

2020-2021

**BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
PEIMS DEPARTMENT**



LEAVER PROCEDURES MANUAL

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SECTION I: INTRODUCTION

PURPOSE

The purpose of this Leavers Procedures manual is to provide guidance and direction to District personnel charged with the maintenance and accuracy of student withdrawal records. These are designed in accordance with the Student Attendance Accounting Handbook and PEIMS Leaver Data Requirements.

PEIMS DEPARTMENT CONTACTS

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SCHOOL REQUIREMENTS

Schools must document the withdrawal of students in grades EE-12 and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required to support all leaver and mover reason codes. All documentation is subject to audit.

Leavers are students who were served in grades 7 – 12 during the prior school year, but have not enrolled in the district during the current school year. Leavers include

- Graduates
- students who died
- students who return to their home country
- students who enrolled in College to pursue an Associate's or Bachelor's Degree
- students who leave for home schooling
- students who were removed by CPS
- students who enroll in private school
- students who enroll in an out-of-state school
- students withdrawn by the school district who were not entitled to enrollment
- GED outside of TX
- all dropouts

Movers are students who move to another Texas public school, including state charter schools and other Brownsville ISD schools. Movers include

- students enrolled in another Texas public school district
- students who earn a GED certificate at a Texas examination site by August 31st, or
- students who withdraw to attend a health care facility outside your district (only with confirmation that the other district enrolled them and the hospital stay is 10 days or more)
- students who are incarcerated to the Juvenile Probation Office (these are students 17 and younger where the facility will provide mandatory education for them)

- students who are accounted for by other state reconciliation processes.

DESIGNATED STAFF

The principal shall at the beginning of each year designate the staff member who will be responsible for performing withdrawals and verifying documentation. In the event that a staff member is not available, an alternate staff member can be designated.

The designated staff is responsible for ensuring all required steps are taken during the withdrawal process, proper signatures are obtained, documentation is created and withdrawal process is completed. In addition, an administrator at each secondary campus shall be designated to conduct leaver audits on a six-weeks basis.

Campus PEIMS/Attendance Clerks will be the primary staff charged with coding withdrawals and or making updates since they have the appropriate training in eSchoolsPlus. A secondary staff person should be determined back-up purposes. This person needs to also be trained in eSchoolsPlus.

Schools must enter appropriate leaver reason codes into the Student Information System 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).**

THE IMPORTANCE OF THE SCHOOL START WINDOW

The act of not showing up the first day of school does NOT make a student a dropout. A student has until the end of the school start window to be enrolled within public education in Texas, or to classify for 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 counted as a dropout due to not being enrolled during the window and not be 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, the student's last leaver record (following his/her last withdrawal) may be changed to reflect enrollment in another educational setting and avoid the designation of dropout.

Detailed leaver code information is available in TEA's Texas Education Data Standards (TEDS) Appendix D, PEIMS Leaver Reason Codes & Documentation Requirements (*Section III of APPENDIX*)

