



## **Delete a Current Year Student**



# Table of Contents

**Delete a Current Year Student** ..... 1



# Delete a Current Year Student

## Registration > Utilities > Delete a Current Year Student

This utility deletes a student's current year record.

**WARNING:** This permanently deletes the student's school year records for the current year at the selected campus, including attendance, scheduling, grades, and graduation plan data.

### Delete data:

Field	Description
Student ID	Type the ID of the student whose record you want to delete, and click <b>Retrieve</b> . Or, click <b>Directory</b> to select a student from the <a href="#">directory</a> .
Student Info	The student's name and student ID are displayed, as well as demographic data.

Before you proceed, ensure that you have retrieved the correct student.

Click **Execute**. A message is displayed warning you if the student has membership days for the current school year and informing you that deleting the student will affect funding.

- Click Yes to continue. A message is displayed indicating that all current year records were deleted.
- Click OK. The student does not exist at the campus once the records are deleted.



## Back Cover