# MT. PLEASANT INDEPENDENT SCHOOL DISTRICT

# POLICY
# AND
# PROCEDURES MANUAL
## 2017-2018

# LEAVERS
# AND
# DROPOUTS

# TABLE OF CONTENTS

# Leaver/Dropout Policy

# MT. PLEASANT INDEPENDENT SCHOOL DISTRICT

# LEAVER/DROPOUT POLICY

1. All MPISD campuses and District personnel will follow the same policies and procedures for maintaining accurate Leaver/Dropout records throughout the District.
2. At the beginning of each school year, the campus PEIMS data entry clerk will identify, in eSchoolPLUS (SIS), all students who have not returned from the prior school year. The PEIMS data entry clerk will also update and maintain campus records on any and all students leaving the District during the current school year.
3. Reasons for the student not being present are assigned Leaver code numbers according to the Code 162 table found in the TEA Data Standards, which are available to all PEIMS data entry clerks, campus principals, District PEIMS Coordinator and other designated District staff.
4. Campus personnel, principals, assistant principals, counselors, security officers, principal's secretary or any other designated MPISD staff are to make all reasonable efforts to secure written, documented information from the responsible guardian or a request from another school district regarding any student who has not returned from the prior school year and/or any student who leaves during the current school year.
5. If the responsible guardian is not available, then the above-mentioned staff will attempt to locate an individual who does know the whereabouts of the withdrawn student. If at all possible, obtain this documentation in writing.
6. Information received by telephone call from relative, neighbor, another school district or any other reputable source must be documented. The person taking the information should file written documentation in the student's personal Cumulative file, including the required student information, their source of information and date the information was received. This information may be entered at the bottom of the MPISD Student Withdrawal Application,
7. Withdrawal documentation as in item # 6 is given to the campus PEIMS data entry clerk, and using the TEA Code 162 table, assigns an applicable Leaver code in the eSchoolPLUS (SIS) system.
8. Written and dated withdrawal documentation is placed in the student's personal Cumulative folder that is retained at the campus where the student last attended in the District. If the student returns at a later time that folder is sent to the receiving campus. This documentation must be signed by the parent or guardian, the Campus Principal and/or the Assistant Principal and the Superintendent's designee. If parent/guardian signature is not available an explanation on the MPISD Withdrawal Application will designate where the request for withdrawal originated for example TREx etc,

9. Additional withdrawal information reported at a later date as to the location of the student is to be validated, signed, dated and given to the PEIMS data entry clerk and a copy filed in the student's personal Cumulative file. The PEIMS data entry clerk may make adjustments to the Leaver Code in the eSchoolPLUS system as necessary per the new information received. These corrections must be dated and initialed by the PEIMS Clerk.

10. The building principal is ultimately responsible for knowing the whereabouts of the no-show students, or the students leaving his/her campus at any time during the school year.

11. The District PEIMS Coordinator/Administrator will periodically make checks as to the consistency, accuracy and validity of the above campus documentation and procedures being followed.

12. Entry/withdrawal data is maintained in the local software system and information is uploaded to the PEIMS Edit+ to TEA.

13. PEIMS Edit+ reports are available on dropouts after the first submission in the fall of the current school year.

14. District PEIMS Coordinator is responsible for getting the TEA Leaver/Dropout reports to the appropriate District staff for validation.

15. Designated District campus staff who review the Edit+ reports are responsible to notify the campus PEIMS data entry clerks and the District PEIMS ' Coordinator of any errors, so that corrections can be made in eSchoolPLUS and data can be resubmitted.

16. District campus personnel should attempt to recover as many dropouts as possible and submit this information in the allotted resubmission time frame prior to the TEA designated "Close of School-Start Window." If the student has not returned to a Texas school by that date and no other leaver information is available the student becomes a dropout according to TEA Data standards.

17. Each campus will have a copy of the current MPISD Leaver/Dropout policy. The District PEIMS Coordinator, maintaining the consistency and accuracy of the MPISD Leaver/Dropout Policy, will distribute updates to the PEIMS data entry clerks. District PEIMS Coordinator will give the PEIMS data entry clerks periodic training as necessary.

