

# Delete a Staff Member / Instructor

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1. Go to the **Staff** (menu) > **Active Staff**.
2. Click the **Name** of the staff member you want to delete.
3. Click the **Delete** button.

**Staff: Livy Wallace**

← RETURN   **SAVE CHANGES**   **DELETE**

Instructor Schedule (PDF)   Add Time Entry   **Instructor Calendar**   Weekly Schedule   Email

Summary	Classes	Compensation	Time Card	Portal Settings	Feedback	Skills	Certifications	Availability
First Name	Livy	Middle Initial		Last Name	Wallace			
Status	Active	Staff ID	71698	Salaried	No			
Instructor	Yes	Type	Full-Time					
Public Nickname	Livy Wallace							
Position	Instructor	Pos2		Pos3				
Home Phone	(704) 555-2598	Work Phone		Cell Phone				

4. Click **Yes** in the *Delete Staff* pop-up window. **Tip: It is a Jackrabbit Best Practice to set a staff member's status to inactive instead of deleting them. This preserves time entries and class assignments instead of permanently deleting the information.**
5. The staff member's record is permanently deleted, click **OK**.



*Deleting a Staff record does NOT delete the staff member from the Instructor tab of any classes they were assigned to. Deleting an Instructor from a specific class must be done from the Class Instructor tab.*