samegoal

Delete Students

Delete students

Students should only be deleted if they were created in error. Students that become inactive because they left the district, graduated, etc. should remain undeleted with an inactive enrollment status.

Steps *To delete a student:*

1. Visit **Students / create new** in the left menu.
2. Search for the student you wish to delete.
3. Check the box next to the student in the list. Then click the button **Actions > Delete**.

Undelete students

Students should be undeleted if they were deleted in error.

Steps *To undelete a student:*

1. Visit **Students / create new** in the left menu.
2. Search for the student you wish to undelete. Make sure the **deleted** checkbox is checked when performing the search.
3. Check the checkbox next to the student to undelete in the list. Then click the button **Actions > Undelete**.
4. If the student has any documents which should be restored, you must separately undelete them.