

# Delete a Student Record

You can delete a student record if:

- A student moves to a new school/district/state outside of his/her enrolled organization.
- The student has not signed in to start testing.

*If a student is testing, you cannot delete the student record.*

When you delete a student record, the system deletes the test and group assignment, and test administration registration.

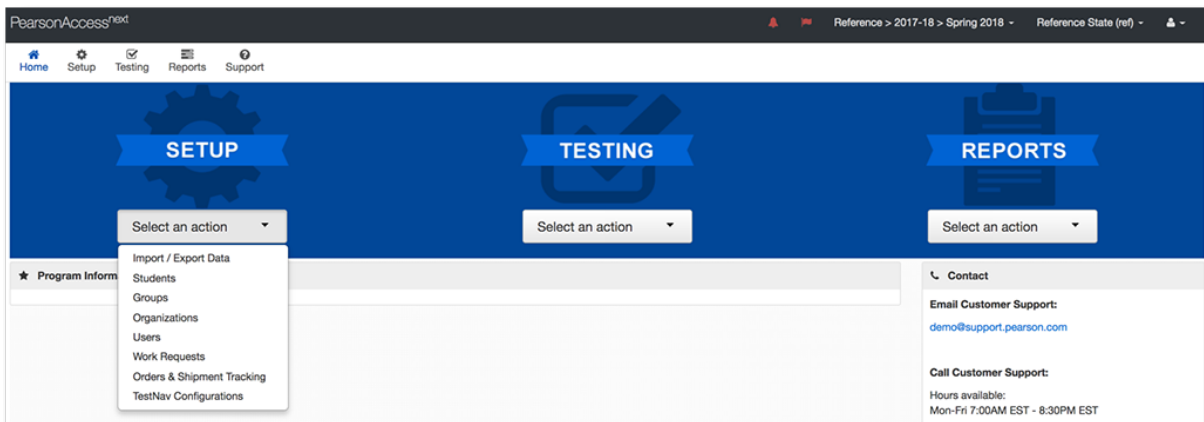
## Prerequisites

You must reverse the:

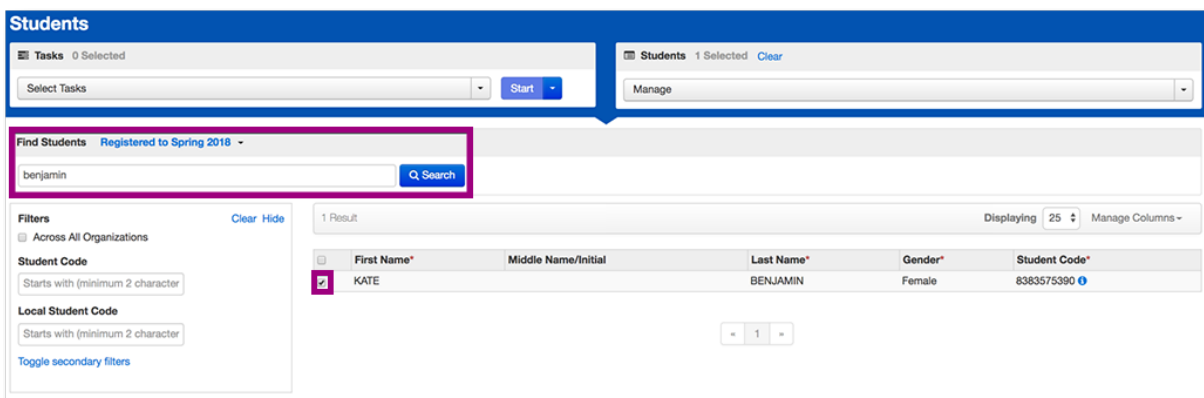
- [Student test assignment](#).
- [Group placement process](#).
- Student test administration registration process. See **What's Next** on the [Register/Unregister a Student](#) page.

