Delete an Organization

You can delete an organization to remove it from the system.

Prerequisites

Your user account must belong to a higher-level organization than the organization you want to delete.

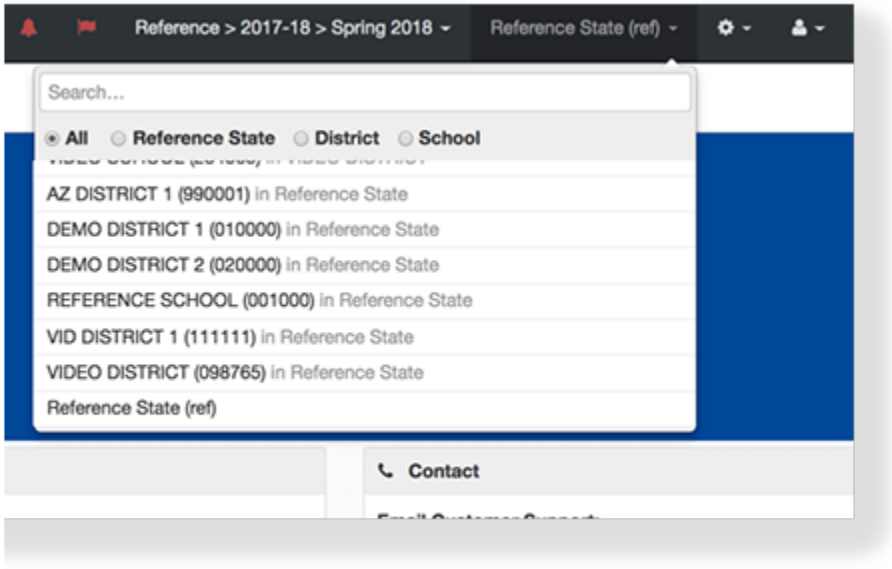
You must first delete user accounts and students associated with the organization.

1. Click the organization dropdown, and select the organization you want to delete.
2. Delete all the user accounts in that organization.
3. Remove all student test registrations. *See the **What's Next** section on the Register/Unregister a Student page.*
4. Remove all students from the organization by either:

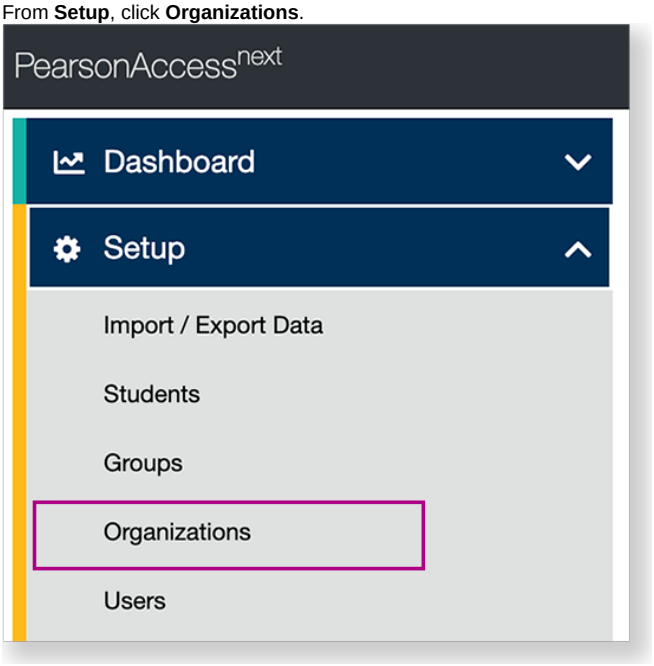
    a. Enrolling students in another organization, as described in Manage Student Enrollments in an Organization.
    or
    b. Deleting student records, as described in Delete a Student Record.

