Introduction to:
Student Deletion & Archive
Student Return

April 2019

Student Deletion / Archive Student Return

- Overview Student Deletion

- Student Deletion

- Overview Archive Student Return

- Archive Student Return

Deleting A Student

A Student was enrolled and scheduled into an occupational program. The student never showed to the CTE and we have received confirmation the student will not be attending the CTE.

What do you want to do?
Delete an Enrolled Student

How?
Return/Remove Student Module > Option 1 Delete Student

Student Deletion

Remove/Return Student Module

This module has two main uses. Deleting student enrollment data, including grades & attendance; Returning students & student information from the archive database.
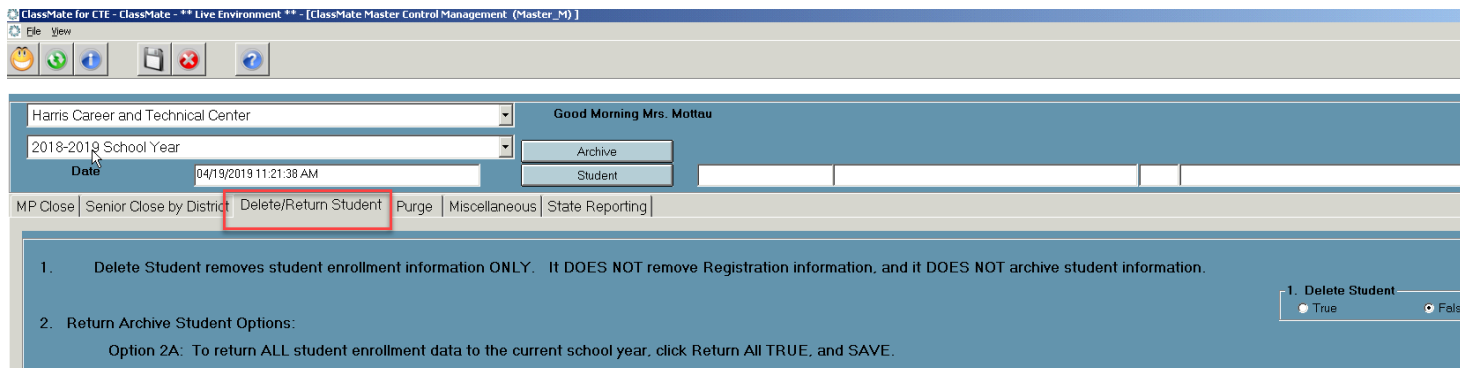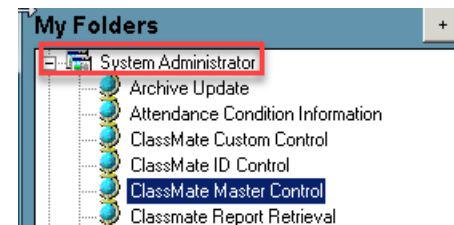
Getting Started

Double click > **My Modules** > Double Click

Student Enrollment > Click **Remove/Return Student**

This function is also available under:

