

# Removing student from Marks book

1. Navigate to [Data Management](#) > Students
2. Search for student and select them
3. Make sure STATUS is set to LEFT
4. Under the ORGANISATION Sub heading, untick "all Whole School"

The screenshot shows a student management form with the following fields and options:

- MOBILE NUMBER**: Text input field.
- USERNAME**: Text input field.
- PASSWORD**: Text input field.
- PASSWORD WARNINGS**: Text input field.
- PASSWORD SUGGESTIONS**: Text input field.
- ORGANISATION**: Section header.
- ROLL GROUP**: Dropdown menu with "FO 4" selected.
- YEAR**: Dropdown menu with "Y11" selected.
- HOUSE**: Dropdown menu with "FO" selected.
- all Whole School**: Checked checkbox.
- enrol Enrolments**: Unchecked checkbox.
- All**: Button.
- None**: Button.
- CAMPUSES**: Section header.
- BOARDER**: Unchecked checkbox.
- STATUS**: Text input field with "LEFT" entered.
- INTERNALLY-MANAGED**: Unchecked checkbox.
- Save**: Button.
- Delete**: Button.
- Cancel**: Button.

A red circle highlights the "all Whole School" checkbox, indicating it should be unchecked according to the instructions.