**Remove Students – Manually**

**To help preserve historical data about classrooms and schools, student accounts should NOT be removed at the end of the school year.**

All student data is associated with the student’s ID number. This allows students to be removed and re-added without any data being lost.

Students who are added to another school in the district will automatically be removed from the original school.

It is necessary to be [logged onto the Reports and Management Web site](https://secure.istation.com/Help/Management/Logging_into_the_Report_and_Management_Web_Site.htm) to complete this.

1. After logging in, select the classroom where students are to be removed in the My Classroom Management section at the bottom of the page.

 

1. Select **Remove Student(s)** from the blue box.

 

1. Select the checkbox(es) in front of the student(s) to be removed.

 

1. Click the **Remove** button to complete the process.