

# Exclude a Student from Data Deletion

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## **WARNING: DATA DELETION IS PERMANENT**

Please be sure all your setup settings are correct before running Data Deletion. Once a run is started, even if forced to stop, some data may be lost if not done immediately or correctly.

This guide explains how to exclude individual students even if they meet the Data Deletion Setup criteria. If exclude is selected, Hold Type and Hold Date fields appear.

## Before you start

- [Set Up Data Deletion](#)
- [Set Up Hold Type](#)
- [Data Deletion Tool Rights](#)

## Exclude a student

1. Select a student from the Person Search.
2. Click the **Exclude from Deletion** checkbox.
3. Select a Hold Type.
4. Select a Hold Date.
5. Click **Submit**.

## What's next

- [Delete Student Data](#)
- [Review Deletion History](#)