



# BUSINESS FINANCE

*Leaver Procedures Manual*



# Gregory-Portland Independent School District

## Leaver Procedures Manual

### 2022-2023

Office of Business and Finance

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## Purpose

The purpose of this section of the policies and procedures manual is to provide guidance and direction to district personnel charged with the maintenance and accuracy of student withdrawal/leaver records for the purposes of identifying student leavers; it does not replace the Texas Education Data Standards published by the Texas Education Agency.

The authority for the annual audit of leavers is provided in Texas Education Code (TEC), §39.055. The focus of the audit is to examine student records for purposes of verifying the accuracy of the leaver information reported through the Public Education Information Management System (PEIMS), using agreed-upon procedures.

This manual is designed in accordance with the Texas Education Agency's Student Attendance Accounting Handbook and PEIMS Leaver Data Requirements.

## Understanding Leavers

As mandated by the Texas Education Agency's Data Standards, districts must document the withdraw of all students and maintain on file the appropriate paperwork associated with student withdraws. Each student served in the district in one school year must be accounted for the next fall either through TEA or district records. In Submission 1, districts submit an enrollment record for the new school year for each student who returned and a *leaver record* for each student served in grades 7-12 during the previous year who left the district, except for (1) students considered movers because they enrolled in other Texas public school districts; (2) students found by the TEA to have earned GED certificates at Texas examination sites by August 31<sup>st</sup>; and (3) students accounted for through other state reconciliation processes.

### Definition of a Leaver

**Leavers** are students who were served in grades 7 through 12 during the prior school year, but leave Texas public education. Leavers include:

- Graduates,
- Students who died,
- All dropouts,
- Students who fail to reenroll in the fall (no-shows),
- Students who enroll in Texas private school,
- Students who enroll in an out-of-state school (private or public),
- Students who leave for home schooling,
- Students who return to their home country,
- Students withdrawn by the school district,
- Students who are expelled, and
- Other school leavers identified during the previous school year. Student leavers in special education and other special, ungraded, or state-approved alternative programs are included.

### Definition of a Dropout

**Dropouts** are students who were enrolled in Texas public schools in grades 7-12, do not return to Texas public school the following fall within the school start window (i.e. by the last Friday in September), were not expelled, did not graduate, receive a GED certificate, continue school outside the Texas public school system, begin college or die. The leaver reason of '98' is a potential dropout. (Exception: Migrant students reported through district migrant program may return prior to resubmission in early January, if tracked through the federal migrant tracking system.)

If more than one district reports a student as a dropout, and the last district of attendance cannot be determined, the student will be counted as a dropout for both districts.

Exclusions from the dropout and completion rate calculations include: (1) Previous Dropouts; (2) ADA Ineligible Students; (3) Court-ordered GEDs not earned; and (4) Incarcerated student in state/federal adult facilities (not county or juvenile).

### **Definition of a Mover**

**Movers** are students who were served during the prior school year who enroll in other Texas public school districts or state charters or students who transfer to and enroll in other schools within Gregory-Portland ISD for the current school year. Movers include:

- Students enrolled in another Texas public or charter school district, and
- Students who are accounted for by other state reconciliation processes.

Note: The registrar must verify through the state database that a student has enrolled in another Texas public school.

### **Definition of an Under-Reported Student**

**Under-reported** students are those who were enrolled during the prior school year, but are not included in the Fall PEIMS Submission – as a currently active student or as a leaver. A list of under-reported students will be available after the completion of the Fall PEIMS submission deadline. Once the report is available, the PEIMS department will review and deliver the reports to the campuses to review. Campuses must clear all applicable students from its under-reported list. Any corrections that need to be made to student leaver data are to be made in Skyward. If needed, PEIMS leaver records will be sent to the TEA in mid-January with the Fall PEIMS re-submission.

### **Definition of School-Start Window**

The **school-start window** is the period between the first day of school and the last Friday in September. The end of the school-start window is the day that students in grades 7-12, served in the prior year, must return to public education in Texas or be classified with a leaver reason code. Students who **SHOULD** return to school in the fall, must do so by the end of the school start window (appear on ADA by the last Friday of September).

**The act of not showing up the first day of school does NOT make a student a leaver/dropout.** A student has until the end of the school start window to be enrolled within public education in Texas, or to be classified with a Leaver Reason. It is especially important at the start of the year to identify and investigate students who do not return immediately. If they can be enrolled before the end of the school start window, then the designation of *dropout* can be avoided.

Even if a student returns after the school start window and graduates that same year, he or she will be counted as a dropout – (even though he/she may be attending class by the time the data is reported to the state) due to not being enrolled during the school-start window and not being classified under a non-dropout leaver reason.

Students who return after the school start window should be questioned regarding their enrollment status during the school start window. If an approved leaver reason can be documented prior to the January Fall PEIMS resubmission date, the student's last leaver record may be changed to reflect enrollment in another educational setting and avoid the designation of dropout.



## Campus of Accountability

Leavers are assigned to the campuses that they were attending when they left the Texas public school system. Middle schools are responsible for eighth grade students who do not show subsequent enrollment in ninth grade anywhere in the state. Middle school's responsibility ends the first day the student begins attending and appears on ADA for ninth grade.

Students referred to a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP) are assigned to a *campus of accountability* based on the campus that referred the student to DAEP or JJAEP. Gregory-Portland ISD does not reassign students to a new campus for DAEP. The DAEP student will remain enrolled on the campus they attended when the incident occurred.

## Leaver Records

A leaver record is **NOT** required for grades 7-12 students who were enrolled during the prior year and are enrolled in the school start window of the current year. These students are continuers.

Leaver records are also **NOT** submitted for students who enroll and attend another Texas public school district or state charter, students who transfer to and enroll in another school within the same district, and students who obtain GED certificates at Texas examination sites by August 31<sup>st</sup>. Students who move to other Texas public school districts are considered movers, not leavers. All potential leavers will be processed through the Texas Student Data System (TSDS) Person Identification Database (PID) and Person Enrollment Tracking (PET) which will remove any student as having subsequently enrolled in another Texas public school or having received a GED certificate date by August 31 of the year of accountability. The final determination of whether students are movers will be made by the TEA.

Leaver records **ARE** submitted for students who left the district before the end of the school year, did not return in the same year, and did not return in the fall in the school-start window except for (1) students considered school-year movers because they enrolled and attending another Texas public school district; (2) students found by the TEA to have earned GED certificates at Texas examination sites by August 31<sup>st</sup>; and (3) students accounted for through other state reconciliation processes.

## Timeline for Establishing Leaver Reasons and Obtaining Documentation:

### ***Students who leave during the school year.***

For students who leave during the school year, leaver reasons apply at the time of withdraw and documentation should be obtained at that time.

### ***Students who fail to return in the fall (No Shows)***

For students who fail to return the following fall, leaver reasons apply on the first day of school or its approximation, the school-start window. Districts should use the leaver reason code that most appropriately describes the student's whereabouts during the school-start window. The district could obtain the documentation to support the leaver code at any time up until the PEIMS Submission 1 resubmission date.

## GED Reporting

Students who leave to attend GED programs are not counted as dropouts if they earn their GED at a Texas Examination site by August 31<sup>st</sup> of the current school year.

**Example #1: GED – NOT A DROPOUT**

Student leaves in February of the 2019-2020 school year and receives a GED on August 20, 2021. **Student is NOT a dropout.**

**Example #2 GED – DROPOUT**

Student leaves in February of the 2019-2020 school year and received a GED on September 1, 2021. **Student IS a dropout.**

Students who withdraw or do not return and who indicate the intention to complete a GED Certificate from TEA, should have their status followed for possible change of Leaver Reason if the student happens to qualify under a different code (e.g. return to home country, enrolled in private school, etc.) Guidance should be offered for students in the successful completion of a certificate by the deadline date. **Students who complete the TEA GED Certificate after the deadline date and do not enroll in a Texas public secondary school within the school start window, or qualify to be coded under a different Leaver Reason, will be counted as a drop out.**

Students who receive a GED Certificate from out-of-state are assigned a Leaver Reason of 86. This code may be used for students who earned GED certificates outside Texas, **including students living in Texas and earning GED certificates online from a testing company in another state**, before enrolling or after leaving Texas public schools. The out-of-state GED Certificate should be issued on or before the end of the school start window.

## Graduates

By the TEA definition, students **MUST** have completed graduation requirements under 19 TAC Chapter 74, Subchapter B to be considered a graduate. Special education students must satisfy requirements under 19 TAC §89.1070. This includes passing the state assessments required for graduation. If a student receives a diploma from a location that does not require passing Texas state assessments the diploma is not valid if the student leaves a Texas school to seek a diploma because they have not passed their state assessments.

## Non-Graduates

Every effort should be made to recover and assist students who have met graduation requirements but have not passed the required state assessments. Seniors who completed all course requirements but did not graduate due to missing one or more portions of testing must enroll for a **minimum of one (1) day** during the school start window if they do not qualify under an approved Leaver Reason Code. Such students should enroll at the last campus of attendance and be served with test preparation materials and/or courses. Service may be documented via a signed enrollment record and/or written statement by authorized personnel. Additionally, there is no *official withdrawal date* for these students. It is recommended that students be withdrawn from enrollment on the date *service* to the student ends. These students are not eligible to generate funding.

