

**Caddo Parish Schools
Information Technology Department**

Request to Delete Student Record from Student Master

Instructions: All information is required; incomplete forms will cause a delay in processing. Enter the student's last name and first name exactly as it is listed in the Student Master Record. With the exception of first time ninth grade students, "No Show" students should not be submitted for deletion; they are to be dropped using Leave Code LO 18 No Show.

Email completed forms to Daisy Powell (dpowell@caddoschools.org). If you have any questions, contact Daisy Powell, System Design Manager.

Principal _____

School:

Date:

I am requesting that the Student Master Record of the student(s) listed below is deleted from my school site for the current school year.

