Locking a student record



**2**

**1**

**1 -**

* **Locked – this feature is designed to lock down a student record from being run (modified) through the nightly download task.**
* **Inactive – this feature when selected will inactivate a student record manually.**

**2 -**

* **Admin – (in addition with the Locked feature) would allow a GenEd Student record to be locked down without having to assign them to a SpEd category.**
* **Special Education – this flag will lock down a student record (prevents modifications to a record if a nightly download is implemented) from the nightly task.**

**Examples of why a student record**

SpEd students would be a general reason for a record to be locked down for a router to manually maintain the data.