Gregory-Portland ISD may serve and generate FSP funding for a student who has met all graduation requirements other than passing required state assessments and who continues to attend school to participate in a study program for those assessments, provided all other eligibility requirements are met. Time spent in the study program is considered instructional time for FSP funding purposes; that is, this time counts as instructional time for purposes of the 2-through-4-hour rule. This is the only time that enrollment in study hall may count as instructional time.



## Withdrawal Due to Non-Attendance

### 19 years of age and over

A person who voluntarily enrolls in school or voluntarily attends school after the person's nineteenth birthday shall attend school each school day for the entire period the program of instruction is offered. Gregory-Portland ISD may revoke, for the remainder of the school year, the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087, except a school district may not revoke the enrollment of a person under this subsection on a day on which the person is physically present at school. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds for the purposes of Education Code 37.107 regarding trespassing.

**Students withdrawn under such conditions are coded with Leaver Reason 98. Such withdrawals may not be coded as an 83.** They may be denied re-enrollment during the same school year. A student who is removed from school under this provision will be considered a dropout for accountability purposes unless the student returns to school during the school-start window the following fall.

### Students under the age of 19

Gregory-Portland ISD may initiate withdrawal of a student under the age of 19 for non-attendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

A campus administrator should be notified of any student who does not withdraw, but quits attending school so that they can investigate. If no information is found on the student's whereabouts, then:

- a. Withdraw the student on the 11<sup>th</sup> school day after non-attendance using the withdraw code 98.
- b. Complete a **Leaver Tracking form** on the student. (**Leaver Tracking Dropout Recovery**)
- c. Access the state database to determine possible enrollment in other Texas public or charter school.
- d. The principal or his/her designee must sign the withdrawal form.
- e. If the student's whereabouts cannot be ascertained, this student will remain with the withdrawal code of a dropout 98.

**Students withdrawn under such conditions are coded with Leaver Reason Code 98. Such withdrawals may not be coded as an 83.** The student remains eligible for re-enrollment. Truancy charges should be filed against the student and parents.

## Importance of Contact Information

Every effort should be made during the school year to collect as much contact information for students and their guardians as possible. Multiple contact names and numbers of family members and other acquaintances that could be referenced should be gathered. Returned mail should be investigated for a change of address in accordance with the Gregory-Portland ISD Student Policy and Procedures Manual.

## Texas Education Data Standards Technical Resources (formerly Appendix D)

To reference the Texas (web-enabled) Education Data Standard (TWEDS) Leaver Resource for SY 22-23, the following link may be used:

<https://tealprod.tea.state.tx.us/TWEDS/96/0/0/0/DataSubmission/TechnicalResources/1545>

### Other Texas School Enrolled

Students, who moved to and attend another Texas public school districts including state charters, are **NOT** reported as leavers. The state database will track students and assist with locating movers, leavers, and/or dropouts. If a student *intends* to enroll in another Texas school, and **does not enroll** within the school start window, then the student will count as a **dropout** (unless the district obtains documentation that the student has another valid leaver reason). If a student does enroll and attend another Texas school, including a state charter school, within the school start window, the student will be counted as mover rather than a dropout.

School leavers with the leaver reason code 98 are counted as dropouts for state accountability purposes.

School leavers with the leaver reason code 88, 89, and 98 are counted as dropouts for federal accountability purposes.

### State Leaver Reason Codes

Gregory-Portland ISD must enter appropriate leaver reason codes in Skyward that most accurately describes the student's whereabouts during the school-start window. The **school-start window** extends from the first instructional day of school through the last Friday in September. Although the school-start window ends on the last Friday in September, schools are to continue to search for students to verify their educational status.

ALL leavers require documentation. Documentation supporting use of a leaver code must exist at the time the leaver data is submitted, i.e., no later than PEIMS Submission 1 January resubmission date.

Leaver coding may not be changed after the final PEIMS Submission in mid-January, nor may data be corrected through the appeals process. **If the school makes a mistake in coding, the school owns it.** After Submission 1 resubmission, under no circumstances should a leaver code be changed in Skyward.

Detailed leaver code information is available in the TEDS Technical Resources. A Summary of Leaver Reason and Required Documentation can be found below. The Summary below is not to be used as a substitute to the Texas Education Data Standards guidance. Gregory-Portland ISD will use the **Withdraw Check List** to aid in the gathering of necessary documentation for each leaver code. Every student withdrawn must have a completed withdraw check list on file.

## Leaver Reasons and Documentation Needed in Case of Audit

### Graduated or Received an Out-Of-State High School Equivalency Certificate

Code	Translation
01	<p><b>Student graduated from a campus in this district or charter</b></p> <p><b>Definition and use:</b> Use for students who meet all high school graduation requirements (which includes passing the exit-level TAAS or TAKS) at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>To graduate, a student must satisfy the requirements under 19 TAC Chapter 74, Subchapter B. Special education students must satisfy requirements under 19 TAC §89.1070. Students who complete all graduation requirements in one school year but do not pass the exit-level assessments until a later year, are reported as graduates in the school year in which the exit-level assessments are passed and the diploma is issued.</p> <p><b>Documentation requirement:</b> Transcript showing sufficient credits, successful completion of the exit-level assessments (including testing dates), graduation seal, school official signature, and date of completion.</p>
85	<p><b>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</b></p> <p><b>Definition and use:</b> This code may be used for students who graduated in another state or country before entering Texas public schools. This code may also be used for students who graduated from Texhoma High School, Texhoma, Oklahoma.</p> <p><b>Documentation requirement:</b> Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.</p>
86	<p><b>Student completed a High School Equivalency Certificate outside Texas</b></p> <p><b>Definition and use:</b> This code may be used for students who earned high school equivalency certificates outside Texas, including students living in Texas and earning high school equivalency certificates online from a testing company in another state, before enrolling or after leaving Texas public schools.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the high school equivalency certificate or some other written document provided by the testing company showing completion of the high school equivalency. Written documentation from the testing company must include the date of high school equivalency completion, location, address, and contact information of the company.</p>
90	<p><b>Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children</b></p> <p><b>Definition and use:</b> Per TEC §162.002, student lives in the household of an active-duty military service person, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.</p> <p><b>Documentation requirement:</b> Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal</p>

### Moved to Other Educational Setting

Code	Translation
24	<p><b>Student entered college and is working towards an Associate's or Bachelor's degree</b></p> <p><b>Definition and use:</b> This code is for students who leave secondary school to enter college early. It should be used for students who are enrolled full-time (at least 9 credit hours per semester). This code is also for students who leave school to enter a dual-credit program established by the Texas Legislature at the Texas</p>

Code	Translation
	<p>Academy of Mathematics and Science at the University of North Texas, the Texas Academy of Leadership in the Humanities at Lamar University, the Texas Academy of Mathematics and Science at the University of Texas at Brownsville, and the Texas Academy of International Studies at Texas A&amp;M International University.</p> <p><b>Documentation requirement:</b> Documentation of enrollment in a college or university must indicate that the student is enrolled full-time in an academic program. Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to enter a post-secondary educational setting. Beginning with students leaving in the 2011-12 school year, a district must document that the student has actually entered a post-secondary educational setting. One of the following types of documentation is required to verify enrollment:</p> <p><b>Transcript request.</b> Acceptable documentation of enrollment in college is a records request from the college in which the student is enrolled. Telephone requests must be documented in writing, including the date of the call, the name of the college requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p><b>Verification by an authorized representative of the college.</b> A signed letter from the college verifying enrollment is also acceptable documentation. The letter must state the name and location of the college in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the college providing the name and location of the college and verifying that the student is enrolled, signed and dated by an authorized representative of the district.</p> <p><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes a letter, signed and dated from the parent, guardian, or qualified student stating that the student has enrolled in college in a program leading to an associate's or bachelor's degree.</p>
60	<p><b>Student is home schooled</b></p> <p><b>Definition and use:</b> Student is being home schooled. This code may be used only for a student whose parent/guardian confirms that the student is pursuing, under direct supervision of the parent/guardian, a curriculum designed to meet basic education goals. The district is not required to obtain evidence that the program being provided meets educational standards.</p> <p><b>Documentation requirement:</b> A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to be home schooled. Beginning with students leaving in the 2011-12 school year, the following documentation is required to verify enrollment:</p> <p><b>Verification by the parent/guardian.</b> A letter, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Letters from parents/guardians must indicate the actual date home schooling began.</p>
66	<p><b>Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment</b></p> <p><b>Definition and use:</b> This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.</p> <p><b>Documentation requirement:</b> Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official.</p>
81 82	<p><b>Student enrolled in a private school in Texas</b></p> <p><b>Student enrolled in a public or private school outside of Texas</b></p> <p><b>Definition and use:</b> Student is enrolled in a private school in Texas (code 81), the Texas Job Corps Diploma Program (code 81), or a public or private school outside Texas (code 82). Documentation of actual</p>

