# InSite Classroom - Take Attendance, Delete Attendance

Last Modified on 02/18/2021 7:15 am EST

If a student was checked in/out at the incorrect time or by mistake, attendance can be deleted. To delete a student's attendance for the day, follow the steps below. Please Note: only the current day can be deleted. The admin site must be used to delete a previous day's attendance.

1. Click Delete Attendance from the Take Attendance action icon
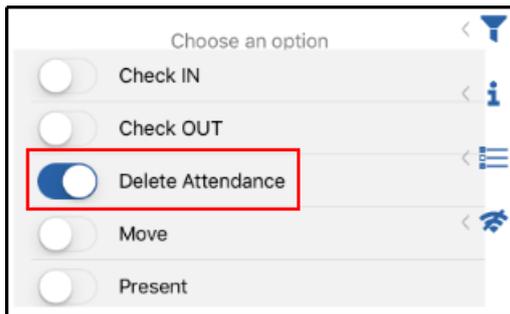


2. Select the student to delete. **Please Note**: only one student's attendance can be deleted at a time
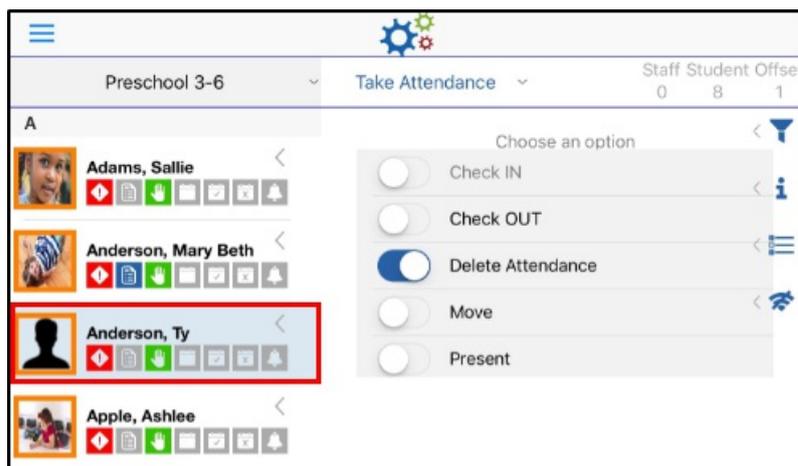


3. Click Submit - There is no confirmation screen, once submitted, the attendance will be deleted