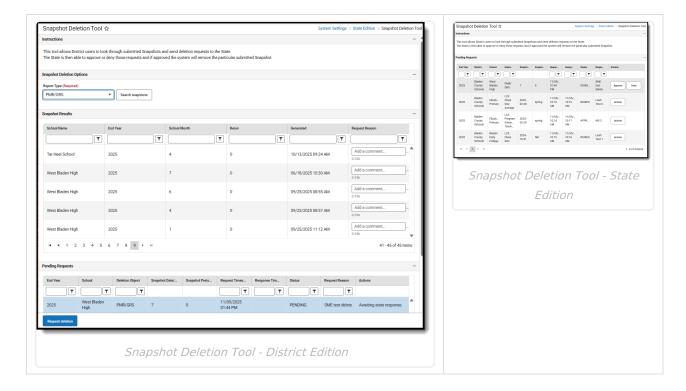


Snapshot Deletion Tool

Last Modified on 11/12/2025 3:19 pm CST

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.



See the tool rights article for the Snapshot Deletion Tool for guidance on available tool rights.

District Edition Request to Delete Report Snapshots

- 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.