

Remove a Student Contact

Step 1. Go to the Student Data Page.

Edit Student Fifth Grade
Archived Documents (16)

1. Basic Data
2. Placement
3. Student IDs
4. Residence Address
5. Mailing Address
6. Communications
7. New Contact
8. Contact - Legal Guardian
9. Contact - Legal Guardian

On the Student Data Page, determine which Contact(s) you want to remove.

Step 2. Locate the contact and select "Edit"

Legal Guardian - Contact for Student Fifth Grade

Prefix: []
First Name: Susie
Middle Name: []
Last Name: Fifthgrade
Relation: Legal Guardian
Emergency Contact: []
Has Custody: Yes
Educational Rights: []
Notifications: Yes
Send Pref 1: ?
Send Pref 2: ?
Font Preference: ?
Confirm Pref 1: ?
Confirm Pref 2: ?
Home Phone (999) 999-9999
Work Phone: []
Cell Phone: []
Fax: []
E-Mail: []
Language Pref: ?
Interpreter: []
Resid. Address: sekri 45h 7th
City: f0skjff
State: Utah
Zip: 88888
Mail Address: s0k0k0kaj
City: f0skjff
State: Utah
Zip: 88888
Contact ID: []

Edit View Up Down

Scroll down to the contact that you want to remove: Select "Edit"

Step 3. Locate "Status" menu at the

Legal Guardian - Contact for Student Fifth Grade

Prefix: []
First Name: Susie
Middle Name: []
Last Name: Fifthgrade
Relation: Legal Guardian
Emergency Contact: []
Has Custody:
Educational Rights: []
Notifications:
Send Pref 1: ?
Send Pref 2: ?
Font Preference: ?
Confirm Pref 1: ?
Confirm Pref 2: ?
Home Phone: 999 - 999 - 9999
Work Phone: []
Cell Phone: []
Fax: []
E-Mail: []
Language Pref: ?
Interpreter: []
Resid. Address: sekri 45h 7th W04335
City: f0skjff
State: Utah
Zip: 88888
Mail Address: s0k0k0kaj
City: f0skjff
State: Utah
Zip: 88888
Contact ID: []

Status: Active

Active
Inactive
Deleted

Open the "Status" menu at the bottom of the window:
1. Select "Inactive" to keep the contact but not use it.
2. Select "Delete" to remove the contact.

Step 4. Save Changes

Legal Guardian - Contact for Student Fifth Grade

Prefix: []
First Name: Susie
Middle Name: []
Last Name: Fifthgrade
Relation: Legal Guardian
Emergency Contact: []
Has Custody:
Educational Rights: []
Notifications:
Send Pref 1: ?
Send Pref 2: ?
Font Preference: ?
Confirm Pref 1: ?
Confirm Pref 2: ?
Home Phone: 999 - 999 - 9999
Work Phone: []
Cell Phone: []
Fax: []
E-Mail: []
Language Pref: ?
Interpreter: []
Resid. Address: sekri 45h 7th W04335
City: f0skjff
State: Utah
Zip: 88888
Mail Address: s0k0k0kaj
City: f0skjff
State: Utah
Zip: 88888
Contact ID: []

View Up Use Down Save

Once you have selected an option, click "Save".

Note: Even though the contact is deleted, it can always be reentered, if needed.