

Batch Cancel Scheduled Health Office Visits

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Tool Search: Health Office Cancellations

This guide explains how to batch cancel all previously scheduled health office visits for a date range.

Health Office Visit Cancellations ☆

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Health Office Visit Cancellation

This tool should be used to mass-cancel all previously scheduled Health Office Visits for a date or range of dates when there has been a cancellation of School Days. Walk-in visits and saved scheduled visits will not be modified by the use of this tool. Select a date range and the calendars that should have visits removed.

Start Date*

Search Calendars

Show Active Year Only

End Date*

2020-21

Before you start

- Only scheduled visits that have not been saved will be deleted.
- No-show and walk-in visits are not deleted.
- See the Health Office Cancellations Tool Rights article for information about rights needed to use this tool.

Batch cancel scheduled office visits

1. Enter a **Start Date**.
2. Enter an **End Date**.
3. Select which Calendar(s) to include. The **Search Calendars** tool can be used to narrow results.
4. The **Show Active Year Only** toggle defaults to On, but may be turned Off to display all years. The **Expand All** and **Collapse All** buttons can be used to aid in selection.
5. Click **Delete Visits** to cancel visits or **Reset** to restart data entry from scratch.

Once you click Delete, there is no way to undo the mass deletion of visits.

When the tool is run, all Health Office Visit records from the selected calendar(s) within the entered Start and End Date will be canceled. A message displays indicating the number of records deleted.

What's next

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