

# Snapshot Deletion Tool

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The Snapshot Deletion Tool allows district users to request that a snapshot submitted for a state report - LCS, PMR, etc. - be deleted. The state user can either approve the request or deny the request, then archive the request.

**Snapshot Deletion Tool \***

**Instructions**

This tool allows District users to look through submitted Snapshots and send deletion requests to the State. The State is then able to approve or deny those requests and if approved the system will remove the particular submitted Snapshot.

**Snapshot Deletion Options**

**Report Type (Required)**

**Snapshot Results**

School Name	End Year	School Month	Run	Generated	Request Reason
Tar Heel School	2025	4	0	10/13/2025 09:24 AM	<input type="button" value="Add a comment..."/>
West Bladen High	2025	7	0	06/18/2025 10:30 AM	<input type="button" value="Add a comment..."/>
West Bladen High	2025	6	0	09/25/2025 08:55 AM	<input type="button" value="Add a comment..."/>
West Bladen High	2025	4	0	09/23/2025 08:57 AM	<input type="button" value="Add a comment..."/>
West Bladen High	2025	1	0	09/25/2025 11:12 AM	<input type="button" value="Add a comment..."/>

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**Pending Requests**

End Year	School	Deletion Object	Snapshot Date/...	Request Times...	Response Tim...	Status	Request Reason	Actions
2025	West Bladen High	PMR/GRS	7	0	11/05/2025 01:44 PM	PENDING	SME test delete	<input type="button" value="Awaiting state response."/>

*Snapshot Deletion Tool - District Edition*

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**Pending Requests**

End Year	School	Deletion Object	Snapshot Date/...	Request Times...	Response Tim...	Status	Request Reason	Actions
2025	Bladen County Schools	Elab... Primary	US Class Size	2025-02-28	11/05/2025 10:14 AM	11/05/2025 10:17 AM	DENIED	<input type="button" value="Leah Test 3"/>
2025	Bladen County Schools	Elab... Primary	US Program Teach...	2025-02-28	11/05/2025 10:14 AM	11/05/2025 10:17 AM	APPROVED	<input type="button" value="MS 2"/>
2025	Bladen County Schools	Bladen Early College	US Class Size	2024-10-01	11/05/2025 10:13 AM	11/05/2025 10:16 AM	DENIED	<input type="button" value="Leah Test 1"/>

1 - 4 of 4 items

*Snapshot Deletion Tool - State Edition*

See the tool rights article for the [Snapshot Deletion Tool](#) for guidance on available tool rights.

## District Edition Request to Delete Report Snapshots

1. Select the **Report Type** from the dropdown list and click **Search Snapshots**. Matching results display in the Snapshot Results section. Results can be further filtered by entering values in the search/filter fields for any of the columns.
2. Locate the snapshot to request deletion and select that item. Selected snapshots are highlighted in blue. To select multiple items at one time, use CTRL-click or SHIFT-click.
3. Enter a **Request Reason** in the **Add a comment** field.
4. Click **Request deletion**. The request is sent to the state edition for determination. Once the state has processed the request (which may take a few minutes), the Status column displays

either DENIED or APPROVED.

5. To archive that snapshot, click the **Archive** button. This removes the snapshot from the list of Pending Requests.

## State Edition Process Requests to Delete Snapshots

1. Filter the list of Pending Requests by any of the available columns - End Year, District, etc.
2. In the Action column, click either **Approve** or **Deny**. The system will process and update the District Edition Tool with either Approved or Denied.
3. **Archive** the request as needed.

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