

Delete Student Data

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.

[Selecting an Effective Date](#) | [Using Excel Exports](#) | [Setting the Batch Queue Date and Time](#) | [Submitting a Data Deletion](#) | [Run Statuses](#) | [Cancel Deletion](#) | [Restart Deletion](#) | [Batch Queue Admin](#)

Tool Search: Data Deletion Tool

The Initiate Data Deletion button is used to execute Deletion Runs and send them to the Batch Queue Admin. If a student has “Exclude” marked in Student Exclude, they will not be included in the deletion run. Once the Minimum Student Age for Deletion and Years Since Last Enrollment Year have been selected/defined, click **Initiate Data Deletion**.

Student Data Deletion ★

System Settings > Data Deletion > Student Data Deletion

Related Tools ▾

Set the parameters for data deletion by using the setup options below. To exclude students from a deletion, click the Student Exclude Button in the setup options below. You can view data deletion history and export by using the table in the History section below. Click Initiate Data Deletion to begin a new Data Deletion run.

Setup

Minimum Student Age for Deletion: (Required)

27 ▾

Years Since Last Enrollment Year: (Required)

1 ▾

Table Deletion Details

Table Name	Column Name	Campus Description	Status	Comments	Dependent Tables
AccessTracker	personID		No Deletion - Campus Excluded		
AccountAutomationD...	personID		Exclude ▾		
ActivitySectionRoster	personID		Include ▾		
ActivitySectionStaff	personID		No Deletion - Campus Excluded		
AdditionalIDHistory	personID		No Deletion -		

Initiate Data Deletion

Data Deletion - Student Exclude

Student Data Deletion

Selecting an Effective Date

The Effective Date will default to the date adjusted for the Age setting in Setup (e.g., if the age setting is 28, the date will default to today’s date 28 years ago). The tool will restrict users from selecting dates that are earlier than 27 years before today. However, it will allow for older dates if the user wants to run it for a smaller subset (like students 28 and a half or older). Once set, the Student Count will adjust and update the Excel Export with the students in that subset.

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

Initiate Data Deletion

Last Run By: Administrator, Demo
Last Run On: 08/12/2025

Effective Date: (Required)

Batch Queue Date: (Required)

Batch Queue Time: (Required)

Selected Run:
Students: 0
Tables: 340

Export Students for Deletion to Excel (0)
Export Tables for Deletion to Excel (340)

Submit Deletion Data
Close

Using Excel Exports

Clicking the Export buttons will allow the users to download lists of the students that meet the criteria and the tables that are included.

Students are defined as anyone with a past enrollment record. Currently, 25 or older is the youngest that can be chosen. A secondary check that will only include students whose last enrollment was at least X years ago, and it can be any number of years ago.

Student Data Deletion ★
System Settings > Data Deletion > Student Data Deletion
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Initiate Data Deletion

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Export Students for Deletion to Excel (0)
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Setting the Batch Queue Date and

Time

The Batch Queue Date and Time fields are used for scheduling when the deletion process occurs. For optimal performance, it is advisable to set deletions for overnight hours or during weekends. Depending on the volume of students selected for deletion, the process may take several hours to a few days to complete. The deletion process runs in the background, allowing regular use of Infinite Campus during school hours without interruption.

Student Data Deletion ★

System Settings > Data Deletion > Student Data Deletion

Related Tools ^

Initiate Data Deletion

Last Run By: Administrator, Demo

Last Run On: 08/12/2025

Effective Date: (Required)

10/03/1998

Batch Queue Date: (Required)

10/02/2025

Batch Queue Time: (Required)

2:23 PM

Selected Run:

Students: 0

Tables: 340

Export Students for Deletion to Excel (0)

Export Tables for Deletion to Excel (340)

Submit Deletion Data

Close

Submitting a Data Deletion

Click **Submit Deletion Data** to submit a deletion and then click **Confirm - Send to Batch Queue**. Once submitted, the process will be sent to the [Batch Queue Admin](#). Any further actions for this Deletion Run will need to be handled through that tool. Once the status is in "Processing", the tool cannot be stopped without accessing the database directly.