Code	Translation
	<p>enrollment is required. This code is also used when a student moves from the district without withdrawing but the district receives a records request.</p> <p>If the student enrolls in another school in the district or another public school district in Texas, a leaver record is not submitted.</p> <p>If the district did not assign code 81 or code 82 when the student stopped attending, the district can change the original code assigned to the student when the records request or communication from the parent/guardian or qualified student is received. If the original withdrawal date for the student is later than the date the student enrolled in the other school, the withdrawal date must be changed, and all attendance accounting records affected by this change must be updated.</p> <p><b>Documentation requirement:</b> Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to enter another educational setting. Beginning with students leaving in the 2011-12 school year, a district must document that the student has actually enrolled in a private school in Texas, the Texas Job Corps Diploma Program, or a private or public school outside Texas. One of the following types of documentation is required to verify enrollment:</p> <p><b>Transcript request.</b> Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled. Telephone requests are acceptable, but they must be documented in writing, including the date of the call, the name of the school requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p><b>Verification by the superintendent or authorized campus or district administrator of the receiving district.</b> A signed letter from the receiving school verifying enrollment is acceptable documentation. The letter must state the name and location of the school in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the receiving school providing the name and location of and contact information for the school and verifying that the student is enrolled, signed and dated by an authorized campus or district administrator of the district.</p> <p><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes a letter, signed and dated, from the parent/guardian or qualified student stating that the student has enrolled in a private school in Texas or a private or public school outside of Texas leading to the completion of a high school diploma.</p>
87	<p><b>Student withdrew from/left school to enroll in the Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program</b></p> <p><b>Definition and use:</b> Student was withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student has enrolled in the State Board of Education-authorized Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program.</p> <p><b>Documentation requirement:</b> The district must receive either a) a records or transcript request from the high school diploma program or b) a letter from the high school diploma program stating that the student is enrolled.</p>

### Withdrawn by School District

Code	Translation
78	<p><b>Student was expelled under the provisions of TEC §37.007 and cannot return to school</b></p> <p><b>Definition and use:</b> This code may only be used when:</p> <ul style="list-style-type: none"> <li>the student was expelled under the provisions of TEC §37.007, and</li> <li>the term of expulsion has not expired or the student's failure to attend school is due to court action.</li> </ul>



Code	Translation
	<p>This code may only be used for a student who was expelled for an offense included in TEC §37.007. This code is not intended for use by districts which assign students to a Juvenile Justice Alternative Education Program (JJAEP).</p> <p><b>Documentation requirement:</b> Due process documentation supporting the expulsion.</p>
83	<p><b>Student was attending and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was not entitled under other provisions of TEC §25.001 or as a transfer student, or c) was not entitled to public school enrollment under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services because the student was not immunized.</b></p> <p><b>Definition and use:</b> This code is for situations in which the district discovers when verifying enrollment information that the student is not entitled to enrollment in the district because the student is not a resident of the district or is not entitled under other provisions of TEC §25.001 or as a transfer student. It is not for a student who was a resident of the district and who stops attending because he/she has moved. This code is also for rare situations in which the student has not met the requirements under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services for immunization, provisional enrollment, or exemption.</p> <p>Subject to the exceptions in TEC §38.001(c), a student is required to be fully immunized against disease as required by the Texas Department of State Health Services (TEC §38.001(a)). A student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible (TEC §38.001(e)). Except as provided by TEC §38.001(c) or by rule of the Department of State Health Services, a student who is not fully immunized and has not begun the required immunizations may not attend school. For further information about enrollment procedures, please see the <i>Student Attendance Accounting Handbook</i>. For further information about immunization requirements, immunization exemptions, and immunization documentation, please contact the Texas Department of State Health Services.</p> <p><b>Documentation requirement:</b> Due process documentation supporting the withdrawal. All district actions to withdraw a student must be documented or the documentation for use of this leaver reason code may be considered insufficient. For purposes of leaver reason code 83, due process is defined as completion of the following steps:</p> <ol style="list-style-type: none"> <li>1. District provides oral or written notice, appropriately documented, to the student's parent, guardian, or qualified student him- or herself of intent to withdraw the student, reasons for the withdrawal, effective date of withdrawal, and date of hearing or conference at which the parent, guardian, or qualified student will have an opportunity to respond to the allegations that the student is not entitled to be enrolled in the district. Steps 2 and 3 are not required for cases in which the parent, guardian or qualified student agrees that the student is not entitled to enrollment in the district. Step 4 is always required for charter districts.</li> <li>2. District provides a hearing or conference at which the district presents the reasons for withdrawal, and the parent, guardian, or qualified student is given the opportunity to respond to the reasons for withdrawal.</li> <li>3. District provides a written report to the parent, guardian, or qualified student that contains the findings of fact and district decision following the hearing or conference. The written report shall include notice of the parent's, guardian's, or qualified student's right to appeal the district's decision.</li> <li>4. Charter districts shall notify the school district in which the student resides within three business days of withdrawing a student from a charter school, per Texas Administrative Code §100.1211.</li> </ol>

#### Other Reasons

Code	Translation
03	<p><b>Student died while enrolled in school or during the summer break after completing the prior school year</b></p> <p><b>Definition and use:</b> Self-explanatory.</p>

Code	Translation
	<b>Documentation requirement:</b> Acceptable documentation includes a copy of the death certificate or obituary, a program from the funeral or memorial service, a written statement from the parent or guardian, and written documentation of an oral statement by a parent or guardian stating that the student has died.
08	<p><b>Student (female or male) withdrew from/left school because of pregnancy.</b></p> <p><b>Definition and use:</b> This code should be used only if the parent, guardian, or student indicates verbally or in writing that the student is leaving school or left school because of pregnancy. This code should not be assigned based only on the fact that the student is pregnant at the time he or she leaves school. This code can be used for female or male students.</p> <p><b>Documentation requirement:</b> Acceptable documentation is any written documentation, including documentation of oral statements by the parent, guardian, or student, indicating that the student is leaving school or left school because of pregnancy.</p>
16	<p><b>Student returned to family's home country</b></p> <p><b>Definition and use:</b> Use for students who are leaving the United States to return to their home country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in the home country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the Transfer Document for Binational Migrant Student completed at the time the student withdraws from school, signed and dated by an authorized campus or district administrator. Acceptable documentation is also a copy of the withdrawal form signed and dated by the parent/guardian or qualified student and a campus or district administrator. The withdrawal form should indicate that the student is leaving school because the student is returning to the home country and should specify the destination. An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student. A signed letter from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to the home country is also acceptable documentation. Acceptable documentation for foreign exchange students includes a written, signed, and dated statement from the student's host family or the foreign student advisor verifying the student's return to his or her home country. Other acceptable documentation is written documentation of an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts, signed and dated by an authorized campus or district administrator.</p>
20	<p><b>Student withdrew from/left school because of a medical injury</b></p> <p><b>Definition and use:</b> Students who have suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility are entitled to receive educational services. This code may be used if educational services are refused by the qualified student or the student's parent or guardian and the student is withdrawn from school.</p> <p>Local Education Agencies (LEAs) should be aware, however, that if the illness, condition, or injury suffered by the student leads the LEA to suspect that the illness, condition, or injury has resulted in a disability identified under the Individuals with Disabilities Education Act (IDEA), along with a corresponding need for special education and related services, the LEA must comply with federal law requiring public agencies to locate, evaluate, and identify students with disabilities who need special education and related services. In this situation, once the LEA obtains informed consent from the parent, guardian, or qualified student consistent with the consent requirements in 34 C.F.R. § 300.300, it must conduct a full and individual initial evaluation (FIE) for the student pursuant to the IDEA. The leaver code may be used in this situation if the parent, guardian, or qualified student denies the LEA's request for an FIE, refuses educational services, and withdraws the student from school.</p> <p><b>Documentation requirement:</b> For general education students, acceptable documentation includes a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered education services; and (e) the parent, guardian, or qualified student has refused those services.</p> <p>With respect to students receiving special education and related services, the refusal to accept these services should be in writing pursuant to 34 C.F.R. § 300.300(b)(4). Acceptable documentation in this case, thus, includes a written statement or an oral statement by a parent, guardian, or qualified student properly</p>



Code	Translation
	documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; and (d) the student has been offered education services. A refusal or revocation of consent for special education services, however, should be in a written statement (rather than a documented oral statement) from the parent, guardian, or qualified student and maintained in the student's eligibility folder pursuant to 19 TAC § 89.1075(a). If the student was not identified as eligible for special education prior to the illness, condition, or injury at issue, and the LEA suspects that the illness, condition, or injury has resulted in a disability and corresponding need for special education and related services, the following documentation is acceptable: a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered an FIE and education services, and (e) the parent, guardian, or qualified student has refused both the FIE and education services.
88	<p><b>Student was ordered by a court to attend a High School Equivalency program and has not earned a Texas Certificate of High School Equivalency (TxCHSE)</b></p> <p><b>Definition and use:</b> This code is for students who are court-ordered to attend a high school equivalency program and have not earned a TxCHSE certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the court order stating that the student has been ordered to attend a high school equivalency program. Documentation must include the name of the student, the date of the order, the name of the judge making the order, and the county in which the judge presides. The order should state that the court is ordering the student to attend a high school equivalency program or to take a high school equivalency exam.</p>
89	<p><b>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult</b></p> <p><b>Definition and use:</b> Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult.</p> <p><b>Documentation requirement:</b> Acceptable documentation is one of the following: 1) Oral notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district, that the student is incarcerated. The written statement of the oral notification shall be signed and dated by the authorized representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated.</p>
98	<p><b>Other (reason unknown or not listed above)</b></p> <p><b>Definition and use:</b> This code is used for students who are withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known. It is also used for students who withdrew from/left school for reasons not listed above.</p>

## Local Leaver Reason Code

In addition to the leaver codes listed in the Texas Education Data Standards, Gregory-Portland ISD uses the following local leaver codes:

Code	Leaver Reason	Documentation
MOV	<b>Enrolled in a Texas public school and enrollment has been verified.</b>	Withdraw form signed and dated by parent/guardian and school administrator indicating school. State database verified.

