



How to Delete a Pupil/Student Record

Applicable to SIMS .net version

7.104 onwards.

Permissions required

You must be a member of the *School Administrator* User Group in System Manager to delete a pupil/student record.

Introduction

IMPORTANT NOTE: *This process is irreversible and is only for deleting erroneous records. You may wish to carry out a backup before proceeding. This process should NOT be used for pupil/students who are leaving the school or have been permanently excluded.*

A pupil/student should only be deleted if:

- they have been entered in error.
- their record is a duplicate.
- they have been recorded as on-roll prior to their arrival, but they subsequently choose to attend another school.

When a pupil/student is deleted, all their associated records will be completely removed from the system, including any documents attached to their record (such as letters, medical notes, etc.).

NOTE: If you are deleting a duplicate record, ensure that (if necessary) any required data is added to the record you intend to keep.

It is not possible to delete a pupil/student if they have any of the following details recorded against them:

1. Examination Entries
2. Education Maintenance Allowance
3. CONNEXIONS record

Deleting a pupil/student

1. Select **Routines | Student | Delete Student** to display the **Locate Student** browser.

Name	Gender	Dob
Jones, April	Female	28/02/2001
JONES, Gail	Female	03/01/1988
Jones, Jim	Male	23/06/1996
Jones, Liam	Male	12/12/1992
Jones, Lucy	Female	03/11/1994
Jones, Molly	Female	12/12/1996
Jones, Peter	Male	02/02/2001
Jones, Siân	Female	20/04/2000
JONES, Thomas	Male	13/03/1989

2. Search for the pupil/student to be deleted by entering any combination of their **Surname**, **Forename** or **Gender**, then click the **Search** button.
3. Highlight the required pupil/student then click the **Open** button to view their details. There may be a slight delay while the system gathers their associated records. The following message will be displayed during this process:

The System is gathering the information on the selected student
 You will have the opportunity to review and print this information
 to help you decide if this is the student you wish to delete
 please wait

The **Current Details** are displayed together with a **Data Summary** which lists whether the pupil/student can be deleted and shows the number of associated records that will be removed.

The following categories of data are reported on:

- Curriculum Data (including timetable and classes)
- Performance Data (including assessments, exam entries and results)
- Returns and Transfers Data
- Concessions Data
- Behaviour Data
- Exclusions Data
- SEN Data
- Student Basic Data
- Attendance Data (including attendance and lesson marks)

Delete Student - Lucy Jones
 X Delete | Print | Cancel

1 Current Details 2 Data Summary 3 Attendance Data (386 records) 4 Student Basic Data (16 records) 5 Returns and Transfers Data (3 records)
 6 Performance Data (68 records) 7 Curriculum Data (6 records)

1 Current Details
 Name : Lucy Jones
 Gender : Female Date of Birth : 03/11/1994
 Latest Admission : 01/09/2000 -> Current
 Year : 6
 Class : 6VC
[Click for photographers](#)

2 Data Summary
This student can be deleted
 This Student has Curriculum Data (6 records) This Student has Attendance Data (386 records)
 This Student has Performance Data (68 records)
 This Student has Returns and Transfers Data (3 records) ← Lists the number of records in each category.
 This Student has no Concessions Data
 This Student has no Behaviour Data
 This Student has no Exclusions Data
 This Student has no Fees Billing Data
 This Student has no SEN Data
 This Student has Student Basic Data (16 records)

3 Attendance Data (386 records)
[View](#)

4 Student Basic Data (16 records)
[View](#) ← Click **View** to see the detail of each category.

5 Returns and Transfers Data (3 records)
[View](#)

6 Performance Data (68 records)
[View](#)

7 Curriculum Data (6 records)
[View](#)

Indicates whether the pupil/student can be deleted.

Lists the number of records in each category.

Click **View** to see the detail of each category.

If specific data is available within a category, an individual section will be displayed on the page as shown in the following graphic:

4 Student Basic Data (16 records)
[View](#)

Click the **View** hyperlink to review the detailed information within the category if required.

4 Student Basic Data (16 records)
[Close](#)
 Basic details

fullname	Legal Surname	Chosen Forena...	dob	age	Gender
Lucy Jayne Jones	Jones		03-11-1994	12	Female

Addresses

Type	Address	From	To
(Home)	4 ,Olde Bell Clos...	26-03-2004	
(Home)	4 ,Oldcastle Lan...	01-09-2000	25-03-2004

Student Identifiers

Local UPN	UPN
	A820200100062

NOTE: If there is no information for a particular category, that category will not be displayed.

4. It is advisable to print the contents of the **Delete Pupil** (or **Student**) page for future reference by clicking the **Print** button on the toolbar.
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NOTE: Each category is automatically expanded before printing to ensure the printout contains all the information stored for that pupil/student. It is therefore not necessary to expand each category before printing.

5. Once you have reviewed the details and are confident you wish to proceed, click the **Delete** button on the toolbar.
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IMPORTANT NOTE: Please note that this process is irreversible!

6. A message dialog prompts for confirmation that you wish to proceed. Click **Yes** to proceed (or **No** to cancel the process).
7. A dialog appears confirming that the deletion has been completed. Click **OK**.

For more information, please refer to:

- *Managing Pupil/Students in SIMS .net* handbook (double-click **Managing Pupils** on the SIMS .net **Documentation** shortcuts panel.

All handbooks can be accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS .net. Once open, click the **Handbooks** button and select the required handbook from the **Handbooks** page.

A sample selection of help sheets are available from the **Documentation Centre** in SIMS .net which can be accessed by clicking the **Documentation** button on the toolbar, then clicking the **Help Sheets** button. All available help sheets can be obtained from our SupportNet home page (<http://support.capitaes.co.uk>) by clicking the **Documentation** button, then selecting **Help Sheets** from the **Categories** drop-down list.

Training courses

For information on training courses, please contact your SIMS Support Provider.

Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email helpsheets@capita.co.uk.

Help sheet revision history

Doc. Version	Change Description	Date
1002-001	Initial Release	04/07005
1002-002	Update to include new visual design	17/08.05
1002-003	Update to include primary rather than secondary school graphics	24/08/05
1002-004	Updated to reflect SIMS .net new look released with 7.78 plus some general improvements to text.	01/08/06
1002-005	Updated cross references to new handbook location.	02/11/08