Student Data Deletion ★

System Settings > Data Deletion > Student Data Deletion

Related Tools ^

Initiate Data Deletion

Last Run By: Administrator, Demo

Last Run On: 08/12/2025

Effective Date: (Required)

10/03/1998

Batch Queue Date: (Required)

10/02/2025

Batch Queue Time: (Required)

2:23 PM

Selected Run:

Students: 0

Tables: 340

Export Students for Deletion to Excel (0)

Export Tables for Deletion to Excel (340)

Submit Deletion Data

Close

Run Statuses

After Submitting, the tool will show different statuses if users access the tool. When first submitted, it will create a Batch Queue entry. To cancel the run, the entry must be deleted from the [Batch Queue Admin](#).

Student Data Deletion ★

System Settings > Data Deletion > Student Data Deletion

Related Tools ^

Data Deletion Summary

Last Run By: Administrator, Demo
Last Run On: 08/12/2025

Current Run Details: Scheduled in Batch Queue for 10/02/25 at 1:03:04 PM.
 To cancel this run, go to the Batch Queue Admin tool (System Settings>System Processes>Batch Queue).

Close

You can also leave the tool and return to it to check on its progress. If the run is still in progress, a "In-Progress" status will appear.

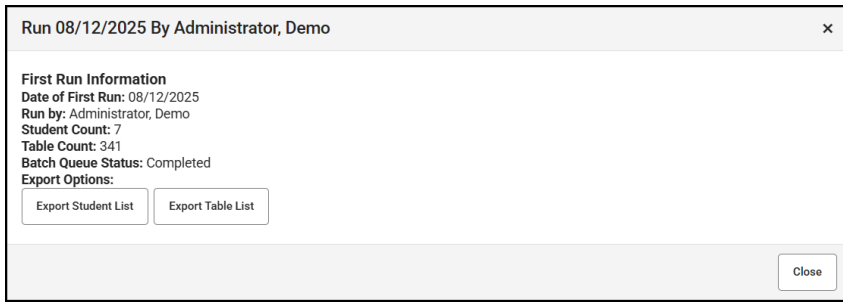
Date First Run	Run By	Student Count	Table Count	Batch Queue Status	Action
08/12/2025	Administrator, Demo	0	340	Completed	View
10/02/2025	Administrator, Demo			In-Progress	View

1

1 - 2 of 2 items

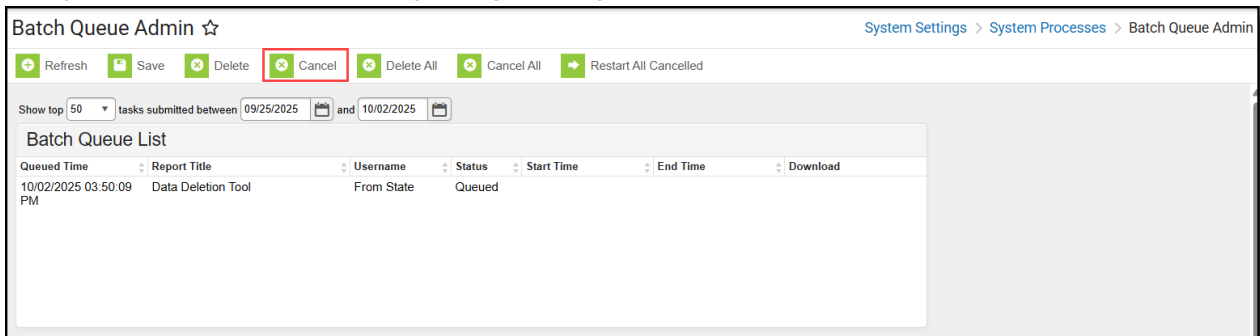
If there was an issue with the run (like an error or an unexpected stop), a "The last run did not finish" message will appear. If the user sees an Error message in the Batch Queue Status field, they may need to contact support to investigate the issue. Sometimes the Batch Queue will say Processing, but you will see "The last run did not finish" message. This means where was likely a short disconnect (like from a Campus Update restart) that caused an issue. If the message appears, restart the process if the Batch Queue Admin tool shows an 'Error,' or click Cancel and then restart if the Status field still shows 'Processing.'

If the process has finished, the Student Data Deletion will show who and when the last run occurred, as well as a completed Status in the History field. A Completed status in the Batch Queue Admin tool and "Last Run" data with the expected results.



