

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, 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](#)

When you delete a child you will have a period of 90 days during which you can restore them to access their full account. You are also able to download a PDF copy of their journal whilst they are awaiting deletion. Our contract with you outlines what happens to the data when a child is deleted.

If you deactivate a child, they will remain in your account indefinitely and you will be able to restore their profiles to access their data. When deactivating a child, it is important that you only keep the data as long as you have a lawful reason for doing so as per your Data Protection policy and therefore you should periodically review and delete any inactive records that are no longer required. In some cases you will find that you have a legal obligation to retain certain data, e.g. accident records, but for those instances we have made it possible to export the information into PDF files, which you can produce before the child leaves your setting.

4. [Delete Relatives](#)

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