SECTION II: WITHDRAWAL PROCEDURES

WITHDRAWAL PROCEDURES

1. The designated staff is the only person that can initiate a withdrawal. Students considering or intending to withdraw should first approach their counselor or other available counselors. A student should be withdrawn from the attendance accounting system (eSchoolPlus) on the date the campus becomes aware the student is no longer a member of the district. With proof of enrollment in a different district/campus, retroactive withdrawals are permitted to the day a student enrolled in another school. All attendance accounting records affected by such a change must be updated. By law, each district is required to transfer student records within 10 working days of receipt of a request by the receiving district, and the student record must be transferred via the Texas Student Records Exchange (TREx).
2. Counselors will discuss the reasons for withdrawal with the student drawing attention to additional support that may be available with the district or elsewhere in the community. Completion of an exit review with the student's parent/guardian, or the adult student conducted by an authorized campus staff member. During the interview all pertinent information as it relates to any new educational setting and contact information should be obtained and documented in the appropriate forms. All documentation is subject to an audit.
3. Attendance staff will withdraw the student and generate an official Withdrawal from eSchoolPlus. (Follow campus procedures to withdraw a student)
 - a. **Parent/Guardian signatures are required on all withdrawal records** unless accompanying documentation is provided with explanation of missing signatures.
 - b. Under no circumstances are students or campus staff allowed to sign for parents/guardians, this situation would be considered falsification of a state record and is prohibited.
 - c. Documentation of actual enrollment in a college, home school, a private school, an out-of-state school, another Brownsville ISD school, or a Texas public school must be obtained in order to use that particular Leaver Code.
 - d. Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination. Documentation on the withdrawal form must be complete, signed and dated.
4. A **PEIMS Withdrawal /Leaver Change Documentation** (Section I of APPENDIX) form will be collected to support withdrawal code.
5. Documentation to support a leaver code is placed in the Campus Leaver Binder.
6. All Withdrawal Forms and documentation must be kept in a secure locked office and be retained for 5 years.

Note: Under no circumstances should a student be withdrawn from eSchoolPlus without a completed PEIMS Withdrawal documentation form. Parent /Guardian signature must be secured on eSchoolPlus withdrawal form.

ACCEPTABLE REASONS FOR A WITHDRAWAL

- Moving to another Texas School District
- Moving Out of State
- Migrating
- Enrolling in a Private School
- Returning to Home Country
- Home Schooling

UNACCEPTABLE REASONS FOR A WITHDRAWAL

- Family Illness
- Vacation
- Parent Request not meeting above requirements
- Marriage/Pregnancy
- Religious Camp or Conference
- Absences* (Unless procedures under Truancy section have been completed)
- Discipline Issues
- Early May Withdrawals for reasons not listed above
- Short Term Hospital Stays

* Before students with excessive absences can be withdrawn, procedures for Compulsory Attendance and Truancy must be followed.

WITHDRAWAL DATES

Your campus should withdraw a student from the attendance accounting system on the date your district becomes aware the student is no longer a member of the district. With proof of enrollment in a different district/campus, retroactive withdrawals are permitted to the day a student enrolled in another school. Your campus must update all attendance accounting records affected by such a change.

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.

QUESTIONS OR CONCERNS

Correct assignment of leaver codes is critical. Any ambiguity in coding questions should be referred to the Principal. If the Principal is unable to resolve the coding issue the question will be referred to PEIMS Department.

FOLLOW-UP

Designated personnel should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting such as: college, home school, a private school, an out-of state school, another Brownsville ISD school, or a Texas public school.

Acceptable Mover Documentation can include a student verification of enrollment Form (Sample form-*Section II of APPENDIX*) and if available attach the TSDS Enrollment Tracking record from the TSDS program. These documents will be kept in the campus leaver binder.

Note: Even though the campus receives a TREX request from another school district, a Student Verification of Enrollment is required.

GRADUATES

Schools must enter appropriate leaver codes for all students who have met all high school graduation requirements at any time during the prior school year, including the summer following the close of the prior year. To graduate, students must satisfy the requirements under 19 TAC, Section 74, Subchapter B. Special education students must satisfy requirements under 19 TAC, Section 89.1070.

Students who complete a GED program are not reported as graduates.

STUDENTS WHO LEAVE DURING THE SCHOOL YEAR

Students who leave during the school year should have documentation at the time of withdrawal. Documentation of intent to enroll in a college, a private school, an out-of-state school, another Brownsville ISD school, or a Texas public school must be obtained within 10 days of the last day the student attended school. Attempts should be made to obtain verification of enrollment at the new school. Any student who was enrolled for at least one day last year is a potential true dropout.

STUDENTS WHO FAIL TO RETURN IN THE FALL

For students who fail to return the following fall, the school should use the leaver reason code that most appropriately describes the student's whereabouts during the school-start window (from the first instructional day of school through the last Friday in September). A "No Show" is for those students who attended all last year but failed to return for the next school year. Again, any student who does not enroll the first day of school is considered a "No Show" and potential true dropout.

