## admin essential, student records

## **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

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# St #	Lel ID 78929	Grd 10	Name Ludiow, Tristian	City Portola	Trok A	Education Program	Classroom Based	Offering E-r	mail 1	Started 1/09/2015	Finished Current	TR Higgins,	acher Marianna	Reg Enr Tch	dent Tabs r Trscpt Test	

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

	Student Enrollme	nt												
Add student	Tristian Ludlow	Grade	: 10			Local ID: 78929	Student	Statewide ID: Not Assigned	1	Race: American Ir	ndian or Alaska N	lative		
picture	13 Sierra St	a St. Age: 16			Gender: M	ender: M Date of Birth: 02/15/2000 Hispanic or Latino?								
	Portola, CA 96122 Enroll Start: <u>11/09/2015</u>				Parent(s): Sam Lu Josephi	dlow ine Ludiow		Staff: Higgins, Mar	rianna					
Create new	enrollment record	Co	ODCUII Track	ent E	nrollme	ent/Program Hi	istory	(Last not	Sfied by LeAnn Rei Grad Ri	evex on 11/05/2015 4:08pm	10	,	A-G	rograms Edit
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• Step 5. Scroll to the bottom of the page, type CONFIRM

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Add/Edit Custom Fields													

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

Add student Tristi picture 13 Si Porto	ian Ludiow ierra St. bla, CA 96122	Grade: <u>1</u> Age: <u>16</u> Enroll St	0 art: <u>11/09/2015</u>	Local Gend Parer	ID: <u>78929</u> S ler: <u>M</u> p nt(s): <u>Sam Ludiow</u> Josephine Luc	Student Statewide ID: <u>Not Assis</u> Date of Birth: <u>02/15/2000</u> dlow	gned	Race: American Ir Hispanic or Latino Staff: Higgins, Ma	ndian or Alask 97 <u>No</u> rianna	a Native		
Independent	Study Teach	er History										Not Migrated
This enrolment is f Changing staff enro	for an independe rollment in this an	nt Study staff sa can only be	association only done per each s	tudent and ca	nnot be done for gr	roups of students.						Migrated File
This enrolment is 1 Changing staff enr Teacher	for an independe rollment in this an	nt Study staff : sa can only be	association only done per each s	dudent and ca	nnot be done for gr Starting	roups of students. Ending		Status	(Last mo	dified by LeAn	e Retves on 1 Edit	Migrated File
This enrollment is t Changing staff enri Teacher Marianna Higgins (	for an independe rollment in this an (#123234380)	nt Study staff sa can only be	association only. done per each s	dudent and ca	Starting 11/09/2015	roups of students. Ending Currently act	tive	Status	(Last no	dified by LeAn	Edit Edit Record	Migrated File

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

	-	- Contraction of the		Distancia i Dubiat Assistant	Pass tracical latio	c Alaska Mativa	
dd student	Tristian Luciow	Grade: 10 Age: 15	Geoder: M. Date of	Birth: 02/15/2000	Hispanic or Latino? No	or Alaska Native	 _
picture	13 Sierra St. Portola, CA 96122	Enroll Start: <u>11/09/2015</u>	Parent(s): Sam Ludiow Josephine Ludiow	DITUT VEL LEGENSIN	Staff: Higgins, Marianna		
Cancel	Alsting Stell dis	ignment record	(Last updated by LeAnn F	Reeves on 11/09/2015 4:05pm)			Save Record
				If this chutont has a recorded or he	thete side with this shaff		
Start	ting: 11/09/2015			If this student has a reserved sche please select it below. Upon saving the staff association, be made for the student at the sel	aduled slot with this staff, a schedule will automatically lected time		
Start End	ting: 11/09/2015	(Leave blank if student is co	urrently enrolled with this teacher)	If this student has a reserved sche please select it below. Upon saving the staff association, be made for the student at the sel Reserved slots: No Reserved slots for	eduled slot with this staff, a schedule will automatically lected time.		

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

Admin	Reports	'Schools'	Teachers	Portal	Help									6
Search	List Regi	stration Enrolment	IS Staff Assoc	Discipline		Ned Special Program	ns/Accomm TO	NS Sports/Clubs		Transcripts		Profile	Dashboard	
Student F	Registration	: Ludlow. Tristian												
Derno	graphics Pre R	g & Prev School Family In	formation Ed Level	& Language Surv	ey ASAM APLU	18 HSLP Accomodations	Release							
Corry Data	a to New Sibling												Save	
Last modified i	by LeAnn Reeves	an 11/09/2015 4:04pm)												
Student record	d created by LeAn	n Reeves on 11/09/2015 4:01	pm)											
Demogr	aphics *									SWIC	n taos = C	ยา-J		
Tristian			Ludlow			Male   Female	10 Hist							
Legal Firs	st Name	Legal Middle Name	Legal Last I	lame i	Suttix	Gender	Gradelevel							
						02/15/2000	Reno	Birth	certifica	te on file				
Other/aka	a First Name	Other/aka Middle Na	me Other/aka l	ast Name	Other/aka Suff	ix Birthdate(M/D/Y)*	Birth City							
Legacy / S	Student Numi	er												
	CA	<ul> <li>United Sta</li> </ul>	tes .		~ _ Ch	eck here if the stu	dent was born	outside the U.	S. but gra	nted U.S. cit	izenship	at time	of birth	
State Stu	dent ID Birth	State Birth Cou	intry						-					
13 Sierra S	St.	Portola	CA ~ 961	22 U	S: United States		~							
Physical J	Address*	Physical City*	State* Zip*	- C	ountry*									

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

Copy Data to New Sibling	w School Family Information	Ed Level & Language Survey	ASAM APLU	IS NSLP	Accomodations/Re	lease			Save
Student record created by LeAnn Reev	es on 11/09(2015 4:01pm)								
Family Information									
Sam Ludlow (F 13 Sierra Portola CA	Tather) St. 96122	Lives with Student Send Student Mailings Hide from Transcripts Primary Parent				Josephine Ludlow (Mother) 13 Sierra St. Fortola CA 96122		Lives with Student     Send Student Mailings     Hide from Transcripts     Primary Parent	
Choose	Remo	ve		Ed	t Choose		Remove		Edit
CI	ick Choose to search/add	relatives for this student				Click Choose to se	arch/add rela	atives for this student	
Choose					Choose				
				Delete St	udent & Record				Save
		* Type '(	CONFIRM <sup>®</sup> to	delete this	student and A	LL deletable associated			

- 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. If you have questions about these special cases, please feel free to contact your School Pathways representative

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