## Leaver Records: Key Points

### Important Dates

Begin School Start Window	August 1, 2022	Any student not returning by this date from last year will be reported in Fall PEIMS if not an <i>enrolled in another Texas school</i> student or if GED (see below date).
GED Date	August 31, 2022	Any student that withdrew/dropped out from 2017-2018 and has not enrolled and has earned a GED can be coded with a leaver reason GED.
Close School Start Window	September 30, 2022	Last date for student from 2020-2021 to enroll or else he/she will be reported as leaver/dropout if not enrolled at another Texas school district, state charter or other G-PISD school. (excluding Migrants, Refugees/Asylees)
Snapshot Date	October 28, 2022	Date student data captured for reporting to the Texas Education Agency
PEIMS Final Submission	January 6, 2023	All corrections to leaver data from students that did not return by September 23, 2022. After this date, no leaver codes may be changed.

### Responsibilities

Accurate reporting of leavers results from a campus level coordination of administration, PEIMS and attendance personnel, registrars, data clerks, counselors, teachers, and contacts with the student or the student's family and acquaintances, as well as any other parties with knowledge of the student's status, location or intentions. Campuses should have designated personnel who supervise and audit the withdrawal and leaver records for all students who withdraw or do not return.

While student withdrawal data originates at the campus level, the importance of accurate reporting and the possible impact on accountability ratings attached to completion and dropout ratings on a district level cannot be overstated. Complex situations require cooperative team work and a high degree of organization to resolve. Since withdrawals occur throughout the school year, regular collaboration must be used for accurate coding and research and identification of dropouts and possible dropouts.

The central administration responsibilities include compliance reporting and dropout prevention. The district PEIMS department collects and reports Leaver Records to the TEA. Annual Leaver training will be completed for elementary and secondary PEIMS and attendance staff. The training will include a review of leaver codes, documentation expected in student folders, and data-entry training for withdrawals.

### Withdrawal/Leaver Procedures

#### Withdrawal Dates

In accordance with the TEA Student Attendance Accounting Handbook the district should withdraw a student from the attendance accounting system on the date the district becomes aware the student is no longer a member of the district. With proof of enrollment in a different district, retroactive withdrawals are permitted to the day a student enrolled in the new school. The campus must update all attendance accounting records affected by such a change. Prior to doing a retroactive withdraw the campus staff

must contact the PEIMS department for approval. Communication between the registrar, PEIMS/attendance clerk is imperative to ensuring six weeks reports are correct.

If a student withdraws before official attendance is taken, the withdrawal date is that day. If a student withdraws after official attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date.

## Withdrawal Procedures

The following procedures will be used, by every campus to record withdrawals/leavers:

1. Check Skyward to ensure the person withdrawing is listed.
2. Check the cumulative folder (Laserfiche) and Skyward for any legal documents that may prevent you from withdrawing the student.
3. Every campus will use the **withdraw checklist** to ensure proper documentation is gathered.

The Gregory-Portland ISD district handbook states a student under 19 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared.

### Student who withdraws during the school year

- a. An exit review with the student's parents/guardian, or the adult student conducted by an authorized staff member (registrar). During the interview, all pertinent information, as it relates to any new educational setting and contact information should be completed.
- b. Check with the librarian to see if any books need to be turned in and get books from the student or parent. If books are not available get a printout of the cost of the books. If the withdraw is not immediate, give the parent a copy of the outstanding books and ask them to return when they come to sign the paperwork. If the withdraw is immediate see if the parent can retrieve the books while the registrar processes the withdrawal. Failure to turn in the library books does not prevent the withdrawal of the student.
- c. All technology devices must be turned in before withdrawal. If the student leaves without the parent ever showing up on the campus, a fee will be charged to the parent for the cost of the device based on the pre-determined rates provided by the technology department
- d. If fees are owed, technology not returned, or a special program (504, sped, etc.,) an emergency note must be added to the student's home page with a description of items, charges, or programs that will need to be reassessed if student reenrolls, along with registrar's initials and the date.
- e. Every campus will use the standard withdrawal form. The withdrawal form will be printed using the Skyward Student software.
- f. The campus should also print a copy of the student immunization record and most recent report card.
- g. If a student withdraws before the official attendance time, the withdrawal date will be that day. If a student withdraws after the official attendance time the student's withdrawal date will be the next day.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records or medication; to the counselor for course clearance (secondary) and finally, to the principal.

The parent must come at the end of the day to sign the withdraw form and obtain a copy for their record. A student who is 19 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

If the withdraw is immediate the registrar or student will obtain all signatures with the exception of the teachers. The registrar will then look up current grades for the student.

## Looking up Student Grades

### Student/Student Profile/Grades Tab

### WS/ST/TB/GR/GR

Grades

Views: General Filters: \*Skyward Default

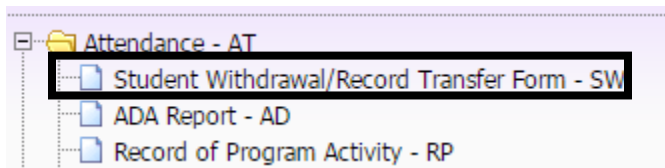
Prd	Ent	Course	Class	Description	S	Trm	T1	T2	T3	T4	T5	T6	SM1	SM2	FIN	PR1	PR2	PR3	PR4	PR5	PF
▶ 01	001	PAALG2	01	PRE AP ALG 2		YR	97	94	99	96	93		95			94	93	92	92	86	
▶ 02	001	WFECGT	101	WILDLIFE MGT		YR	100	90	95	92	93		95			100	95	100	92	93	
▶ 03	001	APWHST	003	AP WORLD HIST		YR	92	85	88	86	88		87			90	80	85	82	88	
▶ 04	001	ROTC2	01	ROTC 2		YR	99	100	100	99	100		99			100	100	99	99	100	
▶ 05	001	PAENG2	04	PRE AP ENG 2		YR	91	97	92	93	95		88			95	95	92	88	93	
▶ 06	001	LGANIM	02	LG ANIMAL MGT		YS2	☒	☒	☒	100	88		☒		☒	☒	☒	☒	100	92	
▶ 06	001	SMANIM	02	SMALL ANIMAL		YS1	93	100	100	☒	☒	☒	98	☒	☒	93	100	100	☒	☒	☒
▶ 07	001	TECH2	02	TECH THEATRE 2		YR	100	100	100	99	100		100			100	100	100	100	100	
▶ 08	001	PACHEM	07	PRE AP CHEM		YR	90	92	90	91	95		90			92	97	95	91	94	

The non-posted grades in “Green” are the teacher grade book grades and can be put on the withdraw form as withdraw grades.

## Printing a Withdraw Form

## Federal State Reporting/Texas State Reporting/Student Withdraw/Record Transfer Form

### WS/SR/TX/RE/AT/SW



The screenshot shows the 'Student Withdrawal/Record Transfer Form' interface. It includes a 'Template Settings' section at the top with a 'Template Description' field set to 'Withdraw' and checkboxes for 'Share with other users in entity 001' and 'Print Greenbar'. On the right are 'Save', 'Save and Print', and 'Back' buttons. Below this is the 'Student Key' field containing 'HIPPOHEN000' and the student name 'HIPPO HENRIETTA'. The main section is titled 'Extract the following information:' and contains a list of checkboxes for various student attributes (e.g., Free/Reduced-Price Lunch, Special Education, Gifted Talented, LEP, ESL, Bilingual, Home Language, Title 1, Migrant, TAKS Scores). To the right of this list is a 'Health' section with 'Immunization Report', 'Vision Report', 'Hearing Report', and 'Scoliosis Report', each with a 'Print' button. Below the health section is a 'Print additional signature lines' checkbox and a 'Select' button. Further down is a 'Report Card' section with a 'Print' button. At the bottom is a 'Last PEIMS Submission' dropdown menu set to '1' and a 'Withdrawal Date' field. Numbered callouts 1 through 9 point to these specific elements: 1 points to the Template Description field; 2 points to the Student Key field; 3 points to the 'Extract the following information:' header; 4 points to the Immunization Report Print button; 5 points to the Select button for signature lines; 6 points to the Report Card Print button; 7 points to the Last PEIMS Submission dropdown; 8 points to the Withdrawal Date field; and 9 points to the Save and Print button.

