



**Clear data from the previous year.**



# Table of Contents



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

Prior to extracting any data, all previous summer 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.

Under **Summer Collection** select the data you want to delete.

**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

**Midyear Collection**

**Organization Data**

Prior Campus  Prior SSA

**Finance Data**

Actual  SSA Actual

**Summer Collection**

**Classroom Link Data**

Course Section & Teaching Assignments

**Staff Data**

Demo

**Student Data**

Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1

Flexible Attendance

Special Ed Flexible Attendance

CTE Flexible Attendance

**Extended Collection**

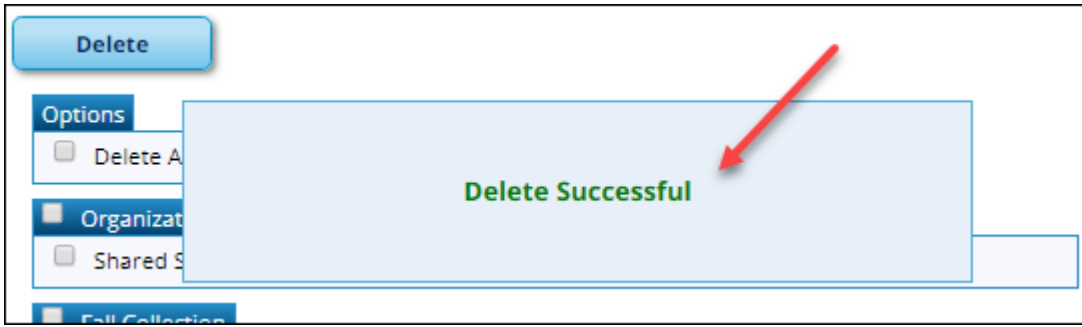
Click **Delete**. You are prompted to confirm that you want to delete the records.

Selected records will be permanently deleted.

Press OK to continue, or Cancel to stay on the current page.

**OK** Cancel

Click **OK** to continue. A message is temporarily displayed when the process is finished.





## Back Cover