LEAVER BINDERS AND DOCUMENTATION

Accurate record keeping and maintenance of the student leaver records are of utmost importance. These records are auditable by the Texas Education Agency as well as other organizations. The following guidelines will help campuses maintain accurate records.

Schools are required to maintain leaver documentation for all students in grades 7-12, who withdraw from the school. Documentation is subject to audit and should be available for administrative review. The contents of the folders must be sufficient to support the leaver code assigned to the student. Detailed documentation guidelines are available in TEA's Appendix D, Summary of Leaver Reason and required Documentation.

The campus PEIMS contact person for leavers and dropouts is responsible for maintaining a leaver binder for all students, other than graduates, who withdraw from the school. Merits of leaver documentation are assessed at the time the documentation is requested or received during a data inquiry investigation. Determination of the acceptability of documentation is made by the professional staff conducting the investigation. The professional staff member should sign and date the documentation to indicate the documentation's acceptability.

Changing Leaver-Reason-Codes

Once a district meets the documentation standard that supports the leaver reason code used, the school is not required to obtain additional information on the student. If additional information is received, the original leaver code does not need to be changed. For example, if a campus assigned LEAVER-REASON-CODE 60 student withdrew from/left school for home schooling for a student and later received a request for transcript information from a private school for the same student, the campus may change the LEAVER-REASON- CODE to 81 enroll in a Texas private school but is not obligated to.

When working with Leavers, there are times when a code change is needed. **If your latest documentation supports a code change, complete the section for Leaver Code Change found within the PEIMS Withdrawal Documentation form.** Fill out the information requested, including reason for code change. Indicate who is making the request for change and ensure an administrator authorizes the change by signing the form. Update the code on eSchoolPlus.

Documentation can be obtained at any time until the PEIMS Submission 1 resubmission date in early January. Hence, the determination of a document's acceptability, indicated by the professional staff member's signature and date, should be dated prior to the PEIMS Submission 1 resubmission date.

Coding may not be changed after the final PEIMS Submission 1 resubmission date, nor may data be corrected through the appeals process. If the school makes a mistake in coding, the school owns it.

PREPARING CAMPUS LEAVER BINDERS

Create binders with the following tabs (you might need more than one binder):

1. Leavers: behind this tab; set up tabs for each Leaver Code (i.e., 01, 03, 16, etc)
2. Movers: behind this tab; set up tabs for each Mover Code (i.e., 21, 30, 31, 61, etc)
3. Dropouts: behind this tab; set up tabs for each potential dropout code (i.e., 02, 08, 09, etc)

For each student withdrawal record placed in these binders you will need the documentation:

1. Copy of Official eSchoolPlus Withdrawal form *(Parent/Guardian signature & withdrawal code required)*
2. PEIMS Withdrawal/Change of Leaver Documentation form
3. Documentation to support assigned leaver coded as noted in Appendix D

DROPOUTS

TEA is required by the Texas Legislature to use the standards of the National Center for Educational Statistics, NCES. These standards require that a student enroll and attend school during the school start window (from the first instructional day through the last Friday in September) in order to avoid being counted as a leaver and possible dropout. The importance of the school start window is demonstrated by the following examples.

- If a student does not return during the school start window or is not reported with a leaver code indicating a continuance in school, he may be counted as a dropout. Exception: Migrant students reported through Brownsville ISD Migrant Department may return prior to resubmission in early January, if tracked through the federal tracking system.
- Even if a student returns after the school start window and graduates the same year, he/she will be counted as a dropout.
- If a prior year's senior does not graduate during his/her senior year, he/she must enroll during the next year's school start window, or be counted as a dropout.