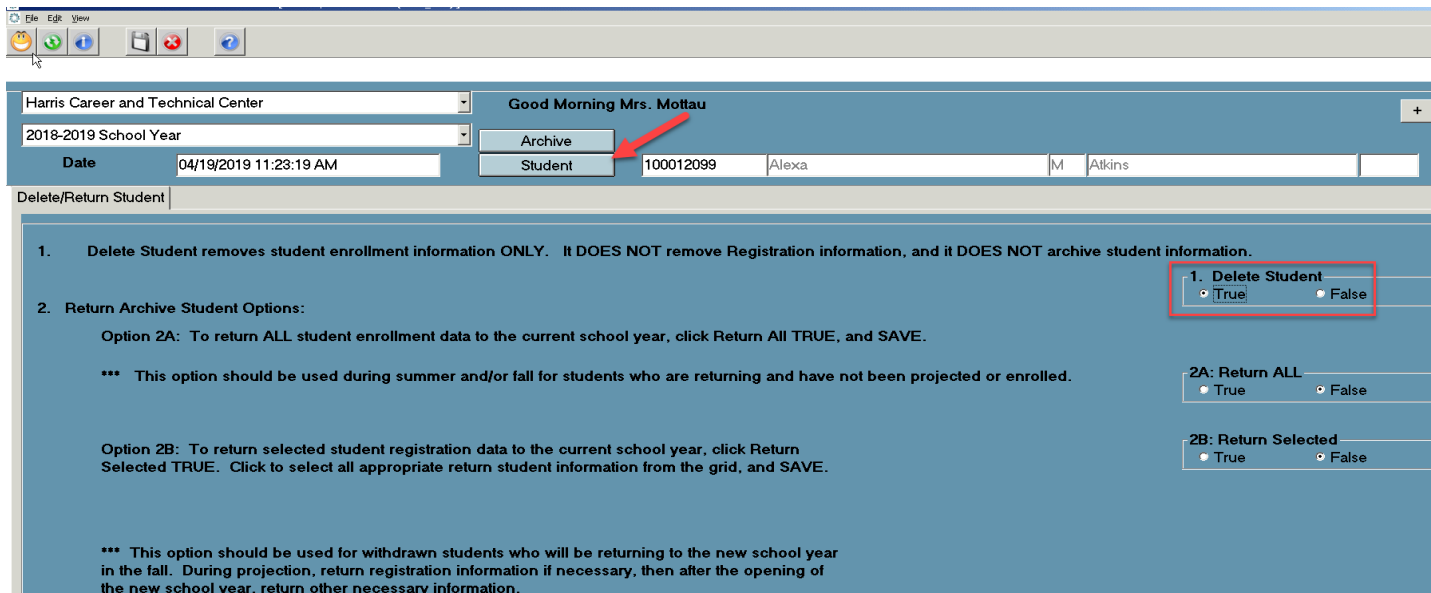**System Administrator > ClassMate Master Control > Delete/Return Student tab**

Student Deletion

Student Deletion **Delete student enrollment data including grades and attendance**

This step will be used to **DELETE** Student Enrollment information including **Grades & Attendance**.

Registration data **WILL REMAIN**.

- Select **Campus Location** (If applicable)
- Select the **Student Name** by clicking on the **BLUE STUDENT** button
  A new window will display for you to Search For and select your student
- Select the student name by **double clicking**
- The selected student will display in the field to the right of the **BLUE STUDENT** button
- Click **"T"** for True in the Delete Student Field in Option 1
- Click **"Save"**
- A message will display indicating the process is complete and student is deleted

Return A Student From Archive

Return a student from archived data . The student would then be eligible for enrollment in the current school year.

What do you want to do?

Return a Student from Archive

How?

Return/Remove Student Module. Option 2
Select either Option 2A- Return ALL or Option 2B – Return Selected

Student Deletion

Remove/Return Student Module

This module has two main uses. Deleting student enrollment data, including grades & attendance; Returning students & student information from the archive database.
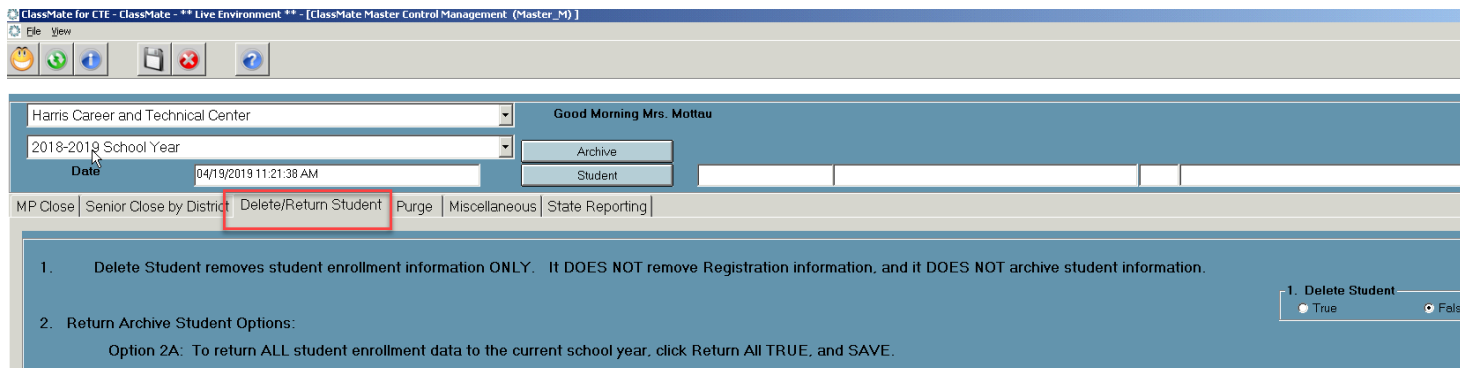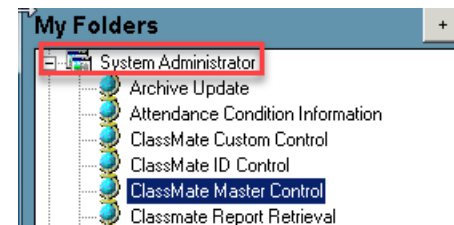
Getting Started

