



## Finding & Deleting Future Attendance

If you are trying to drop a student from school (or a class) and receive an error message that there is future attendance, you must remove the future attendance before you can drop the class or transfer out the student. If you look through his attendance screen and don't see any future attendance you should take the following steps to find and delete the future attendance.

1. In DDA, select the Attendance (157) table
2. Search for:       StudentID = (enter StudentID)  
                          Att\_Date >= (date he is to be exited)
3. Search for all records (click on Table View to confirm the records returned are correct)
4. Click on Modify Records
5. Click the check box "Check here to verify a delete command"
6. Click on Delete Selected Records

If you are not dropping the student from school, but just certain courses, you will need to specify the CCID when searching for records in DDA.

1. In DDA, select the Attendance (157) table
2. Search for:       StudentID = (enter StudentID)  
                          CCID= (enter the CCID)
3. Search for all records
4. Search for: Att\_Date => (date he is to be exited)
5. Click on "Search within the current xx records only"
6. Click on Modify Records
7. Click the check box "Check here to verify a delete command"
8. Click on Delete Selected Records

This will need to be performed for each CCID mentioned in the error message. Also remember that the exit date is always the day after the student was in class/school.