CAMPUS OF ACCOUNTABILITY

Leavers are assigned to the campuses that they were attending when they left the Texas public school system. Students referred to a Disciplinary Alternative Education Program (DAEP) or a 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. If the student is promoted beyond the terminal grade level of the referring school while attending DAEP or JJAEP, for dropout purposes the student will be attributed to the zoned campus of his/her grade level.

It is important that a campus review the Campus of Accountability to determine if there are students listed on the roster who should not be attributed to the campus. If not corrected, the campus will become the campus of accountability for these students.

TEA FUNDING OR COMPLIANCE AUDITS

The following are some of the problems that are seen during audits:

- Leaver code discrepancies caused by not following Appendix D guidelines
- No administrative signature and/or date of review on documentation
- No documentation to support out-of-state GED codes
- No verification of home school enrollment (parental statement)
- Enrollment in or out of Texas with no school or district specified
- No verification of students returning to home country
- A procedure must be established to verify the enrollment of students in area private/parochial/open enrollment charter schools, since these schools typically do not request records if the student has a copy of the latest report card. Document phone calls to schools requesting verification of the enrollment of former students.
- Leaver records must be kept on campus and available for administrative review and audit purposes for at least five years.
- An appropriate graduate leaver code missing

SECTION III: DATA ENTRY

DATA ENTRY

Designated personnel are responsible for assuring that PEIMS leaver codes are transmitted to the data entry staff. This information should be provided in a timely manner so that periodic reports may be generated. Data entry personnel must be trained in entering, changing and deleting data from eSchoolPlus. All entries, changes and deletions require supporting documentation. Any changes made to original documentation must be initialed and dated by the person making the change.

**Coding decisions are NOT made by data entry personnel.
Coding decisions are made by authorized campus professional personnel
with appropriate auditable documentation as required.**

CODING WITHDRAWALS

Step 1: Search for Student in eSchoolPlus

Step 2: Click on the Entry/Withdrawal Information section

Step 3: Click on current school year vector to open Entry/Withdrawal screen and complete information requested

Step 4: In the Withdrawal Code field, enter the correct withdraw code

Step 5: Click Save

REVIEW OF PEIMS TSDS REPORTS

TSDS - This is a Web-based program provided by the Texas Education Agency that includes the following reports:

- Leaver Roster – lists all students withdrawn from the school.
- Dropout Roster – lists all students who are considered dropouts.
- Presumed Under-reported – lists students who were enrolled in Brownsville ISD the previous year and have not been accounted for this school year, via a Leaver record, Mover record, or re-enrollment record.
- Presumed Over-reported – within the Presumed Under-reported Report we can search for students where Brownsville ISD is creating a leaver record but have been accounted for in another process.

PEIMS Coordinator will review all TSDS PEIMS errors concerning the 203 record. If the errors cannot be corrected, the personnel will annotate the reason. These remarks will be maintained for audit purposes.

PEIMS Coordinator and Campus Attendance clerks will review the list of under and over reported leavers generated in the PEIMS system. In each instance where the data cannot be corrected the designated personnel will annotate the reason. These remarks will be maintained for audit purposes.

Note: If the status of a student found in the list of underreported cannot be determined, the student will be assigned a leaver code of "99-other reason". A "99" coding will convert to a "98" dropout.

PEIMS Department will review and correct all PID errors.

STORAGE OF RECORDS

Records must be stored in a manner that assures they will be readily accessible in order to meet audit requirements. Campus staff will use the documentation standards as outlined in the Attendance Accounting Handbook and in the PEIMS Data Standards. PEIMS records must be retained and subsequently destroyed in accordance with State requirements. PEIMS Leaver records must be maintained for a period of at least 5 years.

Student Records must be physically locked and secure from unauthorized entry. These include original and copies of all withdrawal documents. Restricted access by authorized personnel (i.e.: Principal, Assistant Principal, Counselors, Registrar, and PEIMS/Attendance Clerk) only should also be enforced. FERPA guidelines must be followed.

