

MVCDC Support

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How Do I Delete An Attachment in ChildPlus?

Richard Woolf - 2025-11-10 - [ChildPlus](#)

Deleting an Attachment in ChildPlus

Attachments can only be deleted by a Regional Coordinator or the ChildPlus Administrator.

If you need an attachment deleted from from ChildPlus, you can either:

1. Request that your regional coordinator delete the attachment

-- OR --

1. Edit the attachment info so that the description box says **"DELETE"**.

Add a note that explains why the attachment should be deleted.

Then submit a HelpDesk ticket which includes:

- a. The child's name
- b. ChildPlus ID (CPID)
- c. The Service Area module where the attachment can be found (e.g., Application, Education, Health, etc.).



The screenshot shows a web form titled "Edit Attachment Information". It has a close button (X) in the top right corner. The form contains the following fields:

- File to Attach (20MB Max): (empty)
- Service Area: A dropdown menu with "Education" selected.
- Attachment Type: A dropdown menu (empty).
- Description: A text box containing "DELETE".
- Notes: A text area containing "11/10/2025 12:34 PM Hope Cypryla Director Attached wrong child's doc. Please delete. <end of entry>".

At the bottom of the form, there is a "Time-Saving Tips" link on the left, a green "Save" button, and a blue "Cancel" button on the right.