

Deleting Old Patrons

Patrons that are no longer at your school should be deleted. This should be done after about the third week of a new school year. Records of students graduating from elementary school to junior high or from junior high to high school will have been moved automatically through the patron updates, so you will be deleting only those students that are no longer in Granite School District.

1. Go to **Back Office**.
2. Choose **Update Patrons** from the left menu.
3. Choose the **Delete** sub-tab on the right hand side of the screen.

4. Check the box to "Allow patrons to be deleted even if they have outstanding transactions."

5. Enter the high school graduation year of last years' graduating students. Depending on your school level, in Fall 2011 this would be:

High School	2011
Junior High	2014 (Year+3)
Elementary	2017 (Year+6)

The screenshot shows the 'Update Patrons' interface with the 'Delete' sub-tab selected. The 'Delete Patron Information...' section is configured as follows:

- Delete:** Patrons
- Based on:** Global criteria
- Allow patrons to be deleted even if they have outstanding transactions
- For every patron...** Whose **Graduation Year** is **2017** ...and **Patron Type** is **Student**

A warning message is displayed: "This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 12/6/2010 11:14 PM server time." A "Delete All" button is located at the bottom of the form.

6. Set **Patron Type** as **Student**.

7. Click **Delete All**.

8. After the process is complete, a report showing the deleted patrons will be available in **Job Manager**.