



State Report Deletion Requests

02/03/2026 1:03 pm EST

State Reporting Snapshot Delete Process

Navigation: System Settings > State Edition > Snapshot Deletion Tool



Review the [Snapshot Deletion Tool | Infinite Campus](https://kb.infinitecampus.com/help/snapshot-deletion-tool) (<https://kb.infinitecampus.com/help/snapshot-deletion-tool>) article for more information regarding tool rights.

- Select the **State Report** from the Report Type dropdown.
- Click **Search**

The screenshot shows the 'Snapshot Deletion Tool' interface. It includes an 'Instructions' section with a description of the tool's purpose and a 'Snapshot Deletion Options' section with a 'Report Type (Required)' dropdown set to 'PMR/GRS' and a 'Search snapshots' button.

- A list of all submitted snapshots for the report selected will be available in the Snapshot Results. This list can be filtered by using the column filter options.

The screenshot shows the 'Snapshot Results' table. It has columns for School Name, End Year, School Month, Rerun, Generated, and Request Reason. The table lists three entries for Monroe High School, with the last entry showing a comment field: 'Add a comment... 0/256'. Navigation buttons at the bottom indicate 1 of 3 items.

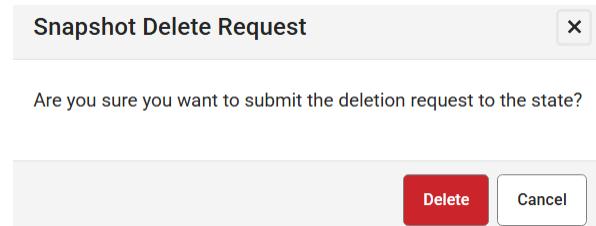
School Name	End Year	School Month	Rerun	Generated	Request Reason
Monroe High School	2026	2	0	10/21/2025 08:51 PM	<input type="text" value="Add a comment... 0/256"/>
Monroe High School	2026	1	1	10/21/2025 08:51 PM	<input type="text" value="Add a comment... 0/256"/>
Monroe High School	2026	1	0	10/01/2025 05:14 PM	<input type="text" value="Add a comment... 0/256"/>

- The **Rerun** column indicates the PMR reports that are "Rerun" during the school year as follows:
 - "0" is the initial run of the report.
 - "1" is the rerun of the PMR 1 for the 1R.
 - "2" is the rerun of all the PMR reports for the PMR 9.
- Select the report requiring a snapshot deletion.
- Enter a short comment explaining the reason for the request.

School Name	End Year	School Month	Rerun	Generated	Request Reason
Monroe High School	2026	2	0	10/21/2025 08:51 PM 21/256	Need to correct MLD 0

- Verify the highlighted reports are the reports to be deleted.
- Click **Request Deletion** at the bottom of the tool.

- A dialog box will pop-up to confirm the request for deletion. Click **Delete** to continue with the request, otherwise click **Cancel**.



- The deletion request will be listed in the Pending Requests list with a status of **PENDING**.

Pending Requests										
End Year	School	Deletion Object	Snapshot Date/Sch...	Snapshot Period/Re...	Request Timestamp	Response Timesta...	Status	Request Reason	Actions	
2026	Archer Lodge Middle	PMR/GRS	2	0	01/16/2026 09:51 AM		PENDING	To correct MLD of 0	Awaiting state response.	



IMPORTANT: If it is determined after the deletion request that the report does not need to be deleted, there is no cancel option in the tool. Contact Student Accounting at studentaccounting@dpi.nc.gov to request a cancellation of the deletion request ASAP otherwise the request will be processed.

- If the request is approved, the status in the Pending Requests list will change to **APPROVED**. The requested snapshot will be automatically deleted at the PSU and State levels and can be regenerated and resubmitted.

Pending Requests									
End Year	School	Deletion Object	Snapshot Date/Schoo...	Snapshot Period/Rerun	Request Timestamp	Response Timestamp	Status	Request Reason	Actions
2026	Archer Lodge Middle	PMR/GRS	2	0	01/16/2026 09:51 AM	01/16/2026 10:01 AM	APPROVED	To correct MLD of 0	<input type="button" value="Archive"/>

- If the request is denied no reason will be visible in the Pending Requests list. Contact Student Accounting for details on why the request was denied.
- The Archive button removes the deletion request from the Pending Requests list and will no longer be visible in the tool. The request will only be available by exporting from the database. It is recommended to only Archive at the end of the current school year.

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