

## Delete Attendance Postings for School or Class Attendance

If you want to remove all school or class attendance postings from your Headmaster data, use the Delete Attendance Utility. Generally, this utility is used to free up hard drive space or for housekeeping purposes, such as to remove markings for a specific term.



Prior to using the Delete Attendance Utility, we recommend that you complete the following tasks:


- Print a copy of the attendance records for the time frame you plan to delete.
- Back up your HeadMaster data.
- Require all users to exit HeadMaster. (Required)

### ▼ To delete attendance records

#### 1. Open the **Utility Manager**.

a.) **Windows 7 and Windows Vista:** On your Windows desktop, click the Start button  in the lower-left corner of the screen. The Start menu displays. Click **All Programs > HeadMaster > Utility Manager**. Log in with your user name and password, and click **OK**. The Database Utilities window displays.

b.) **Windows 8.1:** On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays. Click the arrow button . The Apps view displays. In the HeadMaster section, click **Utility Manager**. Log in with your user name and password, and click **OK**. The Database Utilities window displays.

c.) **Windows 10:** On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start menu displays. Scroll to the HeadMaster section, and click **Utility Manager**. Log in with your user name and password, and click **OK**. The Database Utilities window displays.

[Link](#)

2. Click **Delete Attendance**.
3. At this point, you must call customer support at 1-800-669-2509 and obtain **Today's Password**.
4. Enter the password, and click **OK**.
5. In the Select Database list, select a data set to remove attendance postings from.
6. In the Attendance Type section, select **Delete School Attendance** or **Delete Class Attendance**.
7. If you choose to delete class attendance, you have the option to select a specific class to delete. In the drop-down list below the Delete Class Attendance option, select the class with the attendance you want to delete.
8. Enter a date range in **Start Date** and **End Date**, or click to select dates from a calendar.
9. Click **Delete Markings**.
10. Click **Yes**.
11. Click **OK**. You can now log back in to HeadMaster.