COMPUTER SYSTEM SAFEGUARDS

All users connected to eSchoolPlus must have unique passwords and separate access to the database. Nightly backups of the data will be stored in a secure location. End of Year backups as well as programs used to generate the data will be stored in the event that the reports have to be generated for audit purposes.

SECTION V: POTENTIAL PROBLEMS IN CASE OF COMPLIANCE AUDITS

LEAVER CODE DISCREPANCIES

- Leaver Code Discrepancies caused by not following Appendix D guidelines (lack of supporting documentation: ex: no verification of students returning to home country).
- Leaver code assigned to students was incorrect (documentation in the student file does not explain or support the leaver code assigned to the student).

WITHDRAWAL RECORDS DISCREPANCIES

- Not properly completed (ex: no indication of the school name and address where the student is planning to attend).
- Not signed by students, parent or guardian.
- Not signed by the authorized personnel (ex: the record was signed by the data entry or attendance clerk and not by the assistant principal).
- Missing Dates next signature
- No withdrawal form on file.
- The reason for withdrawal was not specific (ex: Writing down “Returning to Home Country”. Instead of specifying what city, state, country.
- The words of “Intent to enroll” in the Comments section of the Withdrawal Form.
“Intent to” is no longer allowed by TEA when Leaver code 24, 60, 81, or 82 is used.
- School information incomplete/not completed
- Use of White out (any corrections, changes, and/or additions need to be initialed and dated on the existing forms).

Note: Leaver records must be kept on campus and available for administrative review and audit purposes for at least five years.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in the district website, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office, US Department of Education 400
Maryland Avenue, SW Washington, D.C. 20202-8520

APPENDIX

- I. PEIMS Department Withdrawal/Leaver Change From
- II. Sample Enrollment Verification form
- III. TEDS APPENDIX D, PEIMS Leaver Reason Codes & Documentation Requirements



BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

PEIMS Department Withdrawal/Leaver Change Documentation Form

Local ID _____ Grade _____ Birth Place _____ D.O.B. _____ Sex _____ Status _____ Age _____

Student Name: _____
 (First) (Middle) (Last) (State ID #)

Address: _____
 (Street) (City) (State) (Home/Cell Phone # Must Veirfy)

Parent/Guardian Name: _____

Address: _____
 (Street) (City) (State) (Home/Cell Phone # Must Veirfy)

Other Contact Name: _____
 Relationship: (Foster, CPS, Probation Officer, etc.)

Address: _____
 (Street) (City) (State) (Home/Cell Phone # Must Veirfy)

L E A V E R S	01	Graduated from a BISD campus	<i>This Section must be completed and signed.</i> <div style="text-align: right;">Withdrawal Date: _____</div> <div style="text-align: right;">Withdrawal Code: _____</div> <div style="text-align: right;">Comments: _____</div> <div style="text-align: right;">PEIMS Admin. Signature: _____</div> <div style="text-align: right;">Counselor Signature: _____</div> <div style="text-align: right;">Registrar Signature (HS Only): _____</div>
	03	Died while Enrolled or during summer break	
	16	Return to Home Country	
	20	Medical Injury: assigned med. or residential facility	
	24	Enrolled in College working on Associate or Bachelors Degree	
	60	Home School	
	66	Removed by CPS	
	78	Expelled Cannot Return (PEIMS ONLY)	
	81	Enrolled TX Private School	
	82	Enrolled Outside of TX	
	83	Falsified Enrollment Info. (PEIMS ONLY)	
	85	Graduated Outside of TX	
	86	GED Outside of TX	
	87	WD to enroll TX TECH/UT HSEP	
	M O V E R S	88	
89		Incarcerated in State Jail or Federal	
90		Graduate Military-Interstate Compact	
*WCH		Enrolled in Local Charter School	
*WDH		Darrel Hester	
*WAA		Moved within BISD	
*17		Expelled to JJAEP	
*21		Inter-District Transfer	
D R O P O U T S	*30	Entered Health Care Facility	<div style="color: red; font-weight: bold;">All fields MUST be filled in and original form placed in PRC and campus Leaver Binder.</div>
	*31	Completed TX GED	
	*61	Incarcerated Outside District	
	*80	Enrolled/Tx Public School	
	WRA	Runaway	
	WPR	Parent Request	
	*02	Pursue a Job/Job Training	
	*08	Pregnancy: female or male WD because of Preg.	
	*09	Marriage	
	*10	Alcohol/Drug Abuse	
	*14	Age	
	*15	Homeless/Non-Perm Res	
*19	Met Grad Req/Failed TX Assessment	<div style="text-align: center; font-weight: bold;">CHANGE OF LEAVER CODE</div> <div style="text-align: center; font-size: small;">Complete this section if there is a change to the original withdrawal code</div> <p>I, _____ am requesting that the LEAVER REASON CODE be updated from _____ to _____ as per documentation received/obtained and reviewed by campus PEIMS Supervisor (copies of documentation attached).</p> <div style="text-align: right;">PEIMS Data Entry Clerk Signature: _____ Date: _____</div> <div style="text-align: right;">PEIMS Supervisor Signature: _____ Date: _____</div>	
*22	GED/Alternative Program		
*84	Academic Performance (PEIMS ONLY)		
*97	No Show (Dropout)		
*99	Other Reason		

