

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.

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.

Pending Requests

End Year	District	School	Deleti...	Snapsh...	Snapsh...	Reque...	Respo...	Status	Reque...	Actions
2025	Bladen County Schools	West Bladen High	PMR/GRS	7	0	11/05/... 01:44 PM		PENDI...	SME test delete	Approve Deny
2025	Bladen County Schools	Elizab... Primary	LCS Class Size Average	2025-02-28	spring	11/05/... 10:15 AM	11/05/... 10:16 AM	DENIED	Leah Test 3	Archive
2025	Bladen County Schools	Elizab... Primary	LCS Program Enhanc... Teach...	2025-02-28	spring	11/05/... 10:14 AM	11/05/... 10:17 AM	APPR...	MS 2	Archive
2025	Bladen County Schools	Bladen Early College	LCS Class Size	2024-10-31	fall	11/05/... 10:13 AM	11/05/... 10:16 AM	DENIED	Leah Test 1	Archive

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Snapshot Deletion - State Edition Process

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

- Filter the list of Pending Requests by any of the available columns - End Year, District, etc.
- 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.
