



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

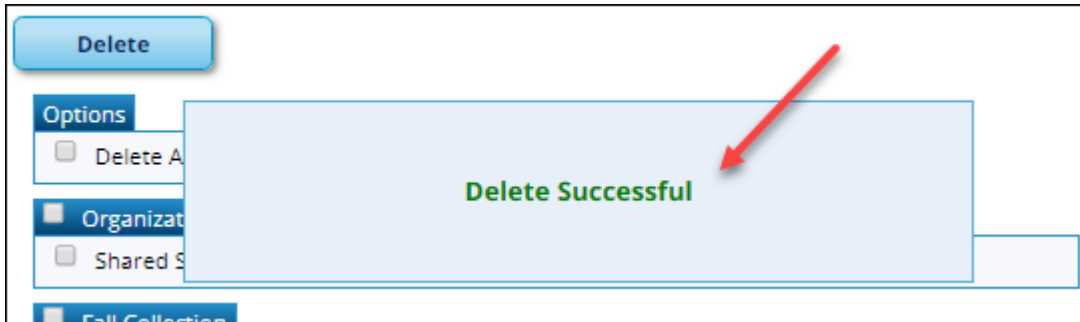
2026/04/05 03:07

2

Clear data from the previous year.

Click **OK** to continue.

A message is temporarily displayed when the process is finished.





Back Cover