

Delete a Counseling Meeting

Last Modified on 10/22/2022 9:36 am CDT

Classic Path: Student Information > Counseling > Meetings

Search Terms: Counseling, Meetings

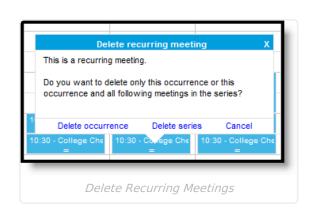
To delete a meeting, click on the meeting and select **Delete**. A notification window displays giving you a summary of the meeting and the affected participants.

Behavior Referral Re Student Advocacy Group Meeting X Wednesday, March 12, 2014 3:00 PM - 3:30 PM Andrew Student, Bree Student, Brooke Student, Devin Student, I more Delete Edit Copy Print
3:00 - Student Advi 3:00 Delete Meeting Message Preview
Student Advocacy Group Meeting Wednesday, March 12, 2014 3:00 PM - 3:30 PM Location: Room 123 Sent by Administration Administration.
5 affected participants. <u>Show</u> 3 people will not receive an email notification.
Delete and Send Notifications Delete Cancel
Delete a Counseling Meeting

See the Send Counseling Meeting Notifications article for more information about notifications. When you delete a meeting and send a notification, invited participants are notified that the meeting is canceled.

Delete Recurring Meetings

If the meeting you're deleting is part of a recurring series, you have the option of deleting the entire series or just the selected occurrence.



Infinite Campus

Deleting a series cancels all future instances of the meeting, but not previous occurrences.