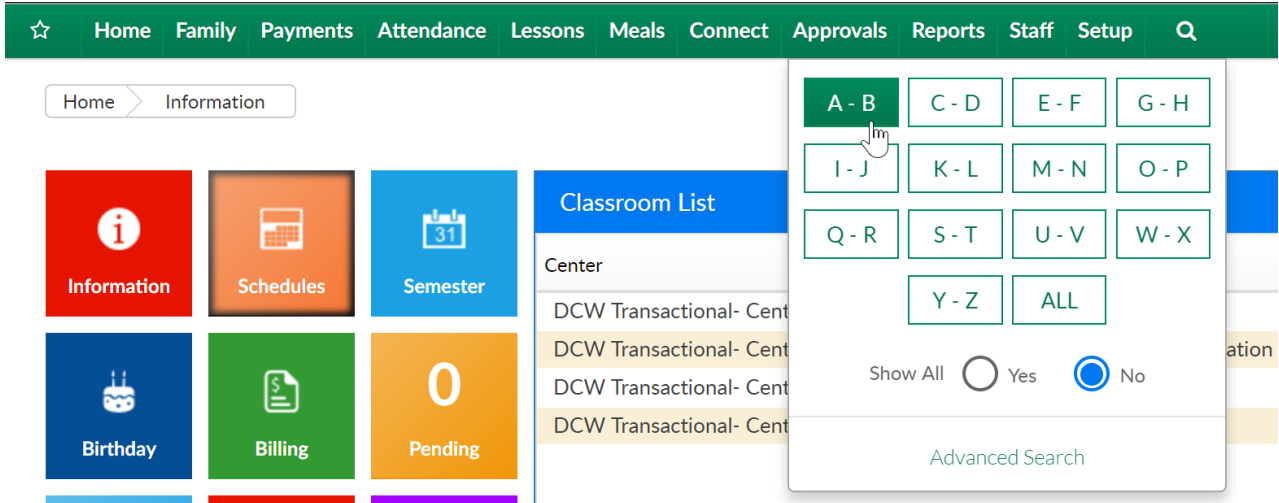


Family- How to delete a family

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.




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

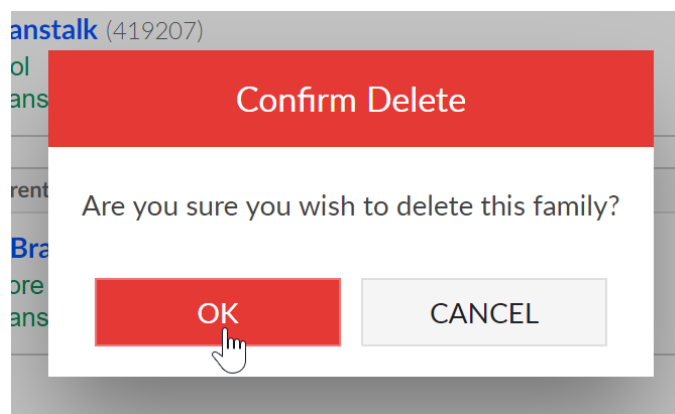
Family Search Results (A - B)

3 families (4 children) found

Actions ▾

	Child/Current Program	M	T	W	Th	F
Baggins Family (323500)	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	M	T	W	Th	F
	Jack Beanstalk (419207)					
	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](#).
