



Delete/Clear Tables

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State Reporting > Utilities > Delete/Clear PEIMS Tables

This utility, which is typically only run at the beginning of a new submission, allows you to delete current year records from the State Reporting tables.

Delete records:

Options	Select one: Delete All Records Select to delete all records. <ul style="list-style-type: none">• If selected, all fields and sections on the page are selected and cannot be unselected.• If not selected, you can select individual fields and selections.
Organization Data	Select the records to delete.
Collections	For each collection (Fall , Midyear , Summer , and/or Extended), select the data you want to delete.

☐ Click **Delete**.

A message is displayed prompting you to confirm that you want to delete the records. Click **OK**.

When the process is complete, a message is displayed indicating that the process finished successfully.



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