

admin essential, student records

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 Type to quick page find

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

Education Program -- All Programs -- All Schools -- All Staff -- All Class Offering -- All Staff -- Primary Class Offering Teacher of Record Grade Actively Enrolled

03/24/2016 Reset to today 03/24/2016 thru 03/24/2016 Reset to today 2016 - 2017

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 # Lcl ID Grd Name City Trk Education Program Primary Class Offering E-mail Started Finished Teacher Student Tabs

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 Jump To
Ludlow, Tristian Reg Enr Tchr Trscpt
Clear

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

Student Enrollment

Add student picture	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 4:08pm) 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

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

School Transfer Code:

Optional/Survey Question

Survey: why Left:

Promotion/Retention Action:

Comments:

Drop Comments:

Print Drop-Form

CONFIRM CONFIRM*

* Deleting an enrollment record will also all 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/Accomm TOMS Sports/Clubs Tests Transcripts Curve Profile Dashboard

Add student picture	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

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.

Teacher: Marianna Higgins (8123234380) Starting: 11/09/2015 Ending: Currently active Status:

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

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.

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/Accomm TOMS Sports/Clubs Tests Transcripts Curve Profile Dashboard

Add student picture	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

Editing existing staff assignment record

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

Working with: Higgins, Marianna 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.

CONFIRM

* 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

Admin Reports 'Schools' Teachers Portal Help

Type to quick page find 

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

Student Registration: Ludlow, Tristian

Demographics

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

Demographics *

Tristian Ludlow 10 Male Female Hisp. Non-Hispanic
Legal First Name Legal Middle Name Legal Last Name Suffix Gender Grade Level
Other/aka First Name Other/aka Middle Name Other/aka Last Name Other/aka Suffix Birthdate(M/D/Y)* Birth City Reno Birth certificate on file

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

Physical City* State* Zip* Country*

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

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

Student Registration: Ludlow, Tristian

Demographics

(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	<input type="checkbox"/> Lives with Student <input type="checkbox"/> Send Student Mailings <input type="checkbox"/> Hide from Transcripts <input checked="" type="radio"/> Primary Parent	Josephine Ludlow (Mother) 13 Sierra St. Portola CA 96122	<input type="checkbox"/> Lives with Student <input type="checkbox"/> Send Student Mailings <input type="checkbox"/> Hide from Transcripts <input checked="" type="radio"/> Primary Parent
<input type="button" value="Choose"/> <input type="button" value="Remove"/> <input type="button" value="Edit"/>	<input type="button" value="Choose"/> <input type="button" value="Remove"/> <input type="button" value="Edit"/>	Click Choose to search/add relatives for this student	
<input type="button" value="Choose"/>	<input type="button" value="Choose"/>	Click Choose to search/add relatives for this student	

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

From:

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