

# Archive a Family Account

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To archive a Family Account, children in the family must first be **dropped from all classes** they are enrolled in. Dropping a child from a class can be done in a few ways:

- Drop a child directly on the Openings Over Time page.
- Drop a child from the Enrollments tab on a child's details page.
- Drop a child from a Class from the Programs & Classes > Enrollment tab.

Owners, Administrators, and Site Administrators all have the permissions to drop children from classes, archive, and reinstate a Family Account.

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Expand/Collapse All

Archive a Family

Reinstate a Family Account

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