1. **Template Description**
2. **Student Key:** begin to type in the student name to find the one that is withdrawing.
3. **Extract the following information:** for the system to extract any data the box must be checked. If you check all the boxes the student program information if applicable will be printed on the withdraw form.
4. **Immunization Report:** every student should take with them a copy of their shot record.
5. **Print Additional Signature Lines:** additional lines should at a minimum be printed for cafeteria manager and librarian. The campus can select other people to sign the withdraw form such as attendance clerk.
6. **Report Card:** every student should take with them a copy of their report card. For easier printing the registrar can download the copy at Student/Student Profile/Portfolio Tab/Attachments Tab
7. **Last PEIMS Submission:** after the last Friday in October the registrar should put a 1 in this box if the student was enrolled on snapshot day.
8. **Withdraw Date:** the registrar will put the first date the student will no longer be on campus at official attendance time.
9. **Save and Print**

**Extract the following Information:** Check the box for the information you want printed on the withdrawal form.

**Please note:** Documentation on the withdrawal form must be completed, signed in ink and dated. The documentation standards in the Texas Education Data Standards are to be strictly adhered to.

Correct assignment of leaver codes is critical. Any ambiguity in coding questions should be referred to the PEIMS department for resolution.

## Withdrawing a Student from Skyward

### Student/Student Profile/Entry/With Tab WS/ST/TB/EW/EW

The screenshot shows the Skyward Student Profile/Entry/With Tab interface. The top section contains student information: Student: HIPPOHEN000, HIPPO, HENRIETTA. Below this is the Entry/Withdrawal section with a table showing entry details. The main section is divided into three tabs: Entry Information, Withdrawal Information, and Settings. The Withdrawal Information tab is active, showing fields for School Year (2017), Date (04/25/2017), Code (98), and Comment (Moving out of state). The Settings section includes options for Current Year Status (Active/Inactive), Next Year Status (Active/Inactive), and checkboxes for Include in Honor Roll and Include in Rank. The Student Program Withdrawal/Enrollment section is also visible, with a list of programs and buttons for Add, Remove, Add All, and Rem All. A footer note states: Asterisk (\*) denotes a required field.

Numbered callouts indicate the following steps:

1. Click on the "Withdraw" button in the top right corner.
2. Click on the "Entry" button in the top right corner.
3. Click on the "Code" dropdown menu.
4. Click on the "Settings" tab.
5. Click on the "Student Program Withdrawal/Enrollment" section.
6. Click on the "Save" button in the top right corner.
7. Click on the "No" button in the Skyward dialog box.

The Skyward dialog box asks: "Assign current ranking to NOT print on reports?". It has two buttons: "Yes" and "No".

Numbered callout 7 points to the "No" button.



1. **Date:** enter the withdraw date for the student. This should be the day after their last date of attendance.
2. **Code:** enter the withdraw code that best describes where the student will be going.
3. **Comment:** provide a detailed comment about the student's plans after withdraw. Provide city, state, campus etc. This can be updated when we receive a request for records.
4. **Settings:**
  - a. **Current Year Status:** Inactive
  - b. **Next Year Status:** Inactive
  - c. **Include in Honor Roll:** Uncheck Box
  - d. **Include in Rank:** Uncheck Box
  - e. **Current Year Member:** Uncheck Box
5. **Student Program Withdrawal/Enrollment:** do not withdraw a student from any programs.
6. **Save**
7. **Assign current ranking to NOT print on reports?** No

The screenshot shows the 'Transaction Update Options' form. It has a purple header bar with icons for help, home, and other functions. The form is divided into several sections:

- Transaction Options:** Includes the text 'GRADES ARE PRESENT'.
- Current Year Scheduling Options:** Contains two dropdown menus. Callout 8 points to 'Schedule Records Without Grades: Delete'. Callout 9 points to 'Schedule Records With Grades: Drop/Inactivate'.
- Next Year Scheduling Options:** Contains a dropdown menu 'Schedule Records: Drop/Inactivate' with callout 10 pointing to it.
- Scheduling Transaction Options:** Contains a date field 'Effective Date: 05/22/2017' with callout 11 pointing to it, a day selector 'Monday', a 'Student's Calendar: 001' field, a checkbox 'Record Person Requesting Schedule Change', and a 'Requested By:' field.
- Right Side Buttons:** Includes 'Continue Withdrawal', 'Save as Default and Continue Withdrawal', and 'Back'. Callout 12 points to the 'Continue Withdrawal' button.

8. **Schedule Records Without Grades:** Delete
9. **Schedule Records With Grades:** Drop/Inactivate
10. **Next Year Schedule Records:** Drop/Inactivate (this will only show up when we are scheduling for the next school year)
11. **Effective Date:** typically, this will be the withdraw date unless you have given teacher's additional days to enter grades. If you have given teacher's extra days to enter grades change the effective date. Please note you will get a pop-up warning you about this. Also, teachers will still see the student as active in their grade book for grades only. The student is no longer active for attendance purposes.
12. **Continue Withdrawal**



The principal or his/her designee must sign all necessary forms.

All original documentation must be attached to the student's enrollment card for the current school year. In the case of a *no-show* student, the documentation will be attached to the *no-show* enrollment card.

Note: When physically withdrawing a student from Skyward the initial withdraw code used should be either 80 for another Texas public school or 98 for all other reasons. Once the proper documentation requirements are met the code should be changed to the correct code. If at the time of withdraw, proper documentation supporting a different withdraw code is present, use the appropriate withdraw code.

The code 80 must remain until the student's location has been verified through the state database. Even if you receive a request for records via the Texas Records Exchange (TREx), on a student, the code cannot be changed until you have verified through the state database that they have begun at a new Texas Public school.

Designated campus personnel should begin written and oral inquiry to confirm a leaver's enrollment in another education setting within 10 days following the departure of a student whose stated intent was to enroll in another district.

### All graduates

The students' graduation status must be documented on their AAR record. The student must be withdrawn using the leaver code 01. In addition to withdrawing the student the graduation indicator must be updated for the seal to print on the transcript.

### Students/Student Profile/General Tab/Profile Tab WS/ST/TB/GE/TB/PR/PR

The screenshot displays the 'Grade and General Information' tab in a software interface. It contains two main sections: 'Student Name' and 'Grade Information'.  
**Student Name Section:** Includes fields for \* First (HENRIETTA), Middle, \* Last (HIPPO), Name Prefix, Name Suffix, and Name Key (HIPPOHEN000). Buttons for Save, Back, and PEIMS ID are on the right.  
**Grade Information Section:** Includes fields for Grade/Grad Yr (10, 2019), GLO, Advance (No), Retain (No), NY Grad Year (2019), Graduated (Yes), Graduation Date (05/31/2017), and Entered 9th Grade.

The cumulative record must have a graduation seal, the graduation type code, state assessment results, and sufficient credits.

Students who are not likely to graduate should be interviewed by the Guidance Counselors prior to the end of school and encouraged to return in the fall or to take summer school classes. Students in this category should be retained. The Guidance Counselor should inform the registrar to retain these students.

**Note:**

Students who have previously completed all graduation requirements in one school year, but do not pass the state assessments until the next year, are reported as graduates in the year in which the state assessments were passed.

Students who complete a GED program are not reported as graduates. If they obtain a GED certificate by August 31<sup>st</sup>, they will not be counted as a dropout.

### **Students who fail to return at the beginning of the school year**

Information on the *No Show* process can be found in detail in the Gregory-Portland ISD Student Policy and Procedures manual.

### **Helpful Reminders**

- A student's withdrawal code is pulled from the last enrollment record on the Entry/Withdrawal screen in Skyward and NOT the *No Show* record.
- Ex: If Johnny was in 8<sup>th</sup> grade and did not show up on the first day of the next school year, Johnny's record must be deleted at the high school and the withdraw code must be entered on the 8<sup>th</sup> grade entry/withdraw record or Johnny will be classified as an underreported student. This should be coordinated through the PEIMS department.

### **5<sup>th</sup> and 8<sup>th</sup> Grade Students**

Once the district office has rolled the 5<sup>th</sup> and 8<sup>th</sup> grade students to the middle and high school respectively, the campus registrar must notify the PEIMS department upon the withdrawal of any 5<sup>th</sup> or 8<sup>th</sup> grade student. **The PEIMS department will immediately delete the student from the middle or high school campus. If a student has never physically set foot on the new campus their information must be deleted from that entity in Skyward.**

### **TREx Records**

When a student moves from one Texas public school district or charter school to another, the student record must be transferred via the Texas Records Exchange (TREx) within 10 work days of receiving a request.