Enrollment Verification Request

PLEASE FAX BACK TO: () Your number or EMAIL TO: Your email address



2019-2020
Texas Education Data Standards
(TEDS)

Appendix D
PEIMS Leaver Reason Codes and Documentation Requirements

Final Version 2020.1.0
March 1, 2019

Prepared by: Information Technology Services Business Management Division

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Leaver Reason Codes and Documentation Requirements

The attached table provides expanded definitions and specific documentation guidelines for each of the leaver reason codes listed in Code Table C162 found in Section 4 of the Texas Education Data Standards (TEDS). The table is organized into the following broad categories of leavers:

- completed high school or General Educational Development (GED) program
- moved to other educational setting
- withdrawn by school district
- other

Leaver data is not submitted for students who enroll in other Texas public school districts or charters and students who obtain GED certificates at Texas examination sites by August 31. Students who move to other Texas public school districts are considered movers, not leavers. Documentation as described in Appendix D is not required for movers; districts may wish to develop local policy on documentation for movers. The Unique ID Enrollment Tracking may be used to establish tentative local documentation that students are movers. The final determination of whether students are movers will be made by TEA.

Local policy in this appendix refers to a district or charter's leaver policies and procedures.

General Documentation Requirements

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required for all leaver reason codes. Documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section.

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, for students who are withdrawn by Child Protective Services (CPS), LEAVER-REASON-CODE 66, documentation would be obtained when the student is removed.

Students who fail to return in the 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. The school-start window is the period of time between the first day of school and the last Friday in September. Districts should use the LEAVER-REASON-CODE that most appropriately describes the student's whereabouts during the school-start window. 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 to support the leaver code at any time up until the PEIMS Submission 1 resubmission date.

Students who were attending and were withdrawn under LEAVER-REASON-CODE 83 when the district discovered that the student was not entitled to public school enrollment in the district.

LEAVER-REASON-CODE 83, not entitled to public school enrollment in the district, 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 should be obtained at that time.

Signatures on Documentation

Documentation must be signed and dated by an authorized representative of the district. The district should have a written policy stating who can act as an 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 18 years or older, or
 - has established a residence separate and apart from the student's parent, guardian, or 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 e-mail 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 it is signed and dated by the district representative.

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. These guidelines describe the most common types of documentation the investigator would expect to find supporting 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 parents 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.

