



# **grade\_reporting\_gradebook\_fdc\_inactivate**



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The **Inactivate Students** link is displayed once you enter a **Final Date** and click **Save**.

Click the link to inactivate all students at the campus.

The following occurs:

- The message “Inactivated Students” is displayed in the **Comments** column.
- The **Inactivate Students** link is no longer displayed.
- The **Rep Excl** field on [Registration > Maintenance > Student Enrollment > Demo1](#) is set to A (i.e., *excluded form attendance reporting*) and disabled for all students at the campus. The **Rep Excl** field is not re-enabled until the [Create No Show Records utility](#) is run.

Repeat for each campus.



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