Delete A Staff Record

How to Delete a Staff Record.

Sometimes when a user uploads a group of staff records or enters staff information incorrectly, it is required to delete the records. You can do so by going to the staff list view, clicking on the three-dotted menu in the far right corner of each row, and choosing Delete Staff.



You can only delete the staff record if the staff has no transactional associations like attendance, grades, discipline etc.

If you have entered a staff record and scheduled the staff to one or more courses and then you want to delete the record. Then, go to **Main Menu >> Scheduling >> Group Delete** and delete the staff schedule. After that the system will allow you to delete the staff record. However, after scheduling if the staff has taken attendance or given grades, then the record cannot be deleted.

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