Double click > **My Modules** > Double Click

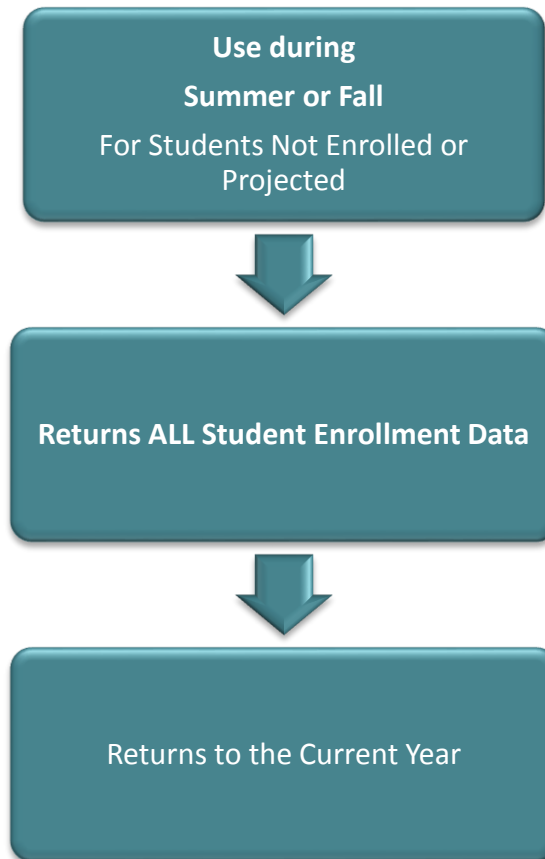**Student Enrollment** > Click **Remove/Return Student**

This function is also available under:

System Administrator > ClassMate Master Control >
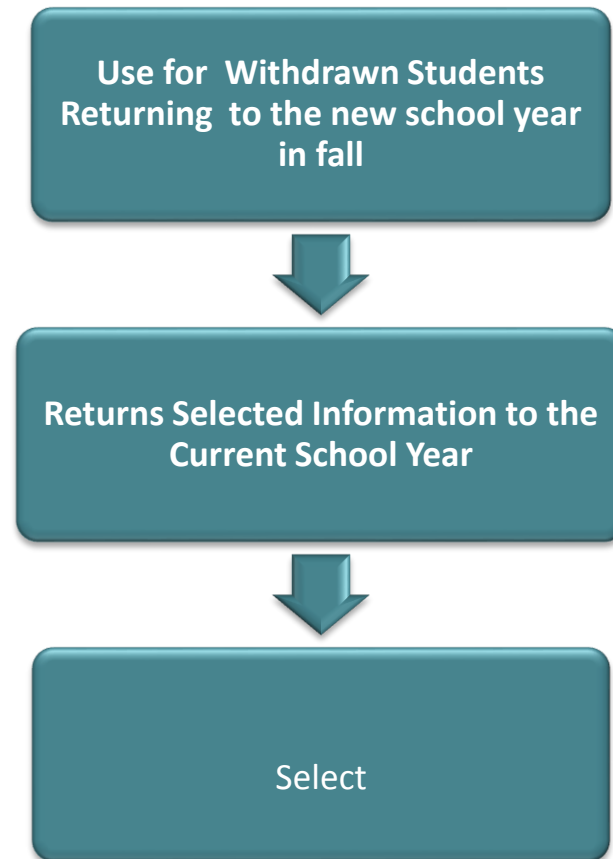   **Delete/Return Student tab**

Archive Student Return

Options 2A

Use during
Summer or Fall
For Students Not Enrolled or Projected

↓

Returns ALL Student Enrollment Data

↓

Returns to the Current Year

Option 2B

Use for Withdrawn Students Returning to the new school year in fall

↓

Returns Selected Information to the Current School Year

↓

Select

Remove / Return Student Module

This module is used to retrieve a student from the archive database. There are two options for returning students. Returning ALL Student Information to the Current School Year & Returning Selected Student Information to the Current School Year Registration.

An example scenario where option **2A** is used is when after System Rollover has occurred and you have received an application or word from the district that a student who was enrolled in a previous (Archived) school year is returning to your school. You now need to return the student from Archive so that the student can be scheduled.

