![PowerSchool — Powering Brighter Futures]

Deactivating and Archiving Students

To Deactivate a Single Student

1. Search for and select the student.
2. Select More > Deactivate Profile.
3. Click Deactivate Student. Click Ok.

4. The student's profile will denote Inactive:

To Mass Deactivate using Student Utilities

1. Select Administration > Utilities > Student > Deactivate Profiles.
2. In the Student Selection Formula, use the following formulas as appropriate:

   - Withdrawn Students (except last year's graduates):

     Deactivate Student Profiles

     Formula to select Student Selection Formula   Quick Formula
     the students to deactivate   EnrollmentEndDate IS NOT EMPTY AND Grade <> G99

   - Special Education/Gifted Exited Students:

     Deactivate Student Profiles

     Formula to select Student Selection Formula   Quick Formula
     the students to deactivate   SpecialEducationExitDate IS NOT EMPTY and Status = Inactive

   - Graduates:

     Deactivate Student Profiles

     Formula to select Student Selection Formula
     the students to deactivate   Grade = G99
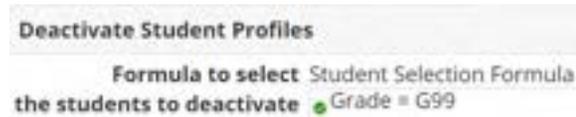
3. Select Continue.
4. Select Deactivate students. (You can choose to deactivate all students on the list or select students).

Archiving Students

Special Programs System Administrator (admin) must enable the Archival feature which allows the deactivated student's profile and historical documentation stored in Special Programs to move to the archives.

Archiving automatically occurs after the EOY rollover. However, you can also archive outside of the automatic process when needed.

To Enable Student Profile Archive

1. Click Administration, choose Configuration and then Profile Types.
2. In the list of profile types, click the magnifying glass icon next to the Students profile type.
3. On the Profile Types Students page, click More and select Enable Student Profile Archive.
4. If the option does not appear, and you are logged in as the system administrator, the student profile archive is likely already enabled.

To Archive a Single Student

1. To archive while deleting a student profile, click **Queue for Archiving & Removal** to immediately deactivate the student, if needed, and queue the student profile for archiving. Archiving occurs during off-peak (non-business) hours.

To Mass Archive Students using Student Utilities

1. To move multiple students immediately into the archive, verify that the students are deactivated. Once the students are deactivated:
2. Click Administration and then choose Utilities.
3. In the Data Utilities field, choose Students.
4. In the Select Utility field, choose Queue Inactive Student Profiles for Archiving and Removal.
5. Enter a formula to specify the criteria of the students that you want to archive and remove, and then click Continue.
6. On the search results page, you can either archive selected profiles or all profiles listed:
7. To archive individual profiles: select the profiles that you want to archive and click Archive/Remove Students Checked Above.
8. To archive all profiles in the search results, click Archive/Remove All ## Students (where ## is the number of students).