



# Delete Graduation Plan



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This utility deletes the graduation plan from a group of students by grade level.

### 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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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 for the selected students.



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