



**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**.

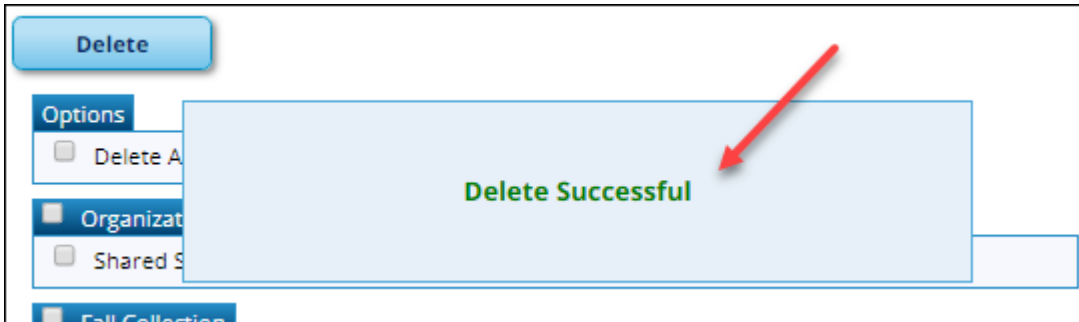
You are prompted to confirm that you want to delete the records.

Selected records will be permanently deleted.

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

Click **OK** to continue.

A message is temporarily displayed when the process is finished.





## Back Cover