STUDENT UTILITIES – DELETE STUDENTS

General Information:
It is sometimes necessary to delete a student from a school or district's database (e.g. a "no-show" or student entered in error). If a student has records on two student ID numbers, those "two students" need to be merged into one. It will be necessary for you to combine records manually (e.g. schedules, academic grades, behavior, etc.) before you use this "Delete Students" function to eliminate one of the students from your SIS database.

Deletion can be done via the web interface by anyone having permission (granted in Control Master) to access Student Utilities. Grant this permission only with extreme care! This is a very powerful tool, and when deletions are performed the results are permanent. USOE cannot be responsible for retrieving lost data as a result of the "Delete Students" function. **EXTREME CAUTION IS RECOMMENDED!**
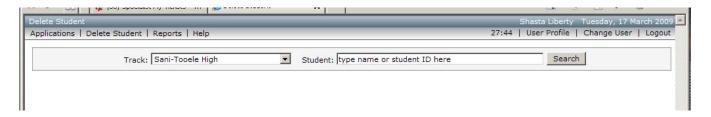
DELETE STUDENT

On the SIS 2000+ Home page, select "Student Utilities"
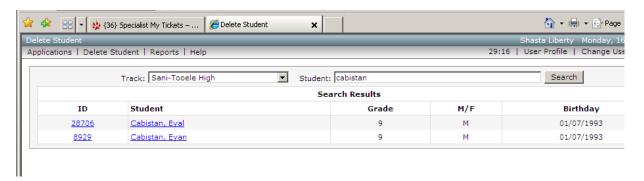

Select "Delete Student"

In the "Student" field, type the student's name, or Student ID, and click "Search" (note: Ensure the "Track" is correct)
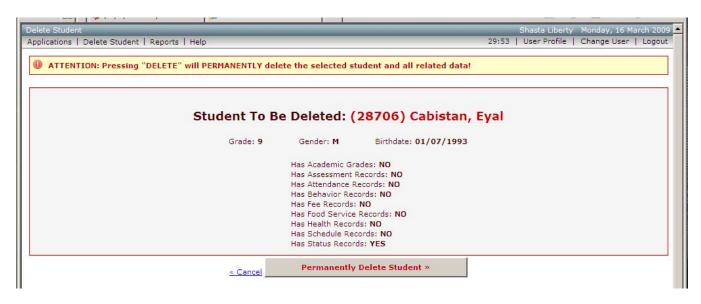

Search results screen appears

Check carefully to see that the student listed matches the one you want to delete on the following fields:
Student ID, Name, Grade, Gender, and Birthday

Click on the student's ID or Name
A screen showing all records for the student selected, along with a warning message:

You will be told whether the student has records of the following types:

- Academic Grades
- Assessment
- Attendance
- Behavior
- Fees

- Food Service
- Health
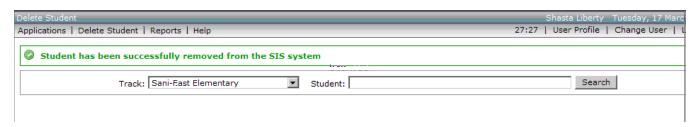- Schedule
- Services & Programs
- Status

Helpful Hint: If "YES" appears next to any of the records listed above (other than Status records, which are always present), it would be prudent to print and review these records prior to performing the "Delete." There is a possibility that you will see something that will change your mind about the deletion. If you proceed, the records will automatically be deleted.

To proceed, click on the "Permanently Delete Student" button; to abort the deletion, click "Cancel." A warning message will appear:

…if you are <u>absolutely sure</u> about the deletion, click on "OK" (otherwise "Cancel").

If the deletion was successful, you should see the following message:

Note: The track shown in the dropdown box when you receive your 'success' message will be the default track, which is not necessarily the one in which you performed the 'delete student' operation.

GRANTING ACCESS

Access for "Delete Student" is granted on the Permissions tab in Control Master (**BE CAREFUL!**):