

Deleting Duplicate School Records

Enrollment Information

Education Decision Information

Parental Rights to Make Education Decisions for this Child Limited by Court
 Court Order Date: 05/15/2007 Court Appointed: Ms. Patty Smith

Home Schooled Education Provider: Henry Clay

Start Date: 07/08/2009 End Date: 08/10/2009

Education Provider Contact
 Name: Lew, Ker

Education Provider Address
 No.: 12226 Street: South W
 City: Los Angeles

Client Special Education
 Instruction Received

Open Notebook

Select Item to Open: Education Load

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Case, Dummy	10	Male	02/22/2000

Open this Education

	School Name	Start Date	End Date	School Contact
1	Headstart Los Angeles Urban Lea	09/01/2010		
2	Henry Clay Middle	02/02/2011		Lew, Ker
3	Henry Clay Middle	09/03/2007	08/10/2009	Lew, Ker
4	Henry Clay Middle	07/08/2009	08/10/2009	Lew, Ker

Buttons: OK, Cancel, New, Remove, Sort, Help

This case shows duplicate records for the same school. A school should not be added annually if the child is at the same school. The only change needed if the child stays at the same school is to update the grade level page. To clean up duplicate records you will use the remove option. However, if it is grayed out then this indicates there are records or grades attached to the school/ time period.

Grade Level Information

+	Grade	Start Date	End Date	Teacher/Counselor
1	8	07/09/2009		

Grade: 8 Start Date: 07/09/2009 End Date: Grade Level Performance:

Teacher/Counselor Name: Hours at School: Education Provider Name: Henry Clay Middle

Educational Needs/School Performance/Strengths/Interests:

Education Record

+	Start Date	End Date	Information Type
1	08/10/2009		Child Evaluation

Start Date: 08/10/2009 End Date: Information Type: Child Evaluation

Education Record Comments:
 The following information is from a 1726 completed on 08/10/2009 by Principal, Smith and student's teachers.

ACADEMIC ACHIEVEMENT / BEHAVIOR
 Child's Grade Level is:
 Child achieving: At Grade level

In looking at the Grade Level Information page we find a grade, 8th grade, and an Education Record.

- 1) Copy and paste the Record to a Microsoft document to avoid re-typing and note the dates. See sample below.
- 2) Next hi-light the line to be deleted, choose Edit, then remove row.
- 3) Finally hi-light the grade, choose Edit, then remove row.

Save Record to a blank Microsoft Document:

Record 08/10/09 – Child Evaluation

The following information is from a 1726 completed on 08/10/2009 by Principal, Smith and student's teachers.

ACADEMIC ACHIEVEMENT / BEHAVIOR

Child's Grade Level is:

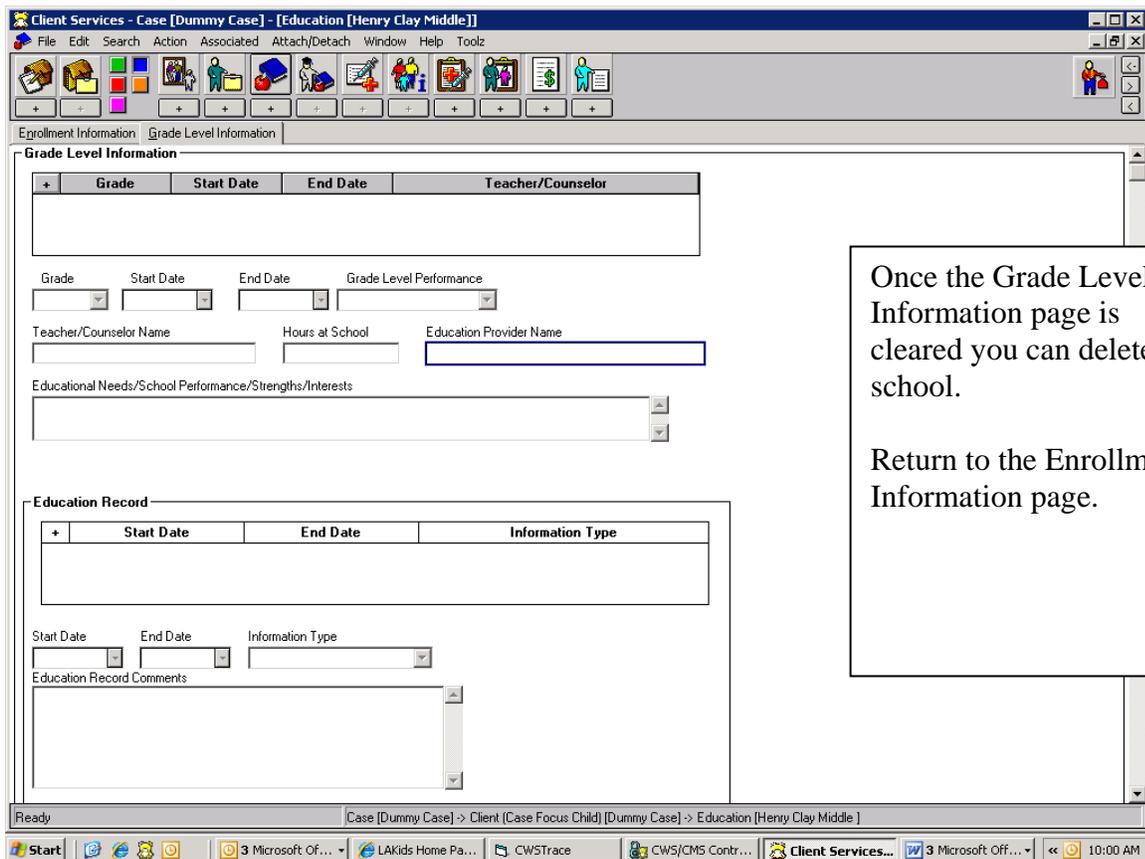
Child achieving: At Grade level

Child Participates in After School Programs= Yes, homework help.

Child Interacts Appropriately with Peers= Yes.

Child is demonstrating Behavioral Problems(s)?= No

Were there any Significant Changes in Grades/Citizenship this semester?= Yes.



Client Services - Case [Dummy Case] - [Education [Henry Clay Middle]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Enrollment Information | Grade Level Information

Enrollment Information

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Court Order Date: 05/15/2007 Court Appointed: Ms. Patty Smith

Home Schooled Education Provider: Henry Clay Middle

Start Date: 07/08/2009 End Date: 08/10/2009

Education Provider Contact

Name: Lew, Keni

Education Provider Address

No. 12226 Street South W
City Los Angeles

Client Special Education

+ Instruction Received

Instruction Received: Yes No

Special Education Needs of This Child

Client Completed at Least One Semester of College Client Attended Postsecondary Ed/Voc Training

Yes No Yes No

Ready Case [Dummy Case] -> Client (Case Focus Child) [Dummy Case] -> Education [Henry Clay Middle]

Start Microsoft Of... LAKids Home Pa... CWSTrace CWS/CMS Contr... Client Services - ... Microsoft Off... 10:01 AM

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OK Cancel New Remove Sort... Help

Now the "Remove" option is available. Choose the school again, then select Remove and you will be allowed to delete the duplicate record.