The student record should include the following information at a minimum:

- Texas Unique Student ID
- Social Security number or state-approved alternate ID last reported through TSDS PEIMS
- First, middle, and last name and generation code, if applicable
- Date of birth
- Gender
- Ethnicity and race
- Current grade level
- Immunization information
- Receipt of special education services and individual education plan, if applicable
- Academic year
- Course completion
- Final grade average
- Teachers of record
- Assessment instrument results
- District ID

- Campus ID
- Campus name
- Campus phone number

For a high school student transferring from one Texas public school district or charter school to another, the following additional information is required to be sent via the TREx for the student's high school transcript:

- Student's address, including city, state, and zip code
- District name
- Either exit level Texas Assessment of Knowledge and Skills assessment and date the exit level requirement was met or State of Texas Assessments of Academic Readiness end –of-course assessment information
- Advanced measures completed for the distinguished graduation program, if applicable
- Texas Grant indicator code required by the end of the student's junior year
- Graduation program type required by the end of the student's junior year
- College Board campus code
- Certification of coursework completion date, if applicable
- Current and previous coursework, including the following:
  - Academic year
  - Session type
  - Campus awarding credit
  - Course category, name, number, abbreviation, semester, grades and credit
  - Course grade average, final grade average, or both
  - Special explanation codes, if applicable
  - Pass/fail credit indicator codes, if applicable

Registrars will send a copy of **the entire cumulative folder** including any additional special program folders through the TREx. If the student received Special Education services the Special Education PEIMS clerk should be notified so they may attach the Special Education records before they are sent to the requesting district.

At a minimum, campus Registrars should be checking their TREx account three times per week. This will allow the Registrar to send and/or accept records in a timely manner. During peak registration times the TREx account is checked daily and records are sent and received daily. The PEIMS department and the superintendent's office receives emails if the campus registrars are not sending and receiving records in a timely manner.

## **Extracting a TREx File**

**Federal/State Reporting/Texas State Reporting/TREx/TREx/Extract Student TREx Data File  
WS/SR/TX/TR/TR/ES**

The screenshot shows the TREx Extract web application interface. At the top, there's a header bar with the title 'TREx Extract' and several utility icons. Below the header, the 'Template Settings' section contains a required field for '\* Template Description:' with the value 'CURRENT YEAR' (callout 1). A checkbox 'Share with other users in entity 001' is checked. To the right of this section are buttons for 'Save', 'Save and Run' (callout 7), 'Setup Tests and Scores', and 'Back'. Below the template settings, the 'Student:' section shows '\* Student:' with the value 'HIPPOHEN000' (callout 2), a dropdown menu showing 'HP20 HENRIETTA', and 'Entity: 001'. The 'Student:' section also includes 'Last PEIMS Submission:' with the value '1' (callout 3), 'Local Student ID:' with the value 'Alphakey', 'Withdrawal Date:' with the value '04/25/17' (callout 4), and 'Extract Year:' with the value 'Current Year' (callout 5) and a dropdown menu showing '2017'. Below the student information, there are expandable sections for 'Current Coursework: ?' (callout 6), 'Transcript:', and 'Test Scores:'. At the bottom, a note states 'Asterisk (\*) denotes a required field'.

1. **Template Description**
2. **Student:** type in the student that is being withdrawn.
3. **Last PEIMS Submission:** you will select the most recent PEIMS submission.
4. **Withdrawal Date:** if you have already withdrawn the student from the system this will automatically show up. If you are running a transcript only this will be blank.
5. **Extract Year:** if the student has been enrolled at least 1 day during the current year you will select **Current Year**. If the student has not been enrolled in the current year you will select **Prior Year** so the system will pull historical data. If you are running a transcript you will select **Current Year**.
6. **Test Scores:** expand this section to see if any test scores are available to be extracted.
7. **Save and Run**

### Modifying a TREx File

This step is typically skipped unless there is an error with the final file when it is being uploaded in to TREx. If there is an error the registrar can go in to the modify area to see if anything can be found.

### Federal/State Reporting/Texas State Reporting/TREx/TREx/Modify Student Export WS/SR/TX/TR/TR/MS

**Modify Student Export TReX Data**

Customize Tabs **Student** HIPPOHEN000 HENRIETTA HIPPO Process Date: 07/17/17 Add Delete

Demographic Special Programs Enrollment Guardians Assessments Immunizations Discipline Current Courses Course History GPA History

TReX Report Withdraw Form

**Enrollment**

District ID: 246906 District Name: Hutto ISD Edit

Campus ID: 246906001 Campus Name: HUTTO HIGH SCHOOL Advanced Measures

Campus Address: 101 CHRIS KELLEY BOULEVARD Performance Ack

Campus City: HUTTO State: TX Zip: 78634

Country: US - United States

Campus Phone: (512) 759-4700 Campus Fax: (512) 759-4757

Grade Level: 10 Graduation Date: Graduation Type: Certification Date: Texas Grant Indicator: GPA: 0.0000

Original Entry Date: 02/20/2017

Last Date of Attendance: 04/24/2017

Last Withdrawal Date: 04/25/2017

Withdrawal Reason: OR - OTHER TRANSFERRED

1. **Student:** type in the student's name and it will show all the information that is being pulled in the export file.

## Creating a TReX File

Federal/State Reporting/Texas State Reporting/TReX/TReX/Create Student TReX File WS/SR/TX/TR/TR/CS

**TReX Create Download File**

Template Settings

\* Template Description: EXTRACT

☐ Share with other users in entity 001

☐ Print Greenbar

Save

Save and Print

Back

Export Options

Student: HIPPOHEN000 HENRIETTA HIPPO 07/17/17

Data to be exported: All Data

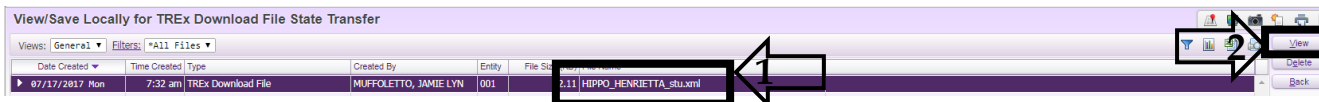
Format Type: XML Only

Asterisk (\*) denotes a required field

1. **Template Description**
2. **Student:** select the student that you are pulling the file for. Be cautious and look at the extract date. Students that have been withdrawn before may have an old extract. Make sure that the name file you select is for the current date.
3. **Data to be exported:** If you are sending records for a withdrawing student you will select **All Data**. If you are sending a transcript only you will change this to **Transcript Only**. **Best practice** is to have two templates set up. One for withdraw only and one for transcript.

## Viewing a TReX File

Federal/State Reporting/Texas State Reporting/TReX/TReX/View/Save TReX File Locally WS/SR/TX/TR/TR/VS



1. Select the student you have extracted.
2. **View:** this will download the file. You can save it on your local drive. **Best Practice** is to keep a folder on your local drive of all the TREx download files by year. In case records are requested a second time you have them to send.

## Sending a TREx File

tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LoginServlet

TSDS TWEDS TEA L ERP SIS TEST Forum CRDC-OCR mCLASS TEA ADA/WADA Help Desk Citrix

**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[TEA Login Application Help](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)

The PEIMS department will provide the TREx application for all new Registrars and will maintain rights of current users.

**Texas Records Exchange**

Texas Records Exchange

**District Registrar**

GREGORY-PORTLAND ISD (205902)

[Add/Modify Access](#)

1. For campus staff this will say **Campus Registrar**. Click here.

**Items Requiring Attention**

- 0 Inbound Requests
- 0 Inbound Records/Transcripts
- 0 Rejected Outbound Requests
- 0 Rejected Outbound Records/Transcripts

[Refresh](#)

**Records/Transcripts**

- Send one record/transcript
- Send multiple records/transcripts
- View pending outbound records/transcripts (0)
- Manage records/transcripts
- View completed transactions

**Requests**

- Request records/transcripts
- View pending outbound requests (0)

2. **Items Requiring Attention:** if you have any inbound requests you can click directly on those requests and send records.

- Records/Transcripts:** if you do not have any inbound requests you can **Send one Record/Transcript** to send a transcript to a specific school who may have called or you can **Manage Records/Transcripts** to just upload your file to be ready to send when you get a request.

Warning: Records loaded into TREx or received from another district are not retained in TREx indefinitely. Records are typically purged after 14 days. You must either print or download the records to your local PC for retention.

Showing 1-10 of 210

Show Search Fields to search for items in the list.

| << < Page 1 of 21 > >> |

Show 10 per page

<input type="checkbox"/>	Last Name ▾	First Name ▾	Middle Name ▾	Suffix ▾	Gender ▾	Date of Birth ▾	Student # ▾	TSOS Unique ID ▾	Source	Uploaded/Received ▾	View	Modify	Download	Attachments
<input type="checkbox"/>	ACOSTA RIVAS	GABRIELA			Female	04/15/1999	632254926	9455887339	Local upload	06/06/2017 10:58:33 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	ADAMS	REBECCA	AMBER		Female	10/15/1998	630649962	4591281248	Local upload	06/06/2017 11:00:25 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	ALANIZ	ADRIAN	ALONZO		Male	02/13/1999	246890357	1827279818	Local upload	06/06/2017 11:05:28 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	ALBITER LOYOLA	XOCHILT			Female	01/09/1999	641644289	6563598714	Local upload	06/06/2017 11:07:21 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	ALDERETE	CAMERON	JORDAN		Male	01/22/1999	627664703	4738243985	Local upload	06/06/2017 11:08:42 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	ALVARADO-ZALDIVAR	EMELY	MARIE		Female	11/09/1998	633649471	1196413118	Local upload	06/06/2017 11:10:25 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	ALVAREZ	KALI	JORDAN		Female	07/10/1999	643669472	1226723217	Local upload	06/06/2017 11:13:29 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	ARRIAGA	ARIEL	CELESTE		Female	07/27/1999	594853715	3769458273	Local upload	06/06/2017 11:36:31 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	BAKER	CAROLINE	ALYSE		Female	09/15/1998	627648989	8134152597	Local upload	06/08/2017 09:11:22 AM	PDF	Edit	Download	Add attachment
<input type="checkbox"/>	BALL	TAYLOR	RENÉE JAY		Female	04/06/1999	633668320	3375775679	Local upload	06/06/2017 11:43:33 AM	PDF	Edit	Download	Add attachment

All times in local time zone

4

#### 4. Upload

### Upload Records/Transcripts for institution [REDACTED]

Please browse for a record file to be uploaded:

Choose File No file chosen

Cancel Upload

- Choose File:** navigate to where you have saved the file.