18. Policies and procedures will be amended as necessary according to local needs and/or as stipulated by additional documentation received from TEA due to state mandated changes.

19. PEIMS Coordinator and PEIMS data entry clerks will be given a copy of their job description.

20. The integrity and security of the computer system is insured by passwords, and resource availability that is maintained by the District PEIMS Coordinator and the Systems Administrator.

21. Leaver/Dropout records for MPISD will be audited by the MPISD District PEIMS Coordinator on an annual basis,

22. Home School Patent Documentation as per TEA: A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is not 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 2017-2018 school year, the following documentation is required to verify enrollment: 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. .

# Leaver and Underreported Procedures

# LEAVERS AND UNDERREPORTED - Written Procedures

## For Mt. Pleasant Independent School District

Leavers and Underreported .

 A Leaver is a student served in grades 07-12 in the prior school year and has not reenrolled at MPISD in the current school year. Leavers include graduates, dropouts, withdrawals, and no-shows. Leaver data is reported in PEIMS Submission 1 in Record 203 and is used to determine a district's dropout rate for accountability purposes.

 An Underreported student is a student served in the prior school year but is not included in the Fall PEIMS submission either as a currently active student or as a Leaver.

 The procedure for applying a LEAVER code is determined by circumstances under which the student left the school.

Responsibilities —

The principal of each campus is charged with the responsibility for verifying and assuring that accurate Leaver data is reported in the PEIMS Fall submission. The principal will insure the procedures, outlined in this document, are followed. In addition to the procedure outlined here, the principal will ensure all of the Leaver data is processed in accordance with the PEIMS Data Standards. Code Table C 162 provides the applicable codes and the supplement Appendix D to the Data Standards describes the extent of the documentation required for Leavers. These documentation standards are to be strictly followed.

Designated Staff—

The principal shall at the beginning of each year designate the staff member who will be responsible for tracking leavers and leaver documentation. In the event the designee is not available, an alternate staff member will be designated. This information will be published to staff and made a part of campus procedures. The designated staff members will act as the authorized representative of the superintendent for signing withdrawal forms and other Leaver documentation. The attached form is to be used by all campuses,

Those individuals assigned the responsibility of overseeing the Leaver process must thoroughly familiarize themselves with the PEIMS Data Standards as they relate to the leaver documentation process.

Administrators assigned this responsibility must assure not only their own proficiency in this process, but should also assist and monitor all involved in the process.

