

# **Delete a Current Year Student**

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### **Delete a Current Year Student**

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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:**

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 directory.
<b>Student Info</b>	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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