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.

- If a student is completely new to the district in the current year, and has only been enrolled at the campus being deleted, all student information will be deleted.
- If student has no enrollment records for another campus during the current school year, student information for the current school year only will be deleted.
- If a student has been at more than one campus during current school year, any information that is not specific to the campus being deleted and current school year (if student was in the district in prior school years) will remain (e.g., grade-course records).
- If the student has been enrolled in the district during prior school years, only information specific to the current school year and campus being deleted will be deleted. Any information from prior years, and information that is not school year and campus specific will remain (e.g., health immunization records, which are not school year specific).

Delete data:

Student ID	Type the ID of the student whose record you want to delete, and click **Retrieve**. Or, click **Directory** to select a student from the directory.
Student Info	The student's name and student ID are displayed, as well as demographic data.

IMPORTANT: 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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