Changing Leaver-Reason-Codes

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. Local policy will determine if an existing leaver reason code is updated for a student when additional information is received. The policy should be clearly stated in the district's published guidelines on leaver procedures. For example, if a district assigned LEAVER-REASON-CODE 60 *student withdrew from/left school for home schooling* for a student and later received a request for transcript information from a private school for the same student, the district may change the LEAVER-REASON-CODE to 81 *enroll in a Texas private school* but is not obligated to.

Documentation Requirements by LEAVER-REASON-CODE

In addition to general documentation requirements, requirements specific to leaver reason codes also apply. Following are the specific documentation requirements by leaver reason code. They are grouped into four major categories: graduated or received an out-of-state GED, moved to other educational setting, withdrawn by school district, and other reasons. School leavers with this LEAVER-REASON-CODE are counted as dropouts for state accountability purposes: code 98. School leavers with this LEAVER-REASON-CODE are counted as dropouts for federal accountability purposes: codes 88, 89, 98. These designations are provided for information purposes only. They are not the final or comprehensive description of the definitions used for dropout and completion processing. For more information please see the *Secondary School Completion and Dropouts in Texas Public Schools*.

Graduated or Received an Out-Of-State GED

Code	Translation
01	<p>Student graduated from a campus in this district or charter</p> <p>Definition and use: 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>Documentation requirement: 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>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</p> <p>Definition and use: 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>Documentation requirement: Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.</p>
86	<p>Student completed the GED outside Texas</p> <p>Definition and use: 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.</p> <p>Documentation requirement: Acceptable documentation is a copy of the GED certificate or some other written document provided by the testing company showing completion of the GED. Written documentation from the testing company must include the date of GED completion, location, address, and contact information of the company.</p>
90	<p>Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children</p> <p>Definition and use: Per TEC §162.002, student lives in the household of an active-duty military serviceperson, 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>Documentation requirement: 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>Student entered college and is working towards an Associate's or Bachelor's degree</p> <p>Definition and use: 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 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&M International University.</p> <p>Documentation requirement: 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>Transcript request. 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>Verification by an authorized representative of the college. 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>Verification by the parent/guardian or qualified student. 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>Student is home schooled</p> <p>Definition and use: 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>Documentation requirement: 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>Verification by the parent/guardian. 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>Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment</p> <p>Definition and use: 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>

Code	Translation
	<p>Documentation requirement: 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>Student enrolled in a private school in Texas</p> <p>Student enrolled in a public or private school outside of Texas</p> <p>Definition and use: 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 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>Documentation requirement: 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>Transcript request. 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>Verification by the superintendent or authorized campus or district administrator of the receiving district. 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>Verification by the parent/guardian or qualified student. 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>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</p> <p>Definition and use: 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>Documentation requirement: 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>Student was expelled under the provisions of TEC §37.007 and cannot return to school</p> <p>Definition and use: This code may only be used when:</p> <ul style="list-style-type: none"> the student was expelled under the provisions of TEC §37.007, and the term of expulsion has not expired <u>or</u> the student's failure to attend school is due to court action. <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>Documentation requirement: Due process documentation supporting the expulsion.</p>
83	<p>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.</p> <p>Definition and use: 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>Documentation requirement: 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"> 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. 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. 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. 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.

Other Reasons

Code	Translation
03	<p>Student died while enrolled in school or during the summer break after completing the prior school year</p> <p>Definition and use: Self-explanatory.</p> <p>Documentation requirement: 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.</p>
16	<p>Student returned to family's home country</p> <p>Definition and use: 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>Documentation requirement: 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>
88	<p>Student was ordered by a court to attend a GED program and has not earned a GED certificate</p> <p>Definition and use: This code is for students who are court-ordered to attend a GED program and have not earned a GED certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>Documentation requirement: Acceptable documentation is a copy of the court order stating that the student has been ordered to attend a high school equivalency or GED 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 or GED program or to take a high school equivalency or GED exam.</p>
89	<p>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>Definition and use: 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>Documentation requirement: 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>

Code	Translation
98	Other (reason unknown or not listed above) Definition and use: 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.