admin essential, student records, student registration

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

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

	Student Enrollme	ent											
dd studen	Tristian Ludlow	Grade: <u>10</u>			Local ID: 78929								
picture	13 Sierra St.	Age: <u>16</u>			Gender: M		Birth: 02/15/2000		Hispanic or Latin	10? <u>No</u>			_
	Portola, CA 96122	Enroll Star	t 11/09/201	15	Parent(s): Josephine Ludiow Staff: Higgins, Marianna								
	enrollment record				ent/Program H	listory			vex on 11/09/2015 4:08;	pm)			
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• Step 5. Scroll to the bottom of the page, type CONFIRM

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			- De	seong an enro	orment record	wii als	o all delete special program/s	ervices ti	ed to the record					
Add/Edit Custor	n Fiolde													

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

Add student picture 13 Sierra St. Portola, CA 96122	Grade: <u>10</u> Age: <u>16</u> Enroll Start: <u>11/09/20</u>	Gender: M Date of	Statewide ID: <u>Not Assigned</u> Birth: 02/15/2000	Race: American Indian or Alas Hispanic or Latino? <u>No</u> Staff: Higgins, Marianna	ska Native	
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• Step 8. Type in CONFIRM in the box and click on delete. Repeat the process if there are multiple staff association records

	-		IS Staff Assoc	Discipline	Classes	Med	Special Progr		TOMS	Sports/Club	Tests	Transcripts	Cume	Profile	Dashboard
d student Trist	tian Ludlow	Grade: 1	2		cal ID: 78929		Student Statewid		ied.			Indian or Alasi	ka Native		
picture 13 S	lierra St.	Age: <u>16</u>		Ge	snder: M	Ludiow	Date of Birth: 02/	15/2000		His	vanic or Lati	no? <u>No</u>			_
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• Step 10. Click on "remove" for any Family Information listed

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Demographics Prev Reg & Prev Editors Family Internation Ed Level & Language Survey ASAM APLUS NSLP Accomplations/Release Copy Data to New Sbing Language Survey ASAM APLUS NSLP Accomplations/Release	Save
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Family Information	
Sam Ludlow (Father) Lives with Student Josephine Ludlow (Mother) Lives with Student 13 Sierra St. Bend Student Malings 13 Sierra St. Send Student Malings Portola CA 96122 Hide from Transcripts Portola CA 96122 Primary Parent	
Choose Remove Edit Choose Remove	Edit
Click Choose to search/add relatives for this student Click Choose to search/add relatives for this student	
Choose	
Delete Student & Records	Save
 Type 'CONFIRM' to detete this student and ALL detetable associated seconds. 	

- 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

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