

Litebite 21

Deleting Pupil and Staff Records

Only the school's main ADMIN user can delete pupil or staff records on Integris.

A. Deleting pupil records

An Individual pupil record or a group of records can be deleted permanently at any one time.

Bulk deletion of old pupil records: search for a specific date of birth range or a date of leaving range when selecting records to be deleted (in step 2 below) according to your **Data Retention Policy** for pupil records.

How to Delete Pupil Records

From Admissions Roll: When a pupil record is held in the Admissions Roll and is no longer required, the administrator user can delete a record by going to **Modules > Administration > Utilities > Delete Student from Admissions Roll**

From Former Roll: When a pupil record needs to be deleted from the **Current Roll** (usually because a duplicate record has been created and needs to be removed), the pupil record needs to be moved to the Former Roll first before it can be deleted (by using the **Move to Former Roll** utility located at the top of the pupil record). Then use **Modules > Administration > Utilities > Delete Student from Former Roll**.

Protecting pupils from deletion: there may be pupil records that you wish to continue to hold as archive records for legitimate reasons (i.e. safeguarding, child protection etc.).

To protect a pupil record from deletion:

1. Go to **Modules > General > Student Details**
2. Change the roll to Former Roll and **Find** the pupil record
3. Click on the **Enrolment** tab and click **Edit**
4. Tick the check-box for **Protect from Deletion**
5. Click **Save**

To Delete pupils from Former Roll

1. Go to **Modules > Administration > Utilities > Delete Student from Former Roll**

You will see the following screen:

Delete Student from Former Roll

Page Help

This utility allows you to permanently delete students from the Former roll, this will delete ALL information on this student.

Students with a Leave Date within the last year will be highlighted in red.
Students with a Leave Date within the last 5 years will be highlighted in orange.

WARNING: Once a student has been deleted, **ALL** of the data for that student is **IRRECOVERABLE**.
You are responsible for ensuring the correct students are deleted.

Reference No.	Surname	Known Name	Leave Date	Year	Class	Date of Birth	Age	Gender
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- Click the + icon to add a pupil or a group of pupils to the list by searching through the *Student Find-General Search* screen. The **Roll Status** field is already defaulted to **Former Roll**. Finding a pupil record by searching for the student reference number is the most secure way of locating the correct record in Former Roll.
- Any pupil added to the list in error or that you do not wish to delete from Integris can be removed from the list by clicking on the pupil name and then clicking on the Bin icon.

Note: if a pupil selected has a leave date in the future, you will see a warning message and the pupil cannot be added to the list for deletion.

If a pupil has been **protected** from deletion, you will see a warning message and the pupil cannot be added to the list for deletion.

Delete Student from Former Roll

Page Help

This utility allows you to [permanently delete students](#) from the Former roll, this will delete ALL information on this student.

Students with a Leave Date within the last year will be highlighted in red.
Students with a Leave Date within the last 5 years will be highlighted in orange.

WARNING: Once a student has been deleted, **ALL** of the data for that student is **IRRECOVERABLE**. You are responsible for ensuring the correct students are deleted.

Reference No.	Surname	Known Name	Leave Date	Year	Class	Date of Birth	Age	Gender
86	Abdullahi	Nikolina	07 Feb 2017	4	4B	05 Apr 1995	23	Female
83	Adams	Sally	08 Apr 2015	1	1B	13 May 2003	14	Female
236	Adnitt	Oliver	10 Jan 2012	1	1A	20 Oct 2008	9	Male

Note: pupils with a leave date within the last year will be highlighted in **Red**
Pupils with a leave date within the last 5 years will be highlighted in **Orange**

- When you are happy with the list of records selected, click **Next**
- You will now be asked to review the list of records for deletion and click **Confirm**
- The next Confirm Deletion window restates what you are about to do and lists the data that will not be deleted in this process. Click **Next**
- In the next Confirm Deletion window, you will see the **Headteacher's email address** as that being used to receive a confirmation message about the deletion – please check that the email address is correct. *If incorrect, you need to Cancel out of the process and enter the correct email address into the Headteacher's record in Staff Details.*
- Click **Next**
- This is the final Confirmation screen – type in the word **DELETE** (in CAPS) into the text box and click **Delete Students**

You will now have completed the deletion process. **An email will automatically be sent to your Headteacher to confirm the deletion.**

Deleting Pupil and Staff Records

B. Deleting Staff Records

Only the school's main ADMIN user can delete staff records on Integris.

Individual staff records or a group of records can be deleted at any one time.

Deleting old records (i.e. staff that have left the school) should be done in accordance with your school's **Data Retention Policy**.

How to Delete Staff Records

From Former Roll: When a staff record needs to be deleted from the **Current Roll** (usually because a duplicate record has been created and needs to be removed), the staff record needs to be moved to the Former Roll first before it can be deleted (by using the **Move to Former Roll** utility located at the top of the staff record). Then use **Modules > Administration > Utilities > Delete Staff from Former Roll**.

Protecting staff records from deletion: there may be staff records that you wish to continue to hold as archive records for legitimate reasons.

To protect a staff record from deletion:

1. Go to **Modules > General > Staff Details**
2. Change the roll to Former Roll and **Find** the staff record
3. Click on the **Personal** tab and click **Edit**
4. Tick the check-box for **Protect from Deletion**
5. Click **Save**

To Delete staff from Former Roll

1. Go to **Modules > Administration > Utilities > Delete Staff from Former Roll**

Delete Staff from Former Roll

Page Help

This utility allows you to permanently delete staff from the Former roll, this will delete ALL information on the staff members.

Staff with a Leave Date within the last year will be highlighted in red.
Staff with a Leave Date within the last 5 years will be highlighted in orange.

WARNING: Once a staff member has been deleted, **ALL** of the data for that staff member is **IRRECOVERABLE**.
You are responsible for ensuring the correct staff members are deleted.

Reference No.	Surname	Known Name	Leave Date	Staff Type	Gender
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2. The process for deleting staff records is exactly the same as that for pupils – please continue from point 2 (page 2) to delete staff record(s).