

Request a Snapshot for Deletion (District Edition)

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The Snapshot Deletion Tool allows district users to request the deletion of a snapshot submitted for a state report, such as LCS or PMR. The state user can either approve or deny the request, then archive it.

Snapshot Deletion Tool ☆

System Settings > State Edition > Snapshot Deletion Tool

Instructions

This tool allows District users to look through submitted Snapshots and send deletion requests to the State. The State is then able to approve or deny those requests and if approved the system will remove the particular submitted Snapshot.

Snapshot Deletion Options

Report Type (Required)

PMR/GRS

Search snapshots

Snapshot Results

School Name	End Year	School Month	Rerun	Generated	Request Reason
Tar Heel School	2025	4	0	10/13/2025 09:24 AM	<div>Add a comment...</div> <div>0/256</div>
West Bladen High	2025	7	0	06/18/2025 10:30 AM	<div>Add a comment...</div> <div>0/256</div>
West Bladen High	2025	6	0	09/25/2025 08:55 AM	<div>Add a comment...</div> <div>0/256</div>
West Bladen High	2025	4	0	09/23/2025 08:57 AM	<div>Add a comment...</div> <div>0/256</div>
West Bladen High	2025	1	0	09/25/2025 11:12 AM	<div>Add a comment...</div> <div>0/256</div>

41 - 45 of 45 items

Pending Requests

End Year	School	Deletion Object	Snapshot Date/...	Snapshot Perio...	Request Times...	Response Tim...	Status	Request Reason	Actions
2025	West Bladen High	PMR/GRS	7	0	11/05/2025 01:44 PM		PENDING	SME test delete	Awaiting state response.

Request deletion

Snapshot Deletion Tool

Before you start

- Know which snapshots need to be deleted for which reports.
- Follow state guidance for requesting snapshot deletion.
- Limit the number of people who have tool rights to this tool.

Enter a request to delete report snapshots

1. Select the **Report Type** from the dropdown list and click **Search Snapshots**. Matching results display in the Snapshot Results section. Results can be further filtered by entering values in the search/filter fields for any of the columns.
2. Locate the snapshot to request deletion and select that item. Selected snapshots are highlighted in blue. To select multiple items at one time, use CTRL-click or SHIFT-click.
3. Enter a **Request Reason** in the **Add a comment** field.

4. Click **Request deletion**. The request is sent to the state edition for determination. Once the state has processed the request (which may take a few minutes), the Status column displays either DENIED or APPROVED.

Archive approved or denied requests

After the state has processed the request, you can archive the snapshot by clicking Archive. This removes that entry from the list of Pending Requests.

What's next

Once you have submitted your request for deletion, a designated person at State Edition reviews the request and processes it accordingly, either approving the request or denying the request.
