Summary

Deleting a student in PowerSchool is **not supported**. The supported process is to "archive" the student. Doing so will effectively make the student invisible so that they will not appear in the Gradebook, Administrative reports (including State Reports), Report Cards, etc.

You will *not* be able to delete a student if the following has occurred:

* If the student has been scheduled into classes.
* If the student has had attendance taken.
* If the student has had grades entered (including standards).
* If the student has been enrolled into Special Programs.
* If the student has been administered fees.
* If the student has test scores.
* If the student has log entries.
* If the student has any attachments uploaded.

Note: A deletion of a student using DDA may still be possible if **NO DATA** has ever been entered for the student record, but this does not mean that after deleting data from a list of related tables you will be able to delete the student.

Even when a student has been entered twice in PowerSchool, the removal process is the same. Select the student that you do not want to keep and follow the archive process.

Archive a Student Process

The Archive process (which has also been referred to as the No-Show process) is as follows:

1) On the Start page, search for and select the student you wish to Archive.
2) Choose the student's Transfer Info page. Take note of the entry date for the student's current enrollment.
3) Choose the student's Functions page.
4) Click Transfer Out Of School.
5) (Optional) Enter a Transfer Comment stating that the student is a "no-show" or "duplicate record."
6) Enter the Date of Transfer. This date should be one day after the student's entry date from step 2.
7) Select the appropriate Exit Code. Note: Your state may require a specific exit code for no-show students.
 Submit your changes.

Many states also have exclude from State Reporting settings. Please check your state's User/Reporting guides on how to set students to be excluded.

What some other customers are doing...

If a duplicate student is created, but the issue is identified right after the duplicate is created, some customer are changing the student name to a place holder name.

If the student has been enrolled in classes, the teachers would need to remove any grades, the student would then need to be dropped from any classes. If the student is dropped from the Teacher Schedule page Attendance could also be cleared out at the same time the student is dropped. This process is explained in detail under the section labeled "*Deleting A Section Enrollment (Deleting attendance for a single student in a section)*"of this *article*.

Fees or any other personal information would need to be cleared out through the user interface (UI). Keep in mind if Attendance has already been taken it will need to be cleared from the duplicate record and re-entered into the correct student record.

The best case is if nothing has been attached to the student's record. Then you can just more forward with changing the basic student information in the UI. The name place holder can be whatever name you wish to use, but staff doing the enrollments should know what to search for so these records can be reused. Some example placeholer names could be;

Last: Unused
First: Student

Last: Batman
First: Student

It is also suggested to set this student to Transferred Out so they are not counted in your current Enrollments. Then when the enrollment person begins to enter a new student record they can do a search from the Student Search area similar to the following;

/Unused

or

/Batman

State/Province Note: The Student Number and/or State Student Number may also need to be updated to an unused value to not cause conflicts. You may also need to mark this record so this student will not count towards State Reporting.

Some State/Provinces may still not allow this. If your State/Province has a special way of marking duplicate student records, please follow their suggestions.