



## **Delete a Current Year Student**



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# 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 warning message prompts you to confirm that you want to delete the student. Click **Yes**.
- 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.



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