Family- How to delete a family

Last Modified on 12/07/2020 7:12 am EST

If a family was entered into the system incorrectly you can search for the family by selecting the magnifying glass from the menu.

☆	Home Fa	amily	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q	
Home Information								A - B	C - D	」[] [E-F G-H		
informat	A			31 Semester	Classroom List Center			 	」[] [J-Р N-Х		
	Information	S	chedules					Q - R	S - T		U-V W		
	mormation		eneddies	Semester	DCV	V Transac	ctional- Cen	t	Y - Z	AL	L		
				O Pending	DCV	DCW Transactional- Cen							ation
			Billing		DCW Transactional- Ce		tional- Cen	nt Show All 🚫 Yes 🚫 No					
					DCW Transactional- Cen			nt Advanced Search					_
	Birthday												

On the Family Search Results screen, select the red x next to the family name to delete.

Family Search Results (A - B) 3 families (4 children) found					A	ctions -
Baggins Family (323500)	Child/Current Program	М	Т	W	Th	F
Daggins Farmy (323300)	Bilbo Baggins (419208) AM, Before School Care DCW Transactional- Center 1 - AM Kids Club					
	Frodo Baggins (419209) AM, Before School Care DCW Transactional- Center 1 - AM Kids Club					
Beanstalk Family (323499) 📝 🐹	Child/Current Program	М	Т	W	Th	F
	Jack Beanstalk (419207) emove All Family Information DCW Transactional- Center 1 - PM Kids Club					

Then select OK



If a family has charges, fees, credits or payments on their financial ledger they cannot be deleted.

If a family was entered into the system more than once and you want to merge the family records, you can do so by following these directions.