How to Delete Students from Roster in SIRS/MCIR

1. From your MCIR Home screen, Click Roster, (image 1).

Figure 1

2. From the Roster screen click Modify Roster, (image 2).
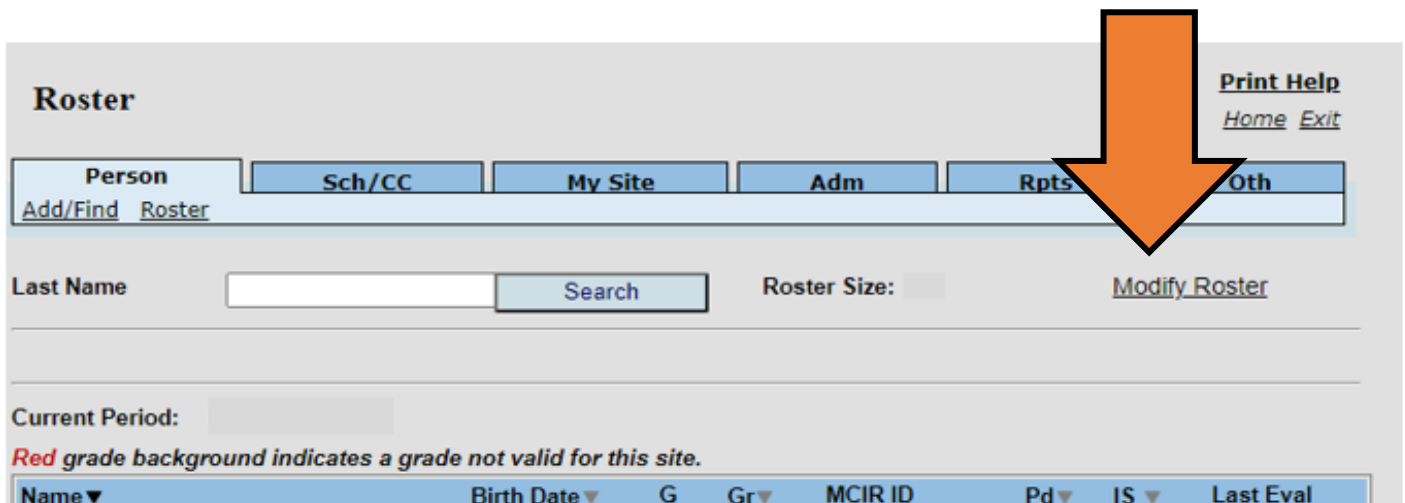

Figure 2

3. Checkboxes will appear next to each name.

4. Check all names to delete from the roster, (image 3).

Roster

Print Help
Home Exit

| Person | Sch/CC | My Site | Adm | Rpts | Oth |

Add/Find Roster

Last Name [   ] Search   Roster Size: 50   Check All   Clear All

Current Period: November 2021

Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

	Name ▼	Birth Date ▼	G	Gr ▼	MCIR ID	Pd ▼	IS ▼	Last Eval
☐	Michigander, Green	09/12/2015	M	01		Feb21	C	11/30/2020
☑	Michigander, Yellow	10/05/2011	F	04		Feb21	C	01/11/2021
☑	Michigander, Blue	05/14/2010	F	06		Feb21	C	01/11/2021
☑	Michigander, Orange	01/09/2013	M	03		Feb21	C	11/30/2020
☐	Michigander, Teal	07/08/2015	M	01		Feb21	I	07/31/2021
☑	Michigander, Purple	05/04/2015	M	01		Feb21	C	11/30/2020

Figure 3

5. Scroll down to the bottom of the page and Click the 'Delete Checked' box, (image 4).

| Modify Checked | Assess Checked | Delete Checked | Mark as Duplicate | Cancel |

Figure 4

6. Click OK, when you see the 'are you sure?' pop up, (image 5).

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Are you sure you want to remove the selected people from your roster?

OK   Cancel

Figure 5

The screen refreshes and the roster will display its update. For additional assistance view
How to Modify, Delete, and Mark Records as Duplicates Video

MCIR
Michigan Care Improvement Registry