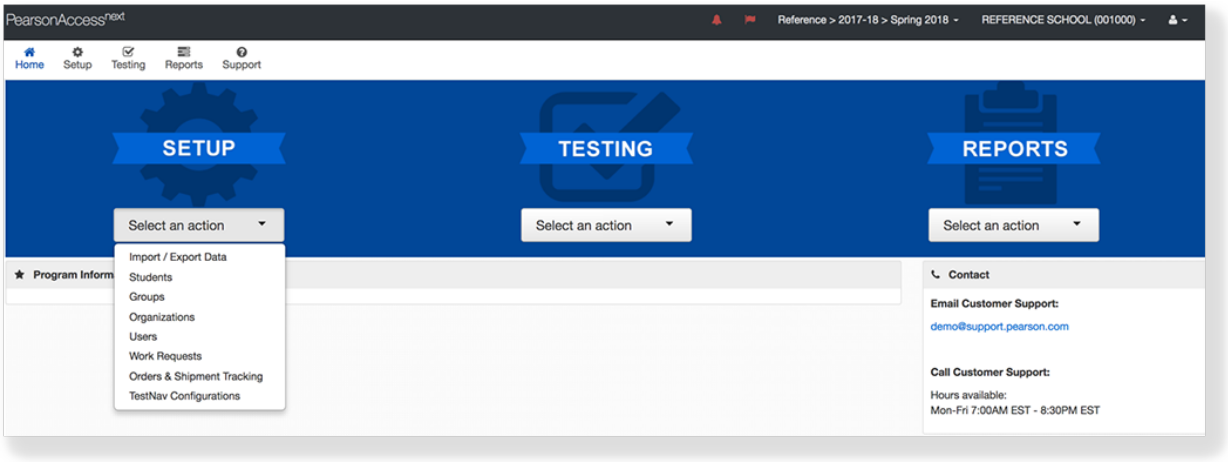
Step-by-Step

1. Click the organization dropdown, and select a higher-level organization than the organization you want to delete.

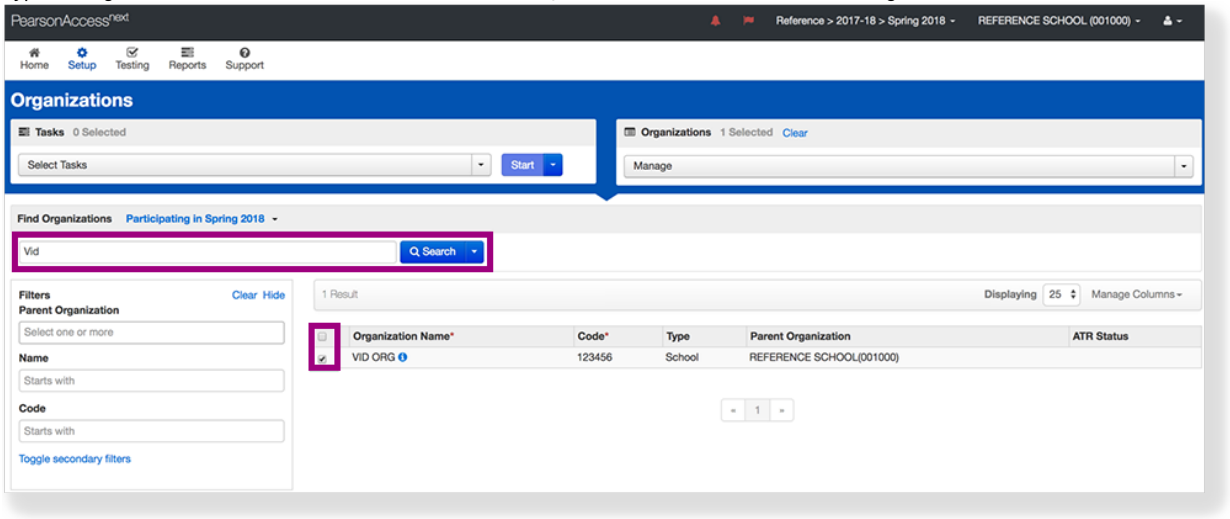


2. From **Setup**, click **Organizations**.

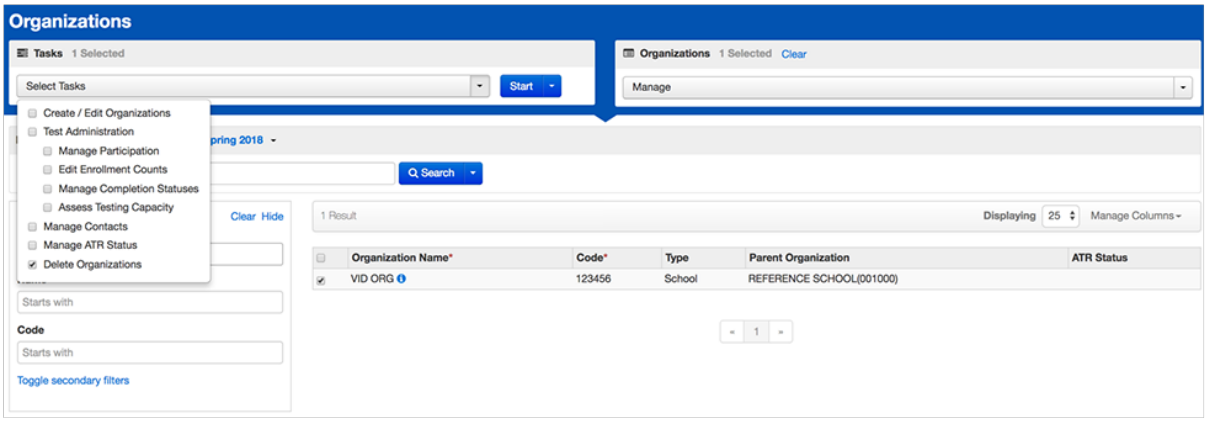




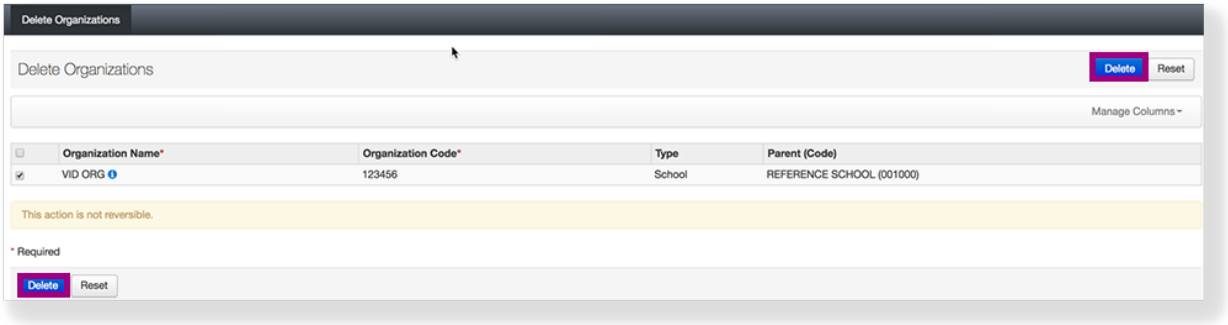
