

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 Students

Admin Reports 'Schools' Teachers Portal Help

Type to quick page find

Search List

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

Education Program: -- All Programs -- Primary Class Offering: -- All 'School's -- Teacher of Record: -- All Staff -- Grade: -- All -- thru A0 --

Reset to today

03/24/2016 thru 03/24/2016

Reset to today

03/24/2016 thru 03/24/2016

2016 - 2017

Actively Enrolled

Export CSV Printable

Search Intake Roster (unenrolled) Add New Student

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 # Loc ID Grd Name City Trck Education Program Primary Class Offering E-mail Started Finished Teacher Reg Enr Tchr Trscpt Test

1	78929	10	Ludlow, Tristian	Portola	A	Independent Study	Classroom Based - 9-12		11/09/2015	Current	Higgins, Marianna	Reg Edit Tchr Trscpt Test
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Name: Ludlow, Tristian Jump To: 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 Dume Profile Dashboard

Add student picture

Student Enrollment

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

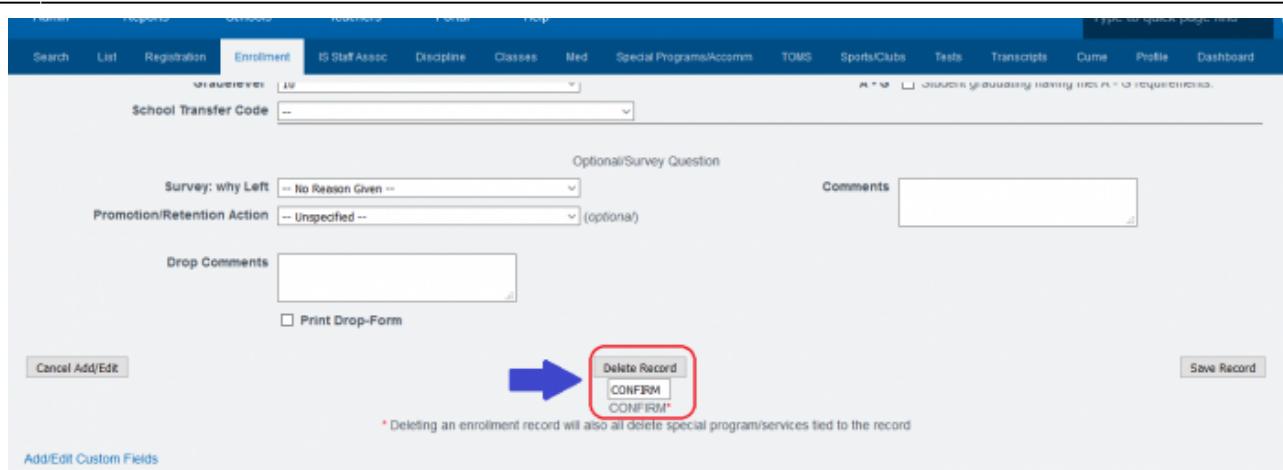
Concurrent Enrollment/Program History

(Last modified by LaAnn 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									

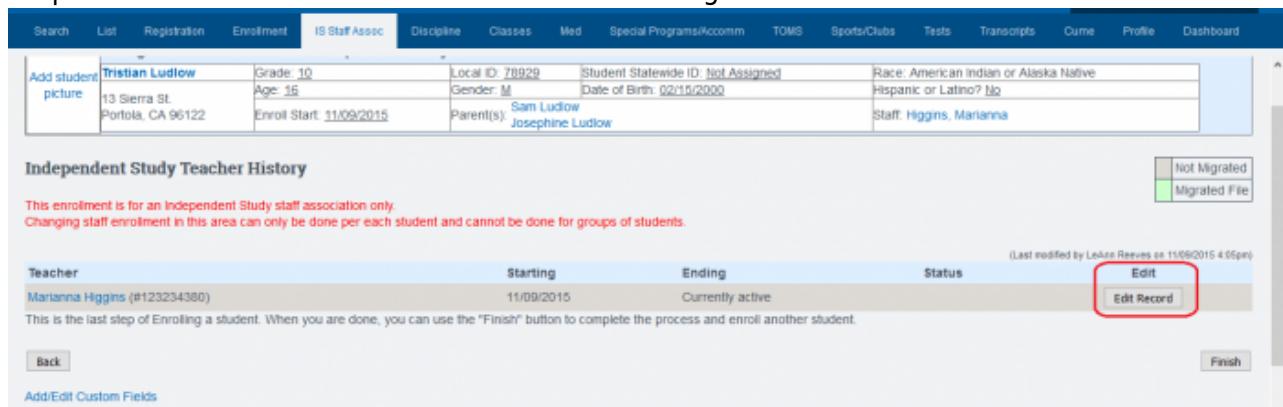
* Rows shown in red should have an Exit code given, but none has been specified.
* Rows in grey indicate a non-attendance program.