# District Leaver Record Storage Management

# Mt Pleasant ISD - Data Center Disaster Recovery

Critical Systems — Backup and Disaster Recovery

Critical systems included is this procedure are Finance, Student and Communication data,
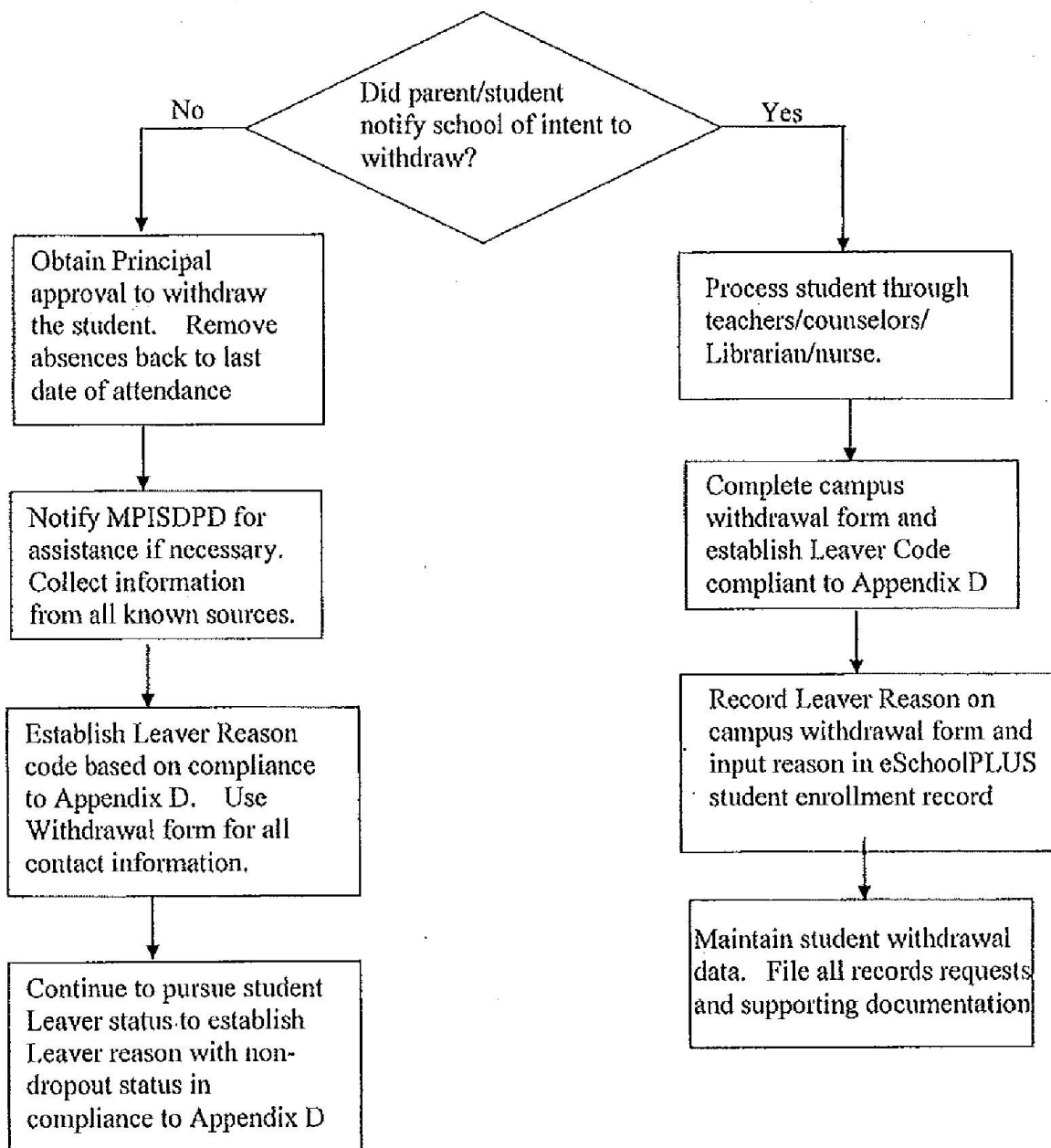
Backup procedures:

1. Snapshots take place every hour around the clock for each of the databases for the eSchoolPLUS, eFinancePLUS and Communication systems such email.
2. Backup system does snapshot attachability checks to ensure snapshot was a successful backup.
3. A full Base backup has been taken as a basis for incremental backups.
4. Incremental backup taken place every day at 12:00 am and 02:00 am.
5. As a secondary measure, backups are conducted using native SQL tools on both servers.
6. Native SQL backups take place on a daily basis at 11:00pm.
7. Native SQL transaction log backups take place every hour.
8. Database backups are stored in a fireproof storage device onsite.
9. Database backups are taken offsite.
10. Images of the entire servers are taken in the case of a disaster.
11. Image of the servers can be restored on bare metal server of different specifications if needed.

Restore procedures:

1. Depending on the damage, a simple database restore can recover lost data.
   a. A full snapshot can be used to restore lost data
   b. Native SQL backup can be used and optional incremental backups if needed.
2. In a catastrophic event, new servers would need to be setup using the items below.
   a. Backup server images
   b. Snapshots
   c. Optional −Native SQL backups If there is a problem with a snapshot.
   d. Backups and images can be recover from local and offsite backup depending on the damage done.
3. Experimenting with offsite data center for a truly minimal impact in case of a disaster recovery. We can use features of this set up now but it's still in the deployment face.

# Campus Leaver Flowchart

# Campus Flowchart for MPISD Leaver Processing

```
                    ┌─────────────────────┐
         No         │ Did parent/student  │        Yes
    ◄───────────────│ notify school of    │───────────────►
                    │ intent to withdraw? │
                    └─────────────────────┘
```

**No branch:**

Obtain Principal approval to withdraw the student. Remove absences back to last date of attendance

↓

Notify MPISDPD for assistance if necessary. Collect information from all known sources.

↓

Establish Leaver Reason code based on compliance to Appendix D. Use Withdrawal form for all contact information.

↓

Continue to pursue student Leaver status to establish Leaver reason with non-dropout status in compliance to Appendix D

**Yes branch:**

Process student through teachers/counselors/ Librarian/nurse.

↓

Complete campus withdrawal form and establish Leaver Code compliant to Appendix D

↓

Record Leaver Reason on campus withdrawal form and input reason in eSchoolPLUS student enrollment record

↓

Maintain student withdrawal data. File all records requests and supporting documentation

Yes

# Withdrawal Procedures

# MPISD Withdrawal Procedures

Completion of an exit review with the student's parent/guardian, or the adult student conducted by an <u>authorized staff member</u>. During the interview pertinent information as it relates to any new educational setting and contact information should be obtained.

Completion of the withdrawal form, recording the reason for the student's leaving and as much future contact information as possible. The withdrawal form must be signed by both parent/guardian or adult student and school personnel designated as authorized to do so at the time of the withdrawal. Documentation on the withdrawal form must be complete, signed in ink and dated. The documentation standards in the PEIMS Data Standards Appendix D are to be strictly adhered to. All campus withdrawal forms must clearly state the leaver reason.

      Correct assignment of leaver codes is critical. Any ambiguity in coding or question of compliance to Appendix D should be referred to the Campus Principal.

    - If the Campus Principal is unable to resolve the coding issue it will be referred to the PEIMS Coordinator.

Designated     persc gin written and oral inquiry to confirm a leaver's enrollment in anoth setting if acceptable documentation is not the received within 10 departure of a student "hose stated intent was to enroll in anot

If parent/guardian or adult student indicated a leaver reason equating to a dropout the campus must conduct periodic and timely reviews of the student's leaver folder. If new information is obtained and is compliant with Appendix D the student leaver code should be updated to reflect the new information.

Withdraw the student in accordance with district policy
Complete the withdrawal form with the designated staff member signatures.

Make every effort to determine the whereabouts of the student. Designated staff members should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting.

If the student's Whereabouts cannot be ascertained, this student will be recorded as a dropout.

If new information on the student's whereabouts is received and is compliant with Appendix D, the dropout code should be updated with the new code.

**Students who do not withdraw, but quit attending school**

A campus list of potential dropouts (a student currently coded with a Leaver reason equating to a dropout) must be provided to the PEIMS Coordinator on a six-weeks basis. As each six-weeks attendance cycle ends the list should be signed by the campus Principal and forwarded to the PEIMS Coordinator for review.

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# Graduate Reporting Procedures

# GRADUATES

All students designated as graduates must have the graduation status documented on their AAR record. The cumulative record must have a graduation seal, the graduation type plan, EOC results, and sufficient credits.

Designated Personnel must review the additional PEIMS fields required for graduate Leavers (special education indicator, economic disadvantaged, graduation date, and college entry).

Designated Personnel on graduate campuses must verify graduate rosters prior to submission to Fall PEIMS. The campus Principal will sign the graduate roster and forward to the PEIMS Coordinator.

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# No-Show Reporting Procedures

# NO-SHOW STUDENTS NOT RETURNING AT START OF THE NEXT SCHOOL YEAR

No-Show students not returning at the start of the school year

No-Show students completed the previous school year but did not return for the current school year.- A student new to the district who registers before the school year begins but does not return when school starts is not a No-Show.

No-Show students must be deactivated in the student accounting system by the end of second week in September. A listing of dropouts will be forwarded to the principal for certification and signature, The signed listing will be returned to the PEIMS Coordinator by the end of the third week of September.

Designated Personnel should make every attempt to locate these students and assign an appropriate leaver code. If the student's whereabouts cannot be ascertained, this student will be recorded as a dropout (leaver code 98