



midyear_submission_clear_previous_data

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Prior to extracting any data, all previous midyear submission data must be cleared. The Delete/Clear Tables utility allows you to delete all selected previous year data from the frozen file. **Use this utility very carefully.**

IMPORTANT:

Be sure all activities are coordinated so that one group's data is not inadvertently overwritten.

Organization data is manually updated and should not be deleted.

Options

Delete All Records

Organization Data

Shared Services Arrangement Campuses Contracted Instructional Staff

Fall Collection

Finance Data

Budget

Staff Data

Demo & Payroll Responsibilities Contracted Staff (Staff Type 2)

Student Data

Demo, Enrollment, Special Ed, CTE & Leaver Data

Census Block

Midyear Collection

Organization Data

Prior Campus Prior SSA

Finance Data

Actual SSA Actual

Under **Midyear Collection**:

- Select **Finance Data - Actual**.
- If the regional day school program for the deaf (RDSPD) member receives Average Daily Attendance funds for an enrolled student and pays a fiscal agent for RDSPD services, select **SSA Actual**. Do not check **SSA Actual** if it does not apply.

CAUTION: Do not delete Finance Budget data; these records may be needed for a Fall re-submission.

Click **Delete**.

You are prompted to confirm that you want to delete the records.

Click **OK**.

The records are deleted.



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