### Upload Records/Transcripts for institution [REDACTED]

Please browse for a record file to be uploaded:

Choose File HIPPO\_HENR...TA\_stu.xml

Cancel Upload

- Once the file is showing you will click upload.

tealprod.tea.state.tx.us says:

File was not uploaded.  
Errors found.

OK

tealprod.tea.state.tx.us says:

1 record was uploaded.  
Warnings found.

OK



7. **Errors Found:** if there are errors the file will not upload. You will need to go to the modify section to see if you can find any errors. If you are uploading your file in Chrome you will be given a list of what the error is. For help in figuring out the error call the PEIMS department.
8. **Warnings Found:** success! Your file uploaded and you can move on to **Send on Record/Transcript or Inbound Requests** to send your files.

## General Documentation

Districts must document the withdraw of students and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required for all leaver reason codes. Documentation supporting use of a leaver reason code must exist in the district at the time the leaver data are submitted, i.e., no later than the PEIMS Submission 1 January resubmission date.

### Timelines for establishing leaver reasons and obtaining documentation

**Students who leave during the school year.** For students who leave during the school year, leaver reasons apply at the time of withdrawal and documentation should be obtained at that time. For example, students who are withdrawn by Child Protective Services, Leaver Reason Code 66 would be entered and documentation would be obtained when the student is removed. Documentation of intent to enroll in college, private school or school-out of state must always be obtained within 10 days of the last day the student attended school. While schools should document intent, dropout status for movers is determined by actual subsequent enrollment verified through TSDS PEIMS.

**Students who fail to return the following fall.** For students who fail to return the following fall, leaver reasons apply on the first day of school or its approximation, the school-start window. Districts should use the Leaver Reason Code that most appropriately describes the student's whereabouts during the school-start window. Documentation can be obtained at any time up until the PEIMS Submission 1 January, resubmission date. For example, to use Leaver Reason Code 60- Student withdrew from/left school for home schooling, a district would establish that a student was being home schooled at some point during the school-start window. The district could obtain the documentation after the school start window, if the *as-of* date is documented and falls during the school start window.

**Student who should not have been enrolled** and are withdrawn under Leaver Reason Code 83 when Gregory-Portland ISD staff discovers that the student was not entitled to public school enrollment in the Gregory-Portland district. Leaver Reason Code 83, not entitled to public school enrollment in Gregory-Portland ISD, applies to students who are attending and are withdrawn by the district because the district discovers, when verifying enrollment information, that the student was not entitled to enrollment in the district because the student was not a resident of the district or was not entitled under other provisions of TEC §25.001 or as a transfer student. It is not for a student who was a resident and stops attending because he/she has moved out of the district.

This code is also used for those rare situations in which the student has not met the requirements under TEC§38.001 or a corresponding rule of the Texas Department of State Health Services for immunization, provisional enrollment or exemption. Leaver reasons for Leaver Reason Code 83 apply at the time of withdrawal and documentation showing due process supporting the withdrawal must be obtained at that time. See documentation required on the TEDS Leaver code chart.

## Signatures on Documentation

Documentation must be signed and dated by an authorized representative of the district. A campus principal or assistant principal is the authorized representative for purposes of signing withdrawal forms and other leaver reason documentation.

Withdrawal documentation should also be signed for the student by a:

- Parent, or
- Guardian, or
- Responsible adult as recorded in school records, such as a foster parent or a probation officer, or
- Qualified student. A qualified student is one who, at the time he/she stops attending school:
  - Is married, or
  - Is 19 years or older, or
  - Has established a residence separate and apart from the student's parent, guardian other person having lawful control of the student.

An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by email do not need to be signed by the parent/guardian or qualified student. Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is acceptable documentation in some situations if the district **oral statement log** is completed in full and signed by the district representatives.

## Evaluation of Documentation

Merits of leaver documentation are assessed at the time the documentation is requested during a data inquiry investigation. Determination of the acceptability of documentation is made by the professional staff conducting the investigation. The guidelines described in this manual show the most common types of documentation an investigator would expect to find supporting the use of each leaver reason code. Other documentation that represents good business practice and shows a good faith effort on the part of the district to properly report leaver status will be evaluated on a case-by-case basis.

## Completeness of Documentation

Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination. Documentation will not be deemed insufficient when information is missing because the parent or guardian refuse to provide information requested by the district. A district should document at the time of the conversation that the information was requested, and the parent refused to provide it. Appropriate documentation of a parent refusal to provide information includes the date, content of conversation, name of person with whom the conversation was conducted and the signature of the school official verifying the conversation. (**Oral Statement Log**)

## Changing Leaver-Reason-Codes

Per the Texas Education Data Standards, once a district meets the documentation standard that supports the leaver reason code used, the district is not required to obtain additional information on the student. Gregory-Portland ISD will change to a local leaver code of an 80 (enrolled in other Texas Public School) if all necessary documentation is on file. If Gregory-Portland ISD assigns Leaver Reason Code 60 (student withdrew from/left school for home schooling) for a student and later receives a request for transcript information from a private or public school, the leaver code will be changed to 81 (enroll in Texas private school) or **MVR** (enrolled in Texas public school) if the documentation is received prior to the January resubmission date.

## **No leaver codes will be changed after the January resubmission date.**

If it is discovered that the leaver code and/or withdrawal date is incorrect based on valid documentation:

1. Skyward records must be updated to reflect the correct code. (Only if prior to the January resubmission date)
2. All supporting documentation must be attached.
3. All original documentation and new supporting documentation will be kept with the original enrollment card in the enrollment/leaver binder.

## **Verification**

At the time of withdrawal or during the fall investigation of students who did not return, as much information as possible should be gathered concerning the destination of movers as well as information for multiple contacts so that data can continue to be gathered if necessary. Students who are identified with Mover Codes should be checked against the state database to verify subsequent enrollment in a public school in Texas by the end of the school start window. Records should be kept from any TREx (Texas Record Exchange System) requests and any other requests which assist in identifying the district and campus of subsequent enrollment. Follow up verifications should be made in the state database to assure actual enrollment. If no such verification can be made, schools should continue to investigate the enrollment status of the students for possible changes to the Leaver Reason (e.g. student decided to enroll in private or home school). The TEA will determine all unaccounted movers to be dropouts for accountability purposes.

Suspected cases, in which a student under local mover codes is in Texas and not otherwise lawfully enrolled, may be recommended for a referral under the Compulsory Attendance law.

Note: A TREx request should be followed by a state database verification. It is possible that a student for whom a TREx request was received then no-showed to or failed to attend the school which sent the request. It is also possible the new district enrolled the student under a different name or other identifying information.

## **Six Weeks Leaver Audit**

Each campus shall, on a six weeks basis during the school year, print a withdrawn student report and conduct an audit of leaver documentation.

## **Students/Data Mining WS/ST/DM**

The administrator managing the leaver process will conduct regular internal audits of the documentation process. Monitoring a student leaver to the point of acceptable documentation should involve all personnel assigned this responsibility and may involve home visits by personnel responsible for such activities.

For Secondary students, the PEIMS department will regularly generate a potential leaver report that contains all leavers from the state database for the current school year. It is the registrar's responsibility to ensure that the proper documentation is on file for each student listed.

