How to Delete Students from Roster in SIRS/MCIR

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

![Figure 1](image1.png)

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

![Figure 2](image2.png)
3. Checkboxes will appear next to each name.

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

![Roster](image)

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

![Delete Checked](image)

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

![Are you sure?](image)

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