

# Deleting Student Records



**WARNING!!!** Please only delete Student Records in special cases where retaining the data is inadvisable<sup>1)</sup>. 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: 32

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 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 <b>Enr</b> 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/Account 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 Portola, CA 96122 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	-	<b>Edit</b>

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

Search List Registration Enrollment IS Staff Assoc Discipline Classes Med Special Programs/Account TOMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

School Transfer Code

Optional/Survey Question

Survey: why Left -- No Reason Given --

Promotion/Retention Action -- Unspecified -- (optional)

Drop Comments

☐ Print Drop-Form

Cancel Add/Edit

Delete Record

CONFIRM

CONFIRM\*

Save Record

\* Deleting an enrollment record will also delete special program/services tied to the record

Add/Edit Custom Fields

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

Search List Registration Enrollment IS Staff Assoc Discipline Classes Med Special Programs/Account TOMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

Add student picture

Tristian Ludlow

Grade: 10

Local ID: 78929

Student Statewide ID: Not Assigned

Race: American Indian or Alaska Native

13 Sierra St.

Age: 16

Gender: M

Date of Birth: 02/15/2000

Hispanic or Latino? No

Portola, CA 96122

Enroll Start: 11/09/2015

Parent(s): Sam Ludlow

Josephine Ludlow

Staff: Higgins, Mariana

Independent Study Teacher History

This enrollment is for an Independent Study staff association only.  
 Changing staff enrollment in this area can only be done per each student and cannot be done for groups of students.

Not Migrated

Migrated File

Teacher Starting Ending Status Edit

Mariana Higgins (#123234380) 11/09/2015 Currently active

This is the last step of Enrolling a student. When you are done, you can use the "Finish" button to complete the process and enroll another student.

Back

Finish

Add/Edit Custom Fields

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

Search List Registration Enrollment IS Staff Assoc Discipline Classes Med Special Programs/Account TOMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

Add student picture

Tristian Ludlow

Grade: 10

Local ID: 78929

Student Statewide ID: Not Assigned

Race: American Indian or Alaska Native

13 Sierra St.

Age: 16

Gender: M

Date of Birth: 02/15/2000

Hispanic or Latino? No

Portola, CA 96122

Enroll Start: 11/09/2015

Parent(s): Sam Ludlow

Josephine Ludlow

Staff: Higgins, Mariana

Editing existing staff assignment record

(Last updated by LeAnn Reeves on 11/09/2015 4:05pm)

Cancel

Working with: Higgins, Mariana

Starting: 11/09/2015

Ending: (Leave blank if student is currently enrolled with this teacher)

☐ End PLS classes, too

If this student has a reserved scheduled slot with this staff, please select it below.  
 Upon saving the staff association, a schedule will automatically be made for the student at the selected time.

Reserved slots: No Reserved slots found.

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

Student Registration: Ludlow, Tristian

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

Legacy / Student Number  
 State Student ID: , Birth State: , Birth Country:

Physical Address \*  
 Physical Address: 13 Sierra St., Physical City: Portola, State: CA, Zip: 96122, Country: US: United States

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

Family Information

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

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

Delete Student & Records

\* Type 'CONFIRM' to delete this student and ALL deletable associated records

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

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