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

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| 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.

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Last update: 2017/01/24 22:02