

# Set Up Tables for Deletion

Last Modified on 12/14/2025 8:45 pm CST



## **WARNING: DATA DELETION IS PERMANENT**

Please be sure all your setup settings are correct before running Data Deletion. Once a run is started, even if forced to stop, some data may be lost if not done immediately or correctly.

Tool Search: Student Data Deletion

The Tables Deletion Details is where tables can be selected to keep or remove data (Include/Exclude).

Some tables are excluded by Campus and cannot be set to allow deletion. Any changes to the Campus Excluded tables would need to go through the DOE.

Student Data Deletion
System Settings > Data Deletion > Student Data Deletion
Related Tools

Setup

Minimum Student Age for Deletion: (Required)
Years Since Last Enrollment Year: (Required)

27
1

Table Deletion Details

Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
AccessTracker	personID		No Deletion - Campus Excluded		
AccountAutomationDe...	personID		Include		
ActivitySectionRoster	personID		Include		View
ActivitySectionStaff	personID		No Deletion - Campus Excluded		
AdditionalIDHistory	personID		No Deletion - Campus Excluded		
AdultEd	personID		Include	test	View
ALPSS	personID		Include		View
AltDeliveryService	personID		Include		View
AltProgram	personID		Include		View
ApprenticeshipProgram	personID		Include		View

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Save Compare to Defaults Export Tables to Excel

Initiate Data Deletion

## Using Search Filters

The column filters allow you to search for any information within any column. Enter text into one of the filter fields and click the filter button to select one of the options available to filter. Click the clear button to reset the filter.

Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AccessTracker	personID		No Deletion - Campus Excluded	<input type="text"/>	
AccountAutomationDe...	personID		Include	<input type="text"/>	
ActivitySectionRoster	personID		Include	<input type="text"/>	<a href="#">View</a>
ActivitySectionStaff	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdditionalIDHistory	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdultEd	personID		Include	test	<a href="#">View</a>
ALPSS	personID		Include	<input type="text"/>	<a href="#">View</a>
AltDeliveryService	personID		Include	<input type="text"/>	<a href="#">View</a>
AltProgram	personID		Include	<input type="text"/>	<a href="#">View</a>
ApprenticeshipProgram	personID		Include	<input type="text"/>	<a href="#">View</a>

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## Viewing Deletion Status

The Status column will show the status for each of the Tables with the Column Name indicating what the personID for the ex-student will match. Campus Excluded records cannot be changed.

Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AccessTracker	personID		No Deletion - Campus Excluded	<input type="text"/>	
AccountAutomationDe...	personID		Include	<input type="text"/>	
ActivitySectionRoster	personID		Include	<input type="text"/>	<a href="#">View</a>
ActivitySectionStaff	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdditionalIDHistory	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdultEd	personID		Include	test	<a href="#">View</a>
ALPSS	personID		Include	<input type="text"/>	<a href="#">View</a>
AltDeliveryService	personID		Include	<input type="text"/>	<a href="#">View</a>
AltProgram	personID		Include	<input type="text"/>	<a href="#">View</a>
ApprenticeshipProgram	personID		Include	<input type="text"/>	<a href="#">View</a>

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## Using Table Setup Editor

Any tables with the Status of "Exclude" can be exempted from data deletion. To exclude a table, select the status dropdown in its row and choose Exclude. Comments can be added in the

Comments field for each table. After making any changes, click **Save**.

Warning: The user must press the Apply button in the Table Setup Editor panel AND press the Update Deletion Tables button on the main screen to save the changes.

Table Deletion Details					
Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AccessTracker	personID		No Deletion - Campus Excluded	<input type="text"/>	
AccountAutomationDetail	personID		Include	<input type="text"/>	
ActivitySectionRoster	personID		Exclude	<input type="text"/>	<input type="button" value="View"/>
ActivitySectionStaff	personID		Include	<input type="text"/>	
AdditionalIDHistory	personID		Exclude	<input type="text"/>	
AdultEd	personID		Include	test	<input type="button" value="View"/>

## Save Updated Deletion Tables

After making any changes using the Table Deletion Details, click the Save button to save all changes. A successful save will display a Run Success message in the upper right.

Warning: The user must press the Apply button in the Table Setup Editor panel AND press the Update Deletion Tables button on the main screen to save the changes.

