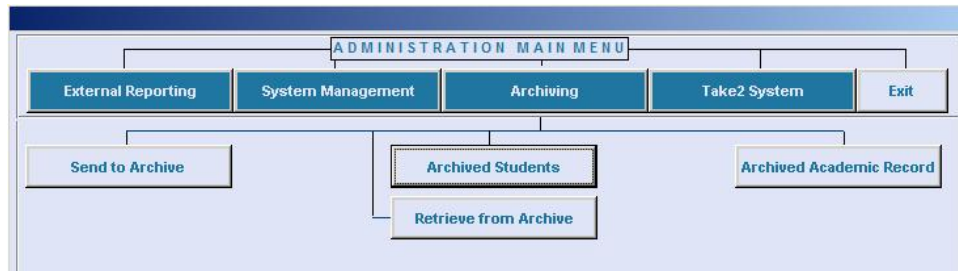


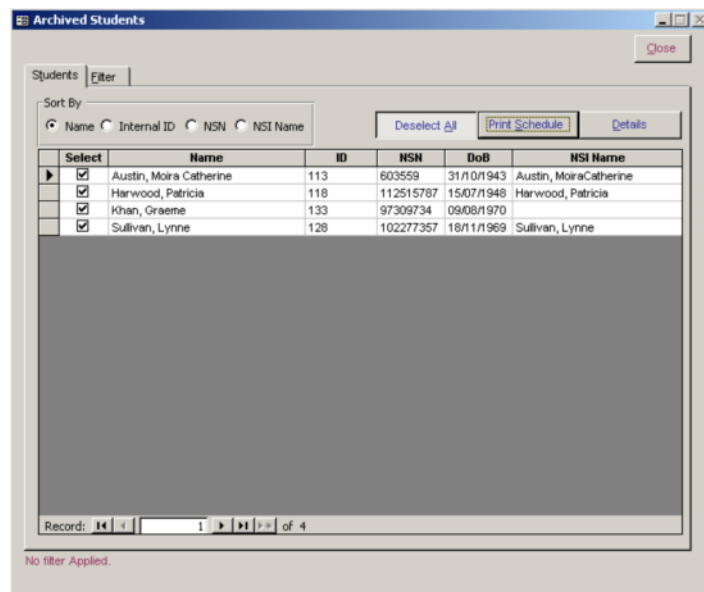
Retrieving from an Archive

In the Administration Menu click on the **Archiving** menu button.



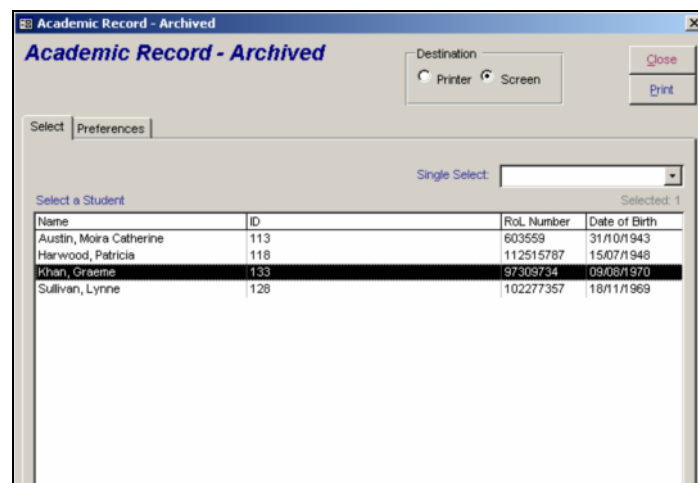
Viewing an Archived Student

To view the personal details of an archived student click on the **Archived Students** button.



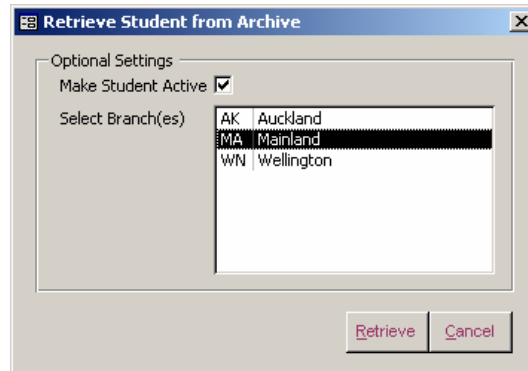
Printing an Academic Record

To print an academic record for an archived student click on the **Archived Academic Record** button, select a student, and click **Print**.

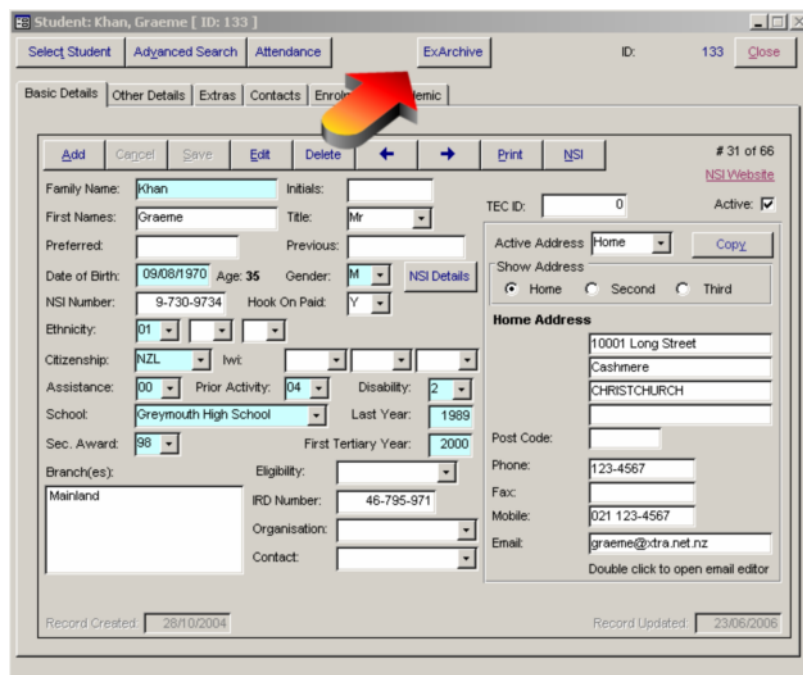


Retrieving a Student from Archive

To retrieve a student from the archive [click](#) on the **Retrieve from Archive** button, select the student, and then indicate whether the student is to be marked as active when retrieved, plus designate which branch, if any, the student is to be attached to.



A student who has been retrieved from archive becomes visible in the Main Module and, on the *Students* form you will see an **Ex Archive** button.



Clicking the button opens an *Ex Archive* form. This form displays the student's academic outcomes, even if the relevant curriculum records have been retired, and in the case of the offered curriculum elements, have been deleted.