



**midyear\_submission\_clear\_previous\_data**



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[State Reporting > Utilities > Delete/Clear Tables](#)

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.

Delete

**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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