## How do I delete a student

Do the following to find and delete a student record in ERDA Rapid Reports.

- 1. Click on Search Students.
- 2. Select the search criteria desired and click Next.
- 3. Click Edit Student to open the student record.
- 4. Click Delete at the bottom of the student record screen.

Note: Students with assessments can not be deleted. If you need to delete a student that has a assessment entered for the current test period, change the class assignment first. This will remove the assessment and allowyou to delete the student record.

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