## Step-by-Step

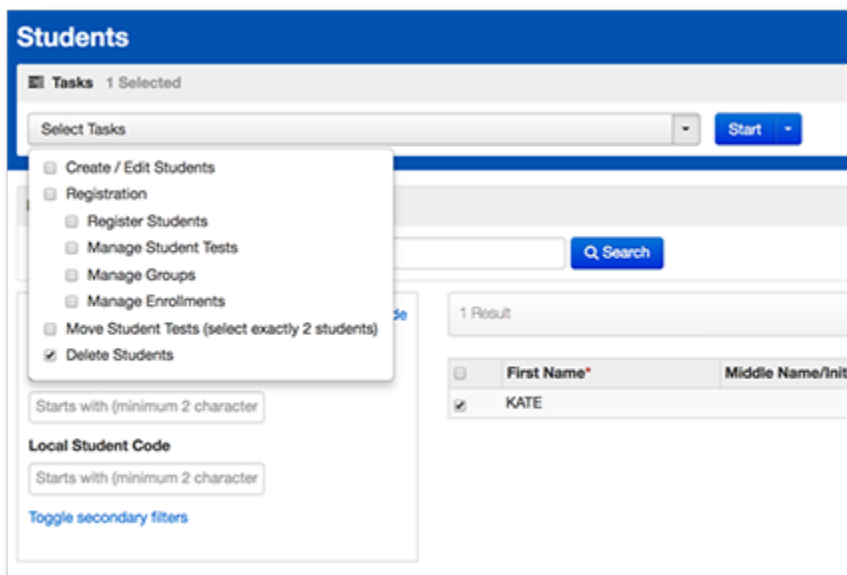
1. From **Setup**, select **Students**.



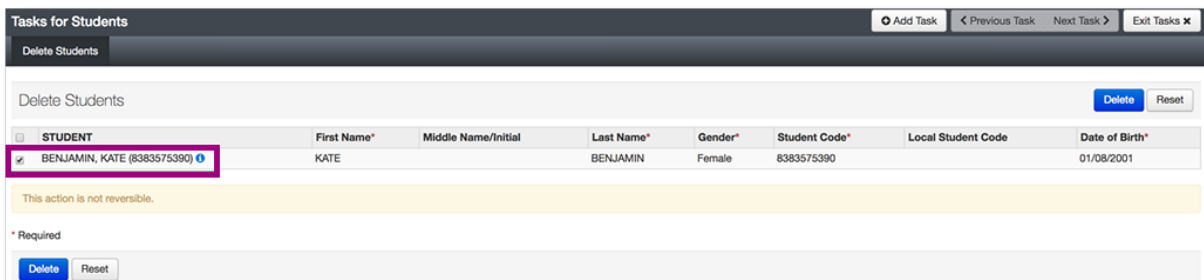
2. Type a student name into the search field, and click **Search**. Click the checkbox next to the student.



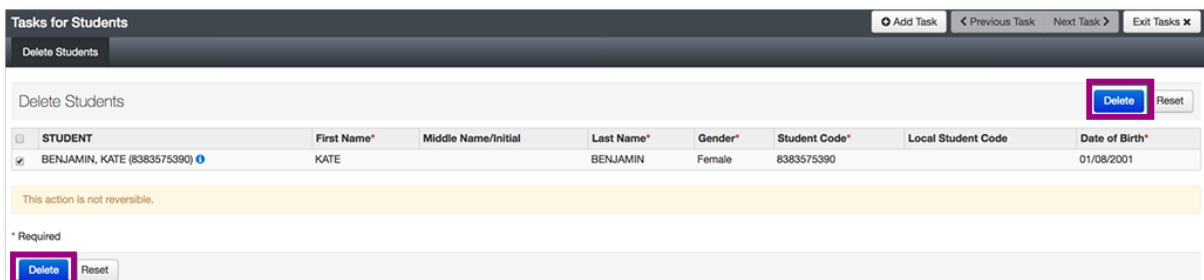
3. Click **Select Tasks**, select **Delete Students**, and click **Start**.



- Click the checkbox next to the student record to confirm.



- Click **Delete**.



## Effects

After you delete a record, you cannot restore it.