# Audit Prior-to PEIMS Submission

## Leaver List (Prior to Submission 1)

### Federal/State Reporting/Texas State Reporting/TSDS PEIMS/TSDS PEIMS Data Processing WS/SR/TX/TS/TP

Template Settings

\* Template Description:   
☒ Share with other users in entity 000  
☐ Print Greenbar

Save

Save and Print

Back

Report Ranges

\* School Year:  Submission Period:   
Report Type:  Print Rules:   
☐ Process as Excel Document ☐ Print Errors Only

Entity Selection

001 - GREGORY-PORTLAND HS  
041 - GREGORY-PORTLAND MIDDLE SCHOOL  
101 - S F AUSTIN ELEMENTARY  
102 - T M CLARK ELEMENTARY

Entities

Staff 30090 Ranges

Specify Staff Data to Process

☐ Exclude courses from the extract

Student Ranges

\* PEIMS As-Of Date:   
Local Student ID:   

Select All Deselect All

Education Organization Category

☐ (10010) District / LEA ☐ (10020) Campus / School  
☐ (10070) Course

Staff Category

☐ (30090) Responsibility

Student Category

☐ (40100) Basic Information ☐ (40110) Student Program  
☐ (40110) Student School Association ☒ (40203) Student School Leaver  
☐ (41163) Special Education Program ☐ (41461) Title I, Part A Program  
☐ (48011) Student Graduation Program

Asterisk (\*) denotes a required field

1. **Template Description**
2. **Submission Period:** Submission 1
3. **Report Type:** Report Only
4. **Print Rules:** All
5. **School Year:** Select the current school year
6. **Fall PEIMS As-of Date:** Snapshot date for current school year (Last Friday in October)
7. **Local Student ID:** Other ID
8. **Deselect All**
9. **Click on the 40203 Student School Leaver box**
10. **Save and Print:** This report will print only TEA leaver codes. Each name on this list must have a withdrawal form on file as well as documents supporting the use of the withdraw code. In the case of Graduate (01) a signed and sealed transcript must be on file.

The PEIMS department will generate an underreported list from the state database as soon as it is available and send the report to each secondary campus. For each name listed, the campus registrar must determine why a leaver record is not being pulled from Skyward. Any discrepancies found on the report must be corrected by the date set by the PEIMS department to meet PEIMS reporting deadlines. Once complete, notify the PEIMS department so the underreported list can be run again.

## Compliance Audits

The district PEIMS department will conduct an audit of leaver folders and procedures prior to the end of the first semester.

The following are some of the things that will be looked at during the audit:

- Leaver code discrepancies caused by not following TEDS guidelines.
- Student's name missing.
- No administrative signature.
- No documentation to support out-of-state GED codes.
- No verification of home school enrollment (parental statement) Note: If home school documentation indicates a name of school or business as the home school source, the leaver code should be *80* (Other Texas public school) or *81* (Texas private school). If the location of the school or business is outside the state of Texas, the leaver code should be *82* (out of state school).
- No documented verification of students returning to home country.
- No ***Dropout Recovery Form*** for the students withdrawing with leaver code *98*.
- Students who finished the school year at middle school, but fail to show up at the assigned high school must be reported by the middle school. This requires frequent communication and a cooperative attitude between schools at the beginning of the year, which is already a very busy time.
- Requests for transcripts/records must be maintained so that the proper PEIMS Leaver Code can be assigned to students who do not show up at the assigned school. These students may have enrolled at a different Gregory-Portland ISD school, another Texas district, or in another state.
- Leaver records must be kept on campus and available for administrative review and audit purposes for at least five years.

Regular communication between the campus, parents, and central office is essential so that students are located in a timely manner. As with all student information, data must be kept confidential in accordance with FERPA. If you do share information regarding a student of the district, make sure there is an educational need for that information to be disclosed. **Confidentiality is imperative.**

# 2021 Leaver Records Data Validation

## Performance Based Monitoring

The Performance-Based Monitoring (PBM) system(s), which was developed in response to state and federal statutes, is a comprehensive system designed to improve student performance and program effectiveness. The PBM system is a data-driven system that relies on data submitted by local education agencies (LEAs); therefore, the integrity of LEAs' data is critical. To ensure data integrity, the PBM system includes annual data validation analyses that examine LEAs' leaver and dropout data.

A leaver records data validation indicator typically suggests an anomaly that may require a local review to determine whether the anomalous data are accurate. For example, an LEA may report all of its leavers as intending to enroll in a private school. This single use of a leaver reason code for all leavers within a given year suggests a potential data anomaly. However, the LEA may determine, after a local review and verification process, the exclusive use of one particular leaver reason code can be validated.

The following are the data validation indicators for 2021 (current as of time of publication):

1. Leaver Data Analysis
2. Underreported Students
3. Use of Leaver Reason Codes by LEAs with No Dropouts
4. Use of One or More Leaver Reason Codes
5. Use of Certain Leaver Reason Dropout Codes
6. Missing UID1 Enrollment Tracking Submission (First day of school through September 10, 2021)
7. Missing UID Enrollment Tracking Submissions (2020-2021 Reporting Year)
8. Continuing Students' Dropout Rate (Class of 2019), as of Fall 2020

The data source for Indicators #1-5 and #8 is the TSDS PEIMS 40203 Sub-Category.2 (See Appendix A for a list of the leaver reason codes used in these indicators.) These data are part of LEAs' annual fall TSDS PEIMS submission and reflect the 2019-2020 leaver data submitted by LEAs in the fall of 2020. Indicators #1 and #8 also include TSDS PEIMS data submitted by LEAs in the fall of 2019; additionally, Indicator #1 includes TSDS PEIMS data submitted by LEAs in the fall of 2018. The data source for Indicators #6 and #7 is UID Enrollment Tracking reports.

Additional information on the TEA Data Reporting Compliance Unit and links to manuals can be located on TEA's website.

<https://tea.texas.gov/student-assessment/monitoring-and-interventions/data-validation-monitoring-0>

# Checklist for Student Withdrawal from Skyward

(In addition, Complete a Move/Leaver Form within 10 days of the Withdrawal)

Student Name/ID \_\_\_\_\_

1. Received notification of student withdrawal
  - ☐ Parent call/in person
  - ☐ Parent letter/note
  - ☐ **Request for records from a receiving district (must be a written request or printed copy of TReX request)**
  - ☐ Administrative notification due to absences (student attendance should be printed and included)
  - ☐ Administrative notification due to residency outside of district or falsified enrollment records.
  - ☐ DAEP placement/Juvenile
  - ☐ Jail (Intake form required)
  - ☐ Medical Facility
  - ☐ Graduated through the Dropout Recovery Program
  - ☐ Other \_\_\_\_\_
  - ☐ Additional Notes: \_\_\_\_\_
2. Print a Withdrawal form from Skyward (WS/SR/TX/RE/AT/SW).
  - ☐ Enter the date of withdrawal
  - ☐ Complete the school, city and state the student will be attending if enrolling in another Texas school, out of state school, alternative school, or any other entity
  - ☐ Acquire the appropriate signatures on the form
    - Required Signatures:
      - ☐ Campus Principal
      - ☐ Parent (if at all possible)
      - ☐ If no parent signature, please complete the following:

_____ Person confirming withdrawal	_____ Telephone Number
_____ School representative receiving confirmation	_____ Date
    - Optional Signatures:

<input type="checkbox"/> Registrar	<input type="checkbox"/> Librarian
<input type="checkbox"/> Counselor	<input type="checkbox"/> Textbook
<input type="checkbox"/> Attendance Clerk	<input type="checkbox"/> Nurse
3. Print the following student records prior to withdrawal from software.
  - ☐ Grades (WS/ST/Grade Tab/Quick Print or WS/OF/GR/RC/RE/DR for Secondary WS/OF/GR/RC/RE/BR for standards)
  - ☐ Attendance Detail (WS/ST/Attendance Tab/Quick Print)
  - ☐ Discipline if the withdrawal as a result of DAEP placement that has not been satisfied (WS/ST/Discipline Tab/Edit/Quick Print)
4. Withdraw the student in Skyward (WS/ST/Entry-Withdrawal Tab)
  - ☐ Enter the appropriate date. (The first day the student is not present during the official attendance time after notification of withdrawal is received.)
  - ☐ Enter the appropriate reason (see back for codes)
  - ☐ Courses should be dropped/inactivated, not deleted, so that grades are maintained in the system.
5. Follow up on all withdrawals through the TEA PET records (within 14 days).
  - ☐ Go to the TEAL website <https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet> under TSDS
  - ☐ Choose the UID sub app
  - ☐ Choose Person Search/Enrollment Events
  - ☐ A record is found in UID showing the student enrolled in another Texas school after leaving G-PISD, print the student record.
  - ☐ No record is found in UID and the student indicated his/her intent to enroll in another Texas school, continue checking UID & TReX and/or follow up with a call to the indicated receiving district.
  - ☐ After 10 days of no record found in UID, notify the Truancy Office that a home visit is required.
6. Staple all withdrawal information to the Mover/Leaver Form. Place the form on top followed by this checklist and all remaining documentation. The packet should then be placed in the student's cumulative folder



# Leaver Code Change Form

**NEW** in 2022-2023

## Gregory-Portland ISD LEAVER CODE CHANGE FORM

CAMPUS:  DATE:

STUDENT NAME:

OTHER ID:  DOB:  GRADE:

---

FORMER LEAVER CODE:  WITHDRAW DATE:

NEW LEAVER CODE:

REASON FOR CODE CHANGE:

NOTES:

REGISTRAR:  DATE:

ADMINISTRATOR REVIEW:

*Final leaver code determinations are made by the administrator, not the clerk.*

NAME(PRINT):  ☐ PRINCIPAL ☐ AP ☐ COUNSELOR

SIGNATURE:

DATE:

DATE CHANGE ENTERED IN SIS:  INITIALS:

*Place copy with withdraw forms and place in student cumulative folder.*