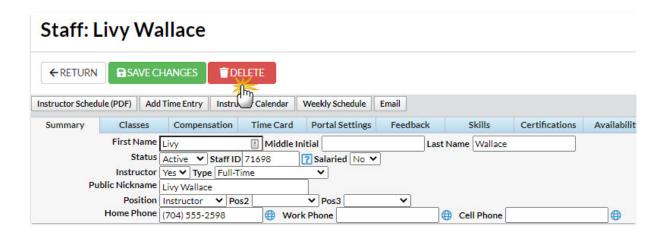
Delete a Staff Member / Instructor

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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.



- 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.