An example scenario where option **2B** is used is when before System Rollover has occurred you receive an application or word from the district that a student who was not enrolled in the current school year, but was enrolled in a previous (Archived) year, is returning for the new school year in fall.
You would use option **2B** to return **selected** data so that the student can be projected into the new school year but is not returned into the current school year.

> ****Note for Option 2B** - If the student in question still exists in **Student Registration Information** module then go to that module, update their calendar year & data (ie: address, grade level, etc).
> Then on the Programs tab enter their new choice.
> Then Project the student.
>
> After Rollover has occurred though use Option 2B & return select data (ie: Student Enrollment Programs, Student Curriculum, etc).

Archive Student Return Option 2A

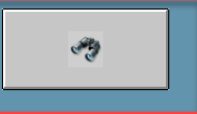**Option 2A**: Returning all Student Information to the Current School Year

1) Calendar – Enter the calendar year the student last attended

2) Search For – Enter the students last name (partial)

3) Click the binoculars to search for the student

4) When the list of student names appears click on the student

5) Click on the green check mark (select button) to select the student & return to the module you could also double click student name

6) The next 2 slides will show your next steps for options 2A Return ALL and 2B Return Selected

Last Name Search

Calendar: 201314

Search For: bana

Archive Students

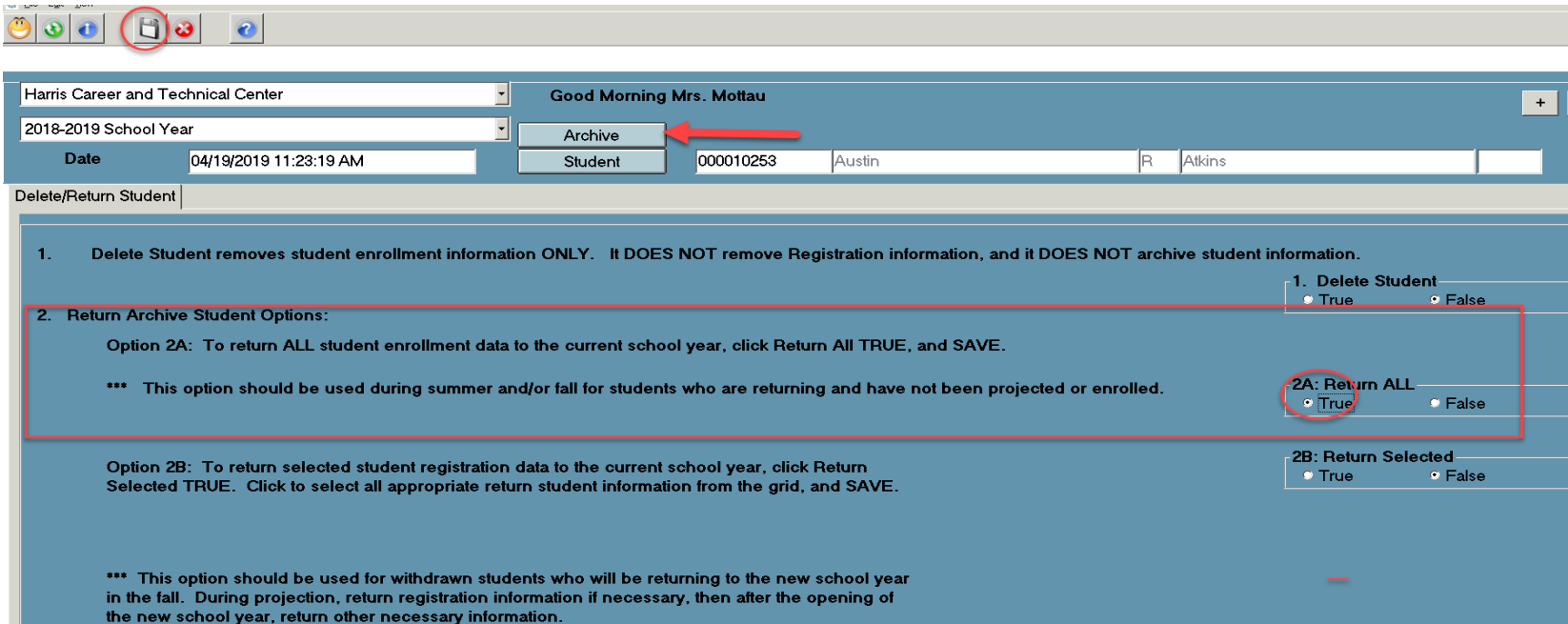| LastName	FirstName	M	Suffix	SocialSecurity#	Student	PAsecureID	Calendar
Banach	Aimee	M			000010376	4444145431	201314
Banach	Alessandra	B			000010873	4444128269	201314
Banach	Alex	J			000010852	4444145626	201314
Banach	Alexa	P			000010691	4444682169	201314
Banach	Angelica	M			000010779	4444932656	201314
Banach	Ariel	D			000010654	4444310836	201314
Banach	Autump				000010519	4444170604	201314

