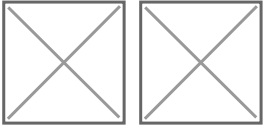


Delete A Student Record

How to delete a Student record in CrownSIS.

Sometimes when a user uploads a group of students or enters students' information incorrectly, it is required to delete the records. You can do so by going to the student list view, selecting one or more students, clicking on the three-dotted menu in the upper right corner, and choosing Delete Selected.



The following are the cases when the student record can be deleted:

1. Students were imported via data import template or added manually and needed to be deleted - select all the incorrect students and delete them from the triple dot menu on the upper right of the grid.
2. Deletion after scheduling - if students were scheduled into one or more courses but no attendance or grades were given, the go to **Main menu >> Scheduling >> Group Delete**. Choose the course sections and delete the students' schedules. You will then be able to delete the students from the grid.
3. If students have billing or discipline-related transactions, deletion will not be permitted.
4. If an applicant is made a student via the application form, that student cannot be deleted.

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