

Student Contacts

Delete contacts with no associated students

This method used a filtered contacts export and then a reimport to delete contacts that have no students associated with them.

Resources

- Community Help Article with Contacts Import Template
<https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Student-Contacts-Import-Template-v20-11-0/ta-p/214899>
- Jason Springel Insider Episode #57
<https://help.powerschool.com/t5/Insider-Videos/PowerSchool-Insider-Episode-57-December-28-2018/ta-p/96951>

Step 1: Export Contacts

- From the Data Export Manager, choose PowerSchool Data Sets and then Contacts
- Choose the following fields at minimum
 - From Contacts.Person
 - Contact ID
 - First Name
 - Last Name *
 - From Contacts.StudentContactAssoc
 - Student Number
 - Student Last Name
 - Student First Name

Sort	Field	Labels Used on Export	Remove
PERSON			
	Contact ID	Contact ID	
	First Name	First Name	
	Last Name *	Last Name *	
STUDENTCONTACTASSOC			
	Student Number	Student Number	
	Student Last Name	Student Last Name	
	Student First Name	Student First Name	

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- In Step 2 (Select/Edit Records from Contacts) filter to only contacts with no access account. According to the KB article, the template should not be used to delete contacts that have access accounts

Select/Edit Records from Contacts

The screenshot shows a web interface for filtering contacts. At the top, there is a 'Built In Filters' dropdown menu. Below it, there are three filter sections:

- 'Students to include' with a checkbox for 'Use current student selection: 0'.
- 'Contact Status' with a dropdown menu set to 'All'.
- 'Access Account' with a dropdown menu set to 'No Access Account'.

- Export to a file from the last step

Step 2: Filter in Excel

- Open your downloaded file in Excel
- Remove any records that have associated students.
- Reduce the file to only contacts that you want to delete
- Prepare an import file. All you need is Contact ID and Last Name *
- Replace the Last Name values with #delete
- Save as Tab-Delimited file

	A	B
1	Contact ID	Last Name *
2	13713119	#delete
3	13713321	#delete
4	13713723	#delete
5	13713136	#delete
6	13713143	#delete
7	13712668	#delete
8	13711992	#delete
9	13728771	#delete
10	13664399	#delete

Step 3: Import the file

- Use the Data Import Manager
- Import the file into Contacts, map both columns