



Mass Delete PMIS History - HRS6285

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Position Management > Utilities Mass Delete PMIS History

This utility allows you to delete all PMIS history records for a selected school year at one time.

Create an export using Export PMIS Tables prior to using this utility.

Delete PMIS history records:

Field	Description
Select School Year	Type the four-digit school year for which you want to delete PMIS history records.

Note: You must enter a prior school year. The value cannot be the current school year (i.e., the value **Current Year** field on the District Administration > Options > PMIS District Options page).

☐ Click **Execute** to process the deletion of records. You are prompted to create a [backup](#).

After the export process is complete, the actual update is done. If the update is successful, a message is displayed indicating that the mass delete of PMIS history records was processed successfully.