

The End of the Academic Year Tapestry To-do list

Some or all of my children are leaving

1. Download their data

Once you are sure you don't need or want to add any new observations or assessments, it is time to export the data to share with parents or for you to keep. You may consider exporting:

- a. A [PDF copy of the children's journal](#) and reports (optional)
- b. A [ZIP file with all their media](#)
- c. [Accident records](#)
- d. Any, or all, their monitoring screens by clicking on the CSV/PDF buttons on each monitoring screen

2. [Transfer to another Tapestry package](#)

Sometimes your children will start at a setting or school that also uses Tapestry. On those occasions, you can simply transfer their profiles – note that transfers do not include the 'About Me' or 'Care Diary' information.

3. [Deleting vs Deactivating](#)

If you delete the children, from that point you will have a period of 90 days during which you can restore them. During this time you can also download their journal. After this time, they are permanently deleted and moved to our backups for another 90 days. Our developers can restore data from the backups, but this is chargeable. At the end of this second period, the data is erased completely and cannot be retrieved.

If you deactivate them, they will remain in your account indefinitely. Their data will only be accessible if you restore them though. Please keep your GDPR policy in mind if you decide to keep them inactive.

4. [Delete Relatives](#)

Don't forget to wait until all relatives have downloaded their children's journals.