3. Type the organization name into the search field, click **Search,** and click the checkbox next to the organization.



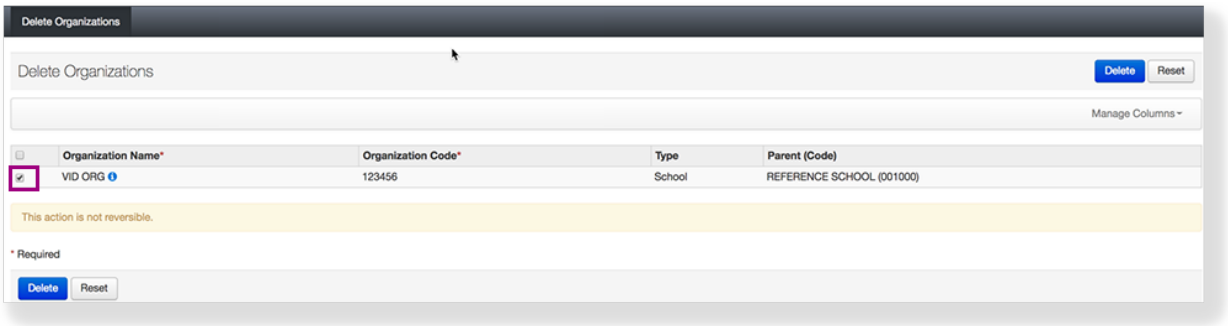
4. Click **Select Tasks**, select **Delete Organizations**, and click **Start**.



5. Select the checkbox next to the organization you want to delete.



6. Click **Delete**.



Effects

After you delete an organization, you cannot restore it.