



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.

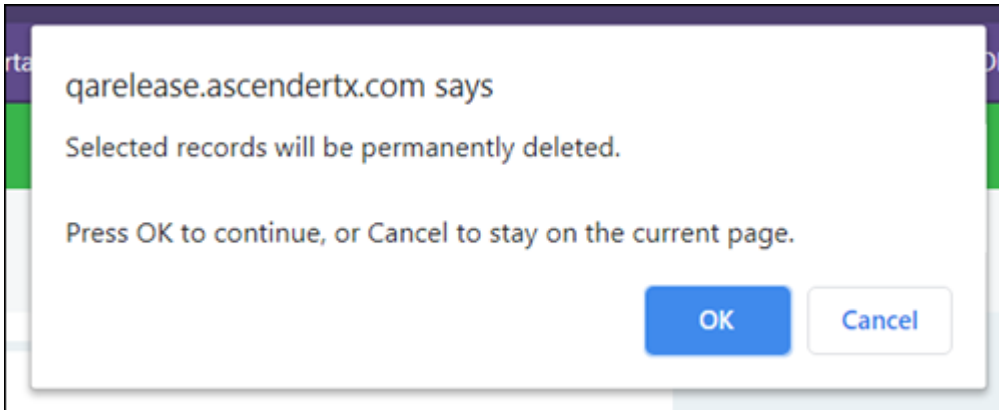
Under **Summer Collection** select the data you want to delete.

Delete

- Summer Collection
 - Classroom Link Data
 - Course Section
 - Student Data
 - Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1
 - Flexible Attendance
 - Special Ed Flexible Attendance
 - CTE Flexible Attendance
 - Special Education
 - Industry Certifications

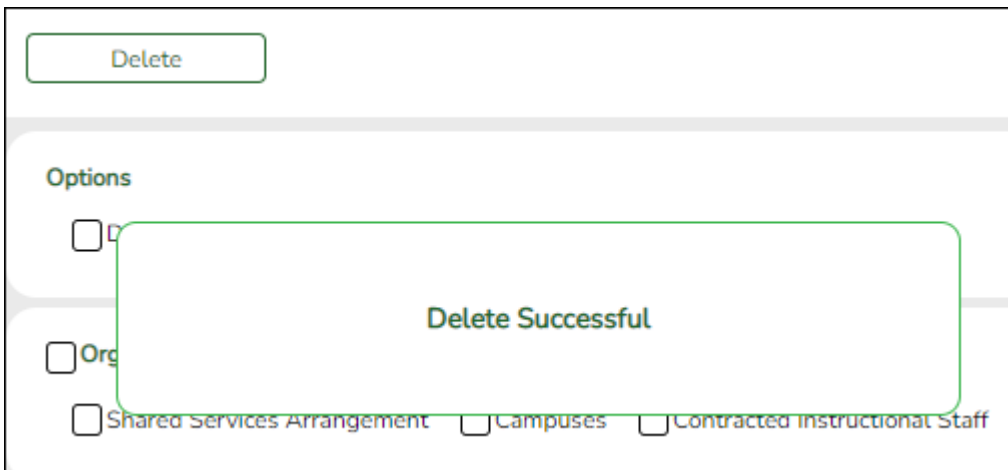
Click **Delete**.

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



Click **OK** to continue.

A message is temporarily displayed when the process is finished.





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