

## How to “Delete” a Student from Your Studio/Club

We put “delete” in quotes because student records are never actually deleted in the national database. You actually just sever the link between the student and your studio/club. This is called “archiving.” When you archive a student, that student, along with his/her records, joins the pool of available students for other teachers to “adopt.”

To archive a student

1. Right-click on the student’s name in your list of students.
2. Select “Modify Student Relationship” New information will appear in the detail window.
3. Check the box next to “Archive?”
4. Optional: Enter the reason for archiving the student. Examples: “moved to another teacher,” “moved out of town,” “went to college,” etc.
5. Click “Save Changes.