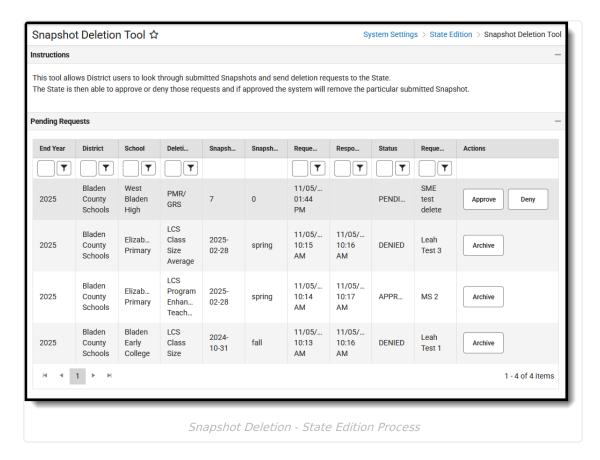


Process a Snapshot Deletion Request (State Edition)

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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.



Before you start

- Establish guidelines and processes for your district to follow when requesting the deletion of a snapshot.
- Limit the number of people who have tool rights to this tool.

Process requests to delete snapshots

- 1. Filter the list of Pending Requests by any of the available columns End Year, District, etc.
- 2. In the Action column, click either **Approve** or **Deny**. The system will process and update the District Edition Tool with either Approved or Denied.

Archive approved or denied requests

After requests have been processed, archive them. This removes the request from the list of



Pending Requests.

What's next

The district that submitted the request can see whether their request was approved or denied. No further action is needed.