

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: ludlow

Students: [dropdown]

Admin Reports Schools Teachers Portal Help

Type to quick page find

Search List

ludlow

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

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

Reset to today

Export CSV Printable

Print Blank Registration Form Display Blank Registration Form For Translation Print Blank Emergency Card Print Blank Immunization Card Print Blank NSLP Form Download CDE NSLP Form

#	St #	Lci 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 Trscpt Test

Name Jump To

Ludlow, Tristan Reg Enr Tchr Trscpt Clear

- 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

Add student picture

Student Enrollment

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

13 Sierra St Portola, CA 96122

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

* Rows shown in red should have an Exit code given, but none has been specified.
* Rows in grey indicate a non-attendance program.

Exit Staff

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


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



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

Edit
Edit Record

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



Delete

CONFIRM

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

Student Registration: Ludlow, Tristan

Demographics *
 Legal First Name: Tristan, Legal Middle Name: , Legal Last Name: Ludlow, Suffix: , Gender: Male, Grade level: 10, Birthdate (M/D/Y): 02/15/2000, Birth City: Rano, Birth Country: CA, State: CA, Zip: 96122, US: United States

Family Information
 Sem Ludlow (Father): 13 Sierra St., Portola CA 96122, Primary Parent, Remove button highlighted.

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

Student Registration: Ludlow, Tristan

Family Information
 Sem Ludlow (Father): 13 Sierra St., Portola CA 96122, Primary Parent, Remove button highlighted.

Delete Student & Records button highlighted.

- 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**

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