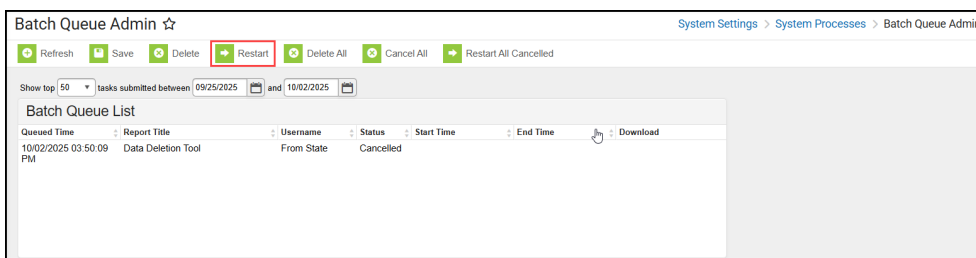
Cancel Deletion

Once a run has been submitted, the Cancel button will show up in Batch Queue Admin tool for Queued deletions. If the Run hasn't started yet, you can go the Batch Queue Admin tool and delete the entry. This will reset the tool and it can be run again. If the Run has started, you'll need to have Campus assist with the next steps. Any already deleted records cannot be recovered.



Restart Deletion

The user can restart a run that was cancelled by using the Restart button in Batch Queue Admin.



Batch Queue Admin

The Batch Queue Admin tool is located at System Administration > Batch Queue > Batch Queue Admin.

Batch Queue Admin ☆ System Settings > System Processes > Batch Queue Admin

Show top 50 tasks submitted between 01/14/2025 and 01/21/2025

Queued Time	Report Title	Username	Status	Start Time	End Time	Download
01/21/2025 10:19:52 AM	Data Deletion Tool	admin	Error			
01/21/2025 10:06:06 AM	Data Deletion Tool	admin	Completed	01/21/2025 10:06:11 AM	01/21/2025 10:07:24 AM	Get the report
01/21/2025 07:27:12 AM	Data Deletion Tool	admin	Completed	01/21/2025 07:27:38 AM	01/21/2025 07:27:48 AM	Get the report

If a Run is still in Queued Status, you can use the Cancel button then the Delete Button to remove the Run. If a Run has already started, the Force Stop button will need to be used to stop the run. It cannot be stopped with the Batch Queue Admin tool once it has started.

Batch Queue Admin ☆ System Settings > System Processes > Batch Queue Admin

Show top 50 tasks submitted between 01/14/2025 and 01/21/2025

Queued Time	Report Title	Username	Status	Start Time	End Time	Download
01/21/2025 10:30:11 AM	Data Deletion Tool	admin	Queued			
01/21/2025 10:06:06 AM	Data Deletion Tool	admin	Completed	01/21/2025 10:06:11 AM	01/21/2025 10:07:24 AM	Get the report
01/21/2025 07:27:12 AM	Data Deletion Tool	admin	Completed	01/21/2025 07:27:38 AM	01/21/2025 07:27:48 AM	Get the report

Batch Queue Detail

Report Title: Data Deletion Tool Status: Queued

Queued Time: 01/21/2025 10:30:11 AM Start Time: End Time:

*Scheduled Time: 01/21/2025 01:30 PM High Priority: ☐

Expires After: No Expiration Configured Never Expires: ☒

File Name: DataDeletion.csv Content Type: User Name: admin

Prism Call URL: prism?c=cusDev.dataDeletionTool.CusDevDDTService-runDelete&cusDevDDTBatchQueueId=7&effectiveDate=01/22/1990&runID=0&rerun=false&userID=49574

If a Run is Cancelled or in an Error Status, it can be restarted with the Restart button. If the Run was set to a Force Stop, the Force Restart button will need to be used to reset and allow the Run to work. Other issues may cause the Run to stop aside from a Force Stop. Some Errors are because of unknown constraints on custom tables. These will need assistance to identify and update. The restart may not work until they are resolved. There are also times when a connection issue might stop the Run. These are usually resolved with a Restart. Deletion Runs during scheduled Campus Updates should be avoided.

Batch Queue Admin ☆
System Settings > System Processes > Batch Queue Admin

Refresh Save Delete **Restart** Delete All Cancel All Restart All Cancelled

Show top 50 tasks submitted between 01/14/2025 and 01/21/2025

Batch Queue List

Queued Time	Report Title	Username	Status	Start Time	End Time	Download
01/21/2025 10:30:11 AM	Data Deletion Tool	admin	Error			
01/21/2025 10:06:06 AM	Data Deletion Tool	admin	Completed	01/21/2025 10:06:11 AM	01/21/2025 10:07:24 AM	Get the report
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