Delete/Clear Tables

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TSDS > Utilities > Delete/Clear Tables

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

Delete records:

Field	Description	
Options	Select one:	
	Delete All Records	Select to delete all records. • 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. Click **OK**.

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