enr				student and ca	nnot be done for gro Starting	oups of students. Ending		Status	(Last mo	dified by LeAn		Migrated File
This enrolment is 1 Changing staff enro Teacher Marianna Higgins (rollment in this an			student and ca	-		we	Status	(Last no	6	n Reeves on 1	106(2015 4.05pm)

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

	tian Ludlow Sierra St. ola, CA 96122	Grade: <u>10</u> Age: <u>16</u> Enroll Start: <u>11/09/2015</u>	G			Statewide ID: <u>Not A</u> Birth: <u>02/15/2000</u>	ssigned	ŀ	Race: America Ilspanic or Lal Staff: Higgins,	ika Native	
iting exist	ting staff assi	gnment record		(Last updat	ted by LeAnn R	leeves on 11/09/201	15 4:05pm)				Save Record
	L.					1					Save Necting
Working with: Starting:	Higgins, Marianna	v]]				If this student has please select it b Upon saving the be made for the s	elow. staff associati	on, a sched	tule will autom		Save Nettro
Working with: Starting: Ending:	11/09/2015	V]] (Leave blank if student is [] End PLS classes, too	urrently enr	olied with this to	eacher)	please select it b Upon saving the be made for the s Reserved	elow. staff associati	on, a sched selected tir	tule will autom		Save Neturo

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

Admin	Reports	'Schools'	Teachers	Portal	Help								Туре	e to quick	page find	
Search	List Regis	tration Enrollment	18 Staff Assoc	Discipline	Classes	Ned	Special Programs/W	meee	TOMS	Sports/Clubs	Tests	Transcripts	Cume	Profile	Dashboard	
Student	Registration	: Ludlow, Tristian														
Derm	ographics Pre Re	g & Prev School Family I	nformation Ed Level	8 Language Surv	wy ASAM AF	UIS NS	SLP Accomodations/Rel	ase								
	ta to New Sibling														Save	
		n 11/09/2015 4:04pm) Reeves on 11/09/2015 4:01	(pm)													
Demog	raphics *											Switch	h tabs = C	171-J		
Tristian		-	Ludlow				Maie O Female 1	Hist								1
Legal Fir	st Name	Legal Middle Name	Legal Last /	lame	Suttix			radeleve								
						03		eno		Birth	cartificat	le on file				
Other/ak	a First Name	Other/aka Middle N	ame Other/aka L	ast Name	Other/aka Su			irth City			certificer	ie on me				
								-								
Legacy /	Student Numb	er														
	CA	 United St 	ates		~ •	heck l	here if the stude	nt was l	born out	tside the U.S	but gra	nted U.S. cit	izenship	at time	of birth	
State Stu	ident ID Birth	State Birth Co	untry													
	-															
13 Sierra Physical	Address*	Portola Physical City*	State* Zip*		IS: United Stati ountry*	15		~								
Step	10. Clic	k on "rer	nove" fo	or any	Fami	ly Ir	nformatio	n lis	ted							
	List Registra		IS Staff Assoc	Discipline	Classes	Med	Special Programs/4		TOMS	Sports/Clubs	Tests	Transcripts	Cume	Profile	a Dashboa	id .

Copy Data to New Sibling asl modified by LeAnn Reeves on 11/09/2015 4.04pm) Audent record created by LeAnn Reeves on 11/09/2015						Sav
Family Information						
Sam Ludlow (Pather) 13 Sierra St. Portola CA 96122	Lives with Student Send Student Mailings Hide from Transcripts Primary Parent		13	ne Ludlow (Mother) 3 Sierra St. -tola CR 96122	Uves with Student Send Student Mailings Hide from Transcripts Primary Parent	
Choose	Remove	Edit	Choose	Rem	ove	Edit
Click Choose I	o search/add relatives for this student			Click Choose to search/ad	d relatives for this student	
Choose			Choose			
	_	Delete Stude	ent & Records			Sav

- 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.



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