



## **Delete Graduation Plan**



# Table of Contents

**Delete Graduation Plan** ..... 1



# Delete Graduation Plan

## Graduation Plan > Utilities > Delete Graduation Plan

This utility deletes the graduation plan from a group of students who have the same grade level or graduation plan assigned.

No Show students can be included; however they are not included in the **Student** autosuggest so you must know the name or student ID.

### Delete data:

Field	Description
<b>Student</b>	<p>Begin typing the student's name or ID (including leading zeros). As you begin typing the number, a drop-down list displays students whose name or ID <i>begins with</i> the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student.</p> <p>Leave blank to retrieve all students who meet the specified criteria.</p> <p>A No Show student can be selected; however the student is not included in the <b>Student</b> autosuggest so you must know the name or student ID.</p>
<b>Grad Plan</b>	<p>Select the graduation plan currently assigned to the students.</p> <p>Leave blank to retrieve students with any graduation plan.</p>
<b>Grade Level</b>	<p>Select the current grade level of the students.</p> <p>Leave blank to retrieve students in all grade levels.</p>
<b>Campus</b>	<p>Select the campus at which the students are currently enrolled.</p> <p>Leave blank to retrieve students at all campuses.</p>

Click **Retrieve**. The students that meet the criteria are listed on the right.

<b>Delete Grad Plan</b>	<p>Select individual students for whom you want to delete the current graduation plan.</p> <p>Or, select the check box in the column heading to select all students in the list.</p>
-------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Click **Delete**. The graduation plan is deleted.



## Back Cover