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



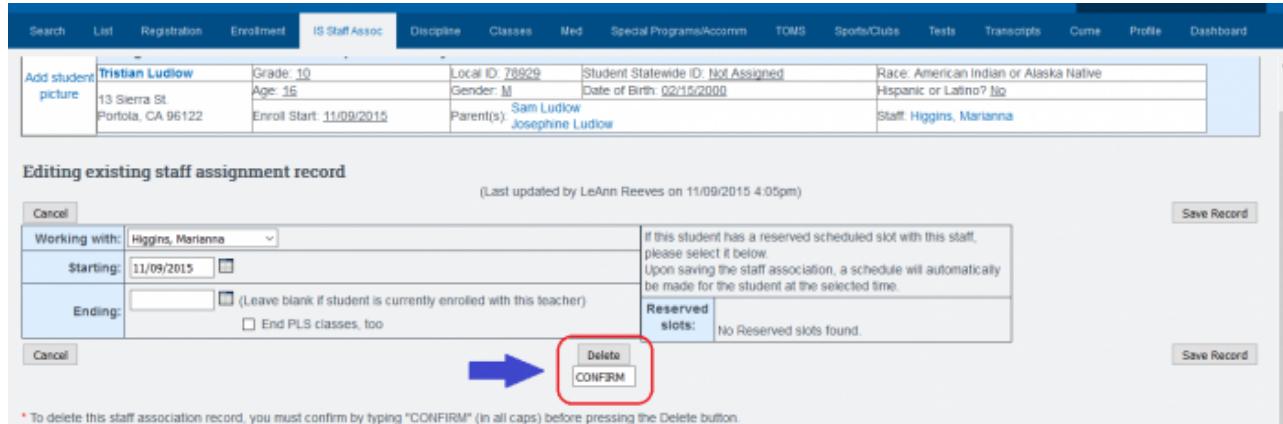
This screenshot shows the 'Enrollment' tab of the SchoolPathways system. It includes fields for 'School Transfer Code', 'Survey: why Left' (set to 'No Reason Given'), 'Promotion/Retention Action' (set to 'Unspecified'), and 'Comments'. Below these are 'Drop Comments' and a 'Print Drop-Form' checkbox. At the bottom right is a 'Save Record' button. A red box highlights the 'Delete Record' button, and a blue arrow points to it. A note at the bottom states: '* Deleting an enrolment record will also all 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



This screenshot shows the 'IS Staff Assoc' tab. It displays a student record for 'Tristan Ludlow' with details like Grade: 10, Local ID: 78929, and Staff: Higgins, Marianna. Below this is the 'Independent Study Teacher History' section, which includes a note about staff enrollment being per student. It shows a staff record for 'Marianna Higgins' with a 'Status' of 'Currently active'. A red box highlights the 'Edit Record' button, and a blue arrow points to it. A note at the bottom right says: '(Last modified by LeAnn Reeves on 11/09/2015 4:05pm)'.

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



This screenshot shows the 'IS Staff Assoc' tab again. It displays the same student and staff records. Below is the 'Editing existing staff assignment record' section. It shows a form with 'Working with:' set to 'Higgins, Marianna', 'Starting:' set to '11/09/2015', and 'Ending:' set to an empty field with a note '(Leave blank if student is currently enrolled with this teacher)'. A red box highlights the 'Delete' button, and a blue arrow points to it. A note at the bottom left says: '* To delete this staff association record, you must confirm by typing "CONFIRM" (in all caps) before pressing the Delete button.' A note at the top right says: '(Last updated by LeAnn Reeves on 11/09/2015 4:05pm)'.

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

Admin Reports 'Schools' Teachers Portal Help

Search List **Registration** Enrollment IS Staff Assoc Discipline Classes Med Special Programs/Accomm TOME Sports/Clubs Tests Transcripts Cumulative Profile Dashboard

Type to quick page find 

Student Registration: Ludlow, Tristian

Demographics **Pre Reg & Pre School** **Family Information** **Edit Level & Language Survey** **ASAM** **APLUS** **HSLP** **Accommodations/Release**

Copy Data to New Sibling
(Last modified by LeAnn Reeves on 11/09/2015 4:04pm)
(Student record created by LeAnn Reeves on 11/09/2015 4:01pm)

Demographics *

Male Female 10 11
Gender Grade Level

02/15/2000 Reno Birth certificate on file
Birthdate (M/D/Y) Birth City

Legacy / Student Number
State Student ID CA 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 Country*

Family Information

Sam Ludlow (Father) 13 Sierra St. Portola CA 96122 Lives with Student Send Student Mailings Hide from Transcripts Primary Parent

Josephine Ludlow (Mother) 13 Sierra St. Portola CA 96122 Lives with Student Send Student Mailings Hide from Transcripts Primary Parent

Remove **Edit** **Choose** **Remove** **Edit**

Click Choose to search/add relatives for this student Click Choose to search/add relatives for this student

Delete Student & Records
* Type 'CONFIRM' to delete this student and ALL deletable associated records

Save

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

Search List **Registration** Enrollment IS Staff Assoc Discipline Classes Med Special Programs/Accomm TOME Sports/Clubs Tests Transcripts Cumulative Profile Dashboard

Student Registration: Ludlow, Tristian

Demographics **Pre Reg & Pre School** **Family Information** **Edit Level & Language Survey** **ASAM** **APLUS** **HSLP** **Accommodations/Release**

Copy Data to New Sibling
(Last modified by LeAnn Reeves on 11/09/2015 4:04pm)
(Student record created by LeAnn Reeves on 11/09/2015 4:01pm)

Family Information

Sam Ludlow (Father) 13 Sierra St. Portola CA 96122 Lives with Student Send Student Mailings Hide from Transcripts Primary Parent

Josephine Ludlow (Mother) 13 Sierra St. Portola CA 96122 Lives with Student Send Student Mailings Hide from Transcripts Primary Parent

Remove **Edit** **Choose** **Remove** **Edit**

Click Choose to search/add relatives for this student Click Choose to search/add relatives for this student

Choose **Choose**

Delete Student & Records
* Type 'CONFIRM' to delete this student and ALL deletable associated records

Save

- 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:

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