Table Deletion Details

Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AccessTracker	personID		No Deletion - Campus Excluded	<input type="text"/>	
AccountAutomationDe...	personID		Include	<input type="text"/>	
ActivitySectionRoster	personID		Include	<input type="text"/>	View
ActivitySectionStaff	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdditionalIDHistory	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdultEd	personID		Include	test	View
ALPSS	personID		Include	<input type="text"/>	View
AltDeliveryService	personID		Include	<input type="text"/>	View
AltProgram	personID		Include	<input type="text"/>	View
ApprenticeshipProgram	personID		Include	<input type="text"/>	View

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Save

Compare to Defaults

Export Tables to Excel

## Show Dependent Tables

By clicking the **View** button in the Dependent Tables column, you can view the tables that have dependents that rely on the existence of a record in a higher level table. If the higher level table is selected for deletion, the dependent tables will also have their records removed for that student. The dependent tables are also listed in the Excel Export.

Table Deletion Details

Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AccessTracker	personID		No Deletion - Campus Excluded	<input type="text"/>	
AccountAutomationDetail	personID		Include	<input type="text"/>	
ActivitySectionRoster					
ActivitySectionStaff					
AdditionalIDHistory					
AdultEd					
ALPSS					
AltDeliveryService	personID		Include	<input type="text"/>	View
AltProgram	personID		Include	<input type="text"/>	View
ApprenticeshipProgram	personID		Include	<input type="text"/>	View

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ActivitySectionRoster Dependent Tables

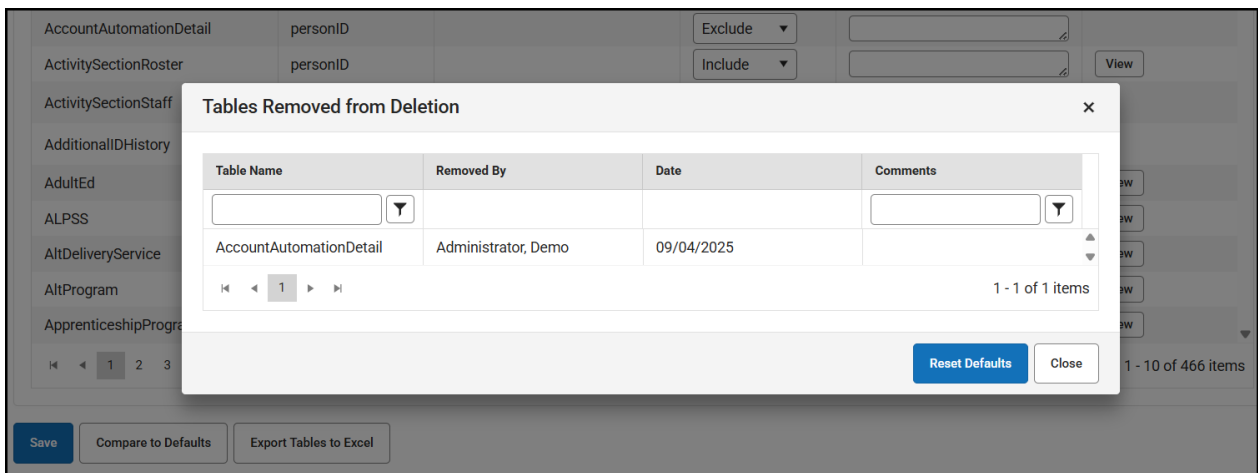
- ActivitySectionRosterOption
- ActivitySectionRosterTransferOption

Close

## Reset Default Deletion Tables

Selecting the Compare to Defaults buttons will display a panel that shows the changes made from the default configuration.

**Warning:** Unlike the Table Deletion Detail, selecting the Reset Defaults will immediately save the changes and reload the grid.



## Exporting Tables in Excel

For a comprehensive view of all available tables along with their corresponding column information, use the "Export Tables to Excel" option. This feature allows you to download an Excel file that contains detailed data for all tables at once.

## Table Deletion Details

Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AccessTracker	personID		No Deletion - Campus Excluded	<input type="text"/>	
AccountAutomationDe...	personID		Include	<input type="text"/>	
ActivitySectionRoster	personID		Include	<input type="text"/>	<a href="#">View</a>
ActivitySectionStaff	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdditionalIDHistory	personID		No Deletion - Campus Excluded	<input type="text"/>	
AdultEd	personID		Include	test <input type="text"/>	<a href="#">View</a>
ALPSS	personID		Include	<input type="text"/>	<a href="#">View</a>
AltDeliveryService	personID		Include	<input type="text"/>	<a href="#">View</a>
AltProgram	personID		Include	<input type="text"/>	<a href="#">View</a>
ApprenticeshipProgram	personID		Include	<input type="text"/>	<a href="#">View</a>

1 2 3 4 5 6 7 8 9 10 ... 1 - 10 of 466 items

[Save](#)
[Compare to Defaults](#)
[Export Tables to Excel](#)