Archive Student Return

Archive Student Return Option 2A

Option 2A: Returning **ALL** Student Information to the Current School Year

This option should be used during the summer/fall for students that are returning and have not been projected or enrolled

1) Select Location (if applicable)
2) Click True under 2A ReturnAll
3) Click Save
4) Find Student in Student Master, Student Scheduling modules to make any necessary adjustments
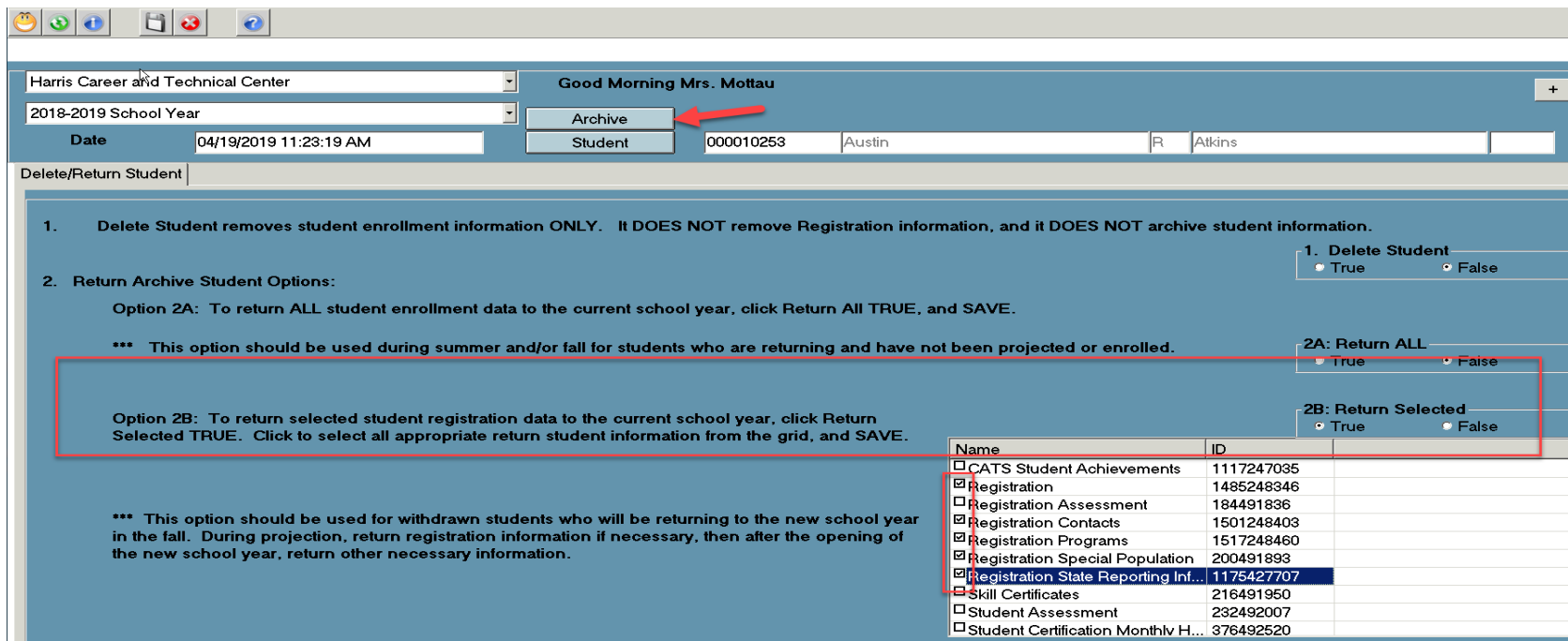
Archive Student Return Option 2B

Option 2B: Returning Selected Student Information to the Current School Year Registration.

1) Select Location (if applicable)
2) Click Archive Blue Button
3) Click True under 2B Return Selected
4) Check items to return
5) Click Save button
6) Find Student in Registration modules to make any necessary adjustments

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Questions?
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