

Introduction to: Student Deletion & Archive Student Return

April 2019

SPECIALIZED STUDENT SOLUTIONS | STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

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.



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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

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Harris Career and T	Technical Center	 Good Mornin 	g Mrs. Mottau				+
2018-2019 School `	Year	Archive					
Date	04/19/2019 11:23:19 AM	Student	100012099	Alexa	M Atl	kins	
elete/Return Stude	int						
1. Delete St	tudent removes student enrollment ir	formation ONLY. It DOE	S NOT remove P	Registration information	n, and it DOES NOT archive	student information.	
2. Return Arch	nive Student Options:					1. Delete Student • True • False	
Option	2A: To return ALL student enrollme	nt data to the current sch	ool year, click Ref	turn All TRUE, and SA	VE.		
*** Th	nis option should be used during sum	mer and/or fall for stude	nts who are return	ning and have not bee	n projected or enrolled.	2A: Return ALL • True • False	
Option Selecte	2B: To return selected student regis ed TRUE. Click to select all appropri	tration data to the curren ate return student informa	t school year, clic ation from the grid	k Return I, and SAVE.		2B: Return Selected True False	
•••• Thi in the f the new	is option should be used for withdraw all. During projection, return registra w school year, return other necessan	rn students who will be r tion information if necess y information.	eturning to the ne- sary, then after the	w school year e opening of			





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.



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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).



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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

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Banach	Alex	J			000010852	4444145626	201314		
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Banach	Ariel	D			000010654	4444310836	201314		
Banach	Autumn				000010510	4444170604	201214	1	



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

	Good Morning Mrs. Mottau	+
)18-2019 School Year	Archive Archive	
Date 04/19/2019 11:23:19 AM	Student 000010253 Austin R Atkin	S
ete/Return Student		
I. Delete Student removes student enrollment info	mation ONLY. It DOES NOT remove Registration information, and it DOES NOT archive st	udent information.
		1. Delete Student
2. Return Archive Student Options:		
Option 2A: To return ALL student enrollment	data to the current school year, click Return All TRUE, and SAVE.	
*** This option should be used during summ	ar and/or fall for students who are returning and have not been projected or enrolled.	2A: Return ALL
		2B: Return Selected
	tion data to the current school year, click Return	© True 🔹 False
Option 2B: To return selected student registra Selected TRUE, Click to select all appropriate	return student information from the drid, and SAVE.	
Option 2B: To return selected student registra Selected TRUE. Click to select all appropriate	return student information from the grid, and SAVE.	
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Option 2B: To return selected student registra Selected TRUE. Click to select all appropriate	return student information from the grid, and SAVE.	
Option 2B: To return selected student registra Selected TRUE. Click to select all appropriate *** This option should be used for withdrawn in the fall. During projection, return registration	students who will be returning to the new school year	



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

Career ahid	Technical Center Good Morning	Mrs. Mottau					
3-2019 Schoo	Year Archive						
Date	04/19/2019 11:23:19 AM Student	000010253	Austin	R	Atkins		
te/Return Stud	ent						
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