

Exclude a Student from Data Deletion

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Warning: data deletion is permanent

Ensure all your setup settings are correct before running Data Deletion. Once a run is started, even if forced to stop, data may be lost.

This guide explains how to exclude individual students from data deletion even if they meet the Data Deletion Setup criteria. The Hold Type and Hold Date fields appear after Exclude is selected.

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 the **Submit** button.

What's next

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