



Clear data from the previous year.

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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.

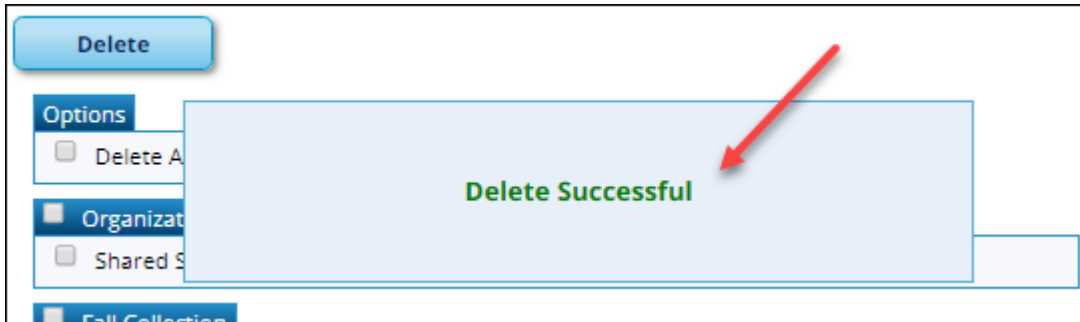
Press OK to continue, or Cancel to stay on the current page.

OK

Cancel

Click **OK** to continue.

A message is temporarily displayed when the process is finished.





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