

Batch Cancel Scheduled Health Office Visits

Last Modified on 01/21/2026 9:21 am CST

Tool Search: Health Office Cancellations

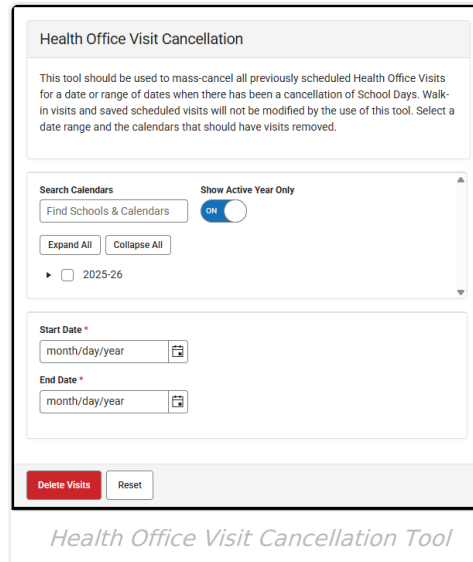
This guide explains how to batch cancel all previously scheduled health office visits for a date range. Only scheduled visits that have not been saved will be deleted. No-show and walk-in visits are not deleted.

Before you start

- 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.



The screenshot shows the 'Health Office Visit Cancellation' tool interface. It includes a title bar, a descriptive paragraph, a 'Search Calendars' section with a 'Find Schools & Calendars' button, 'Expand All' and 'Collapse All' buttons, and a 'Show Active Year Only' toggle set to 'ON'. Below this is a list of years with '2025-26' selected. There are 'Start Date' and 'End Date' input fields with calendar icons. At the bottom are 'Delete Visits' and 'Reset' buttons. The tool is labeled 'Health Office Visit Cancellation Tool' at the bottom.

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

- Manage scheduled calendar appointments with the [Health Office Calendar/](#)
- Enter student office visits with the [Health Office Visits](#) tool.

