

Removing Inactive Students from Dashboard

Introduction

When my student has graduated or moved, that person's info is no longer needed on my SpEd Dashboard. However, deleting the student would destroy those important digital records. If I am plan manager, another option I have is to move them to the NESC Inactive account.

Procedure

1. On my student's sharing/transfer page, unshare student access with colleagues. (That way the student will also disappear from colleagues' SpEd Dashboards.)

TF Practice > Sharing/transfer

Share TF Practice with local educators

Select user category

Filter educators by

Unshare

Plan manager

List of schools using SpEd Forms

Local educators with access to this student

Unshare	Name	Edit	MA
☒	Brenda Boyd Special Compliance Specialist	☒	☐
☐	Tim Frewing Assistant Director	☐	☐

New plan manager →

2. Click the blue button on top-right to assign a new plan manager.

TF Practice > Sharing/transfer

Share TF Practice with local educators

Select user category

Filter educators by

Unshare

Plan manager

List of schools using SpEd Forms

Local educators with access to this student

Unshare	Name	Edit	MA
☐	Tim Frewing Assistant Director	☒	☐

New plan manager →

New plan manager

3. In the field to search for new plan manager, search for an individual with first name "NESC" and last name "Inactive."
4. Send the student to this NESC Inactive account.

Search

Send TF Practice to a new plan manager

First name

Last name

NESC

Inactive

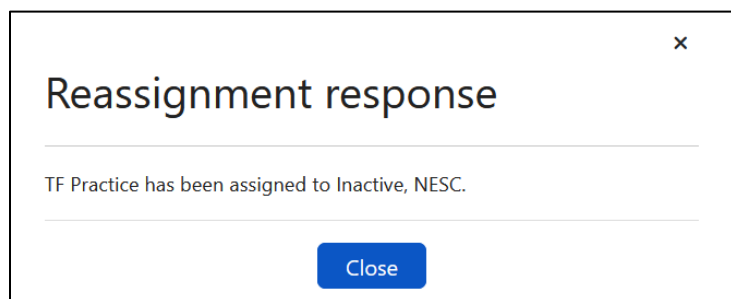
Local educators

Name	District	Reset
NESC Inactive	Northeast Educational Services Cooperative	☐

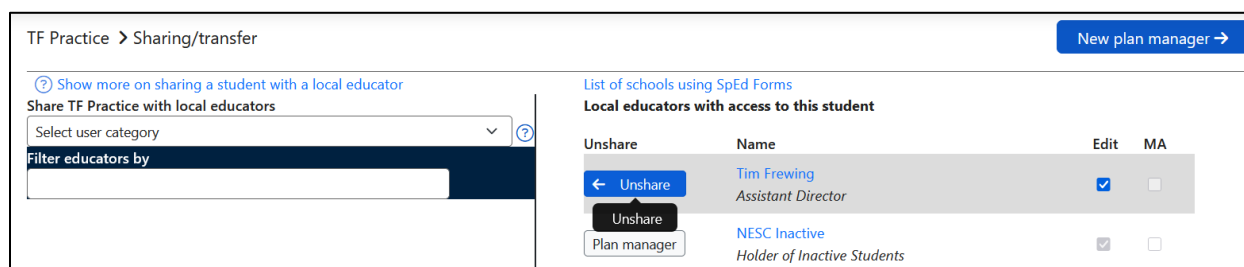
Send →

Send

5. Users should see the following message.



6. In the SpEd Dashboard, student still appears on list. Go again to the student's sharing / transfer. The previous plan manager should click "unshare" next to their own name.



7. Now the student should no longer appear on the user's SpEd Dashboard.
8. To access that student's records in the future, school districts can e-mail one of NESC's super administrators. Give the child's name and the new plan manager's name, and ask that the child be assigned to that plan manager.

As of Fall 2025, NESC's plan managers are: Anneke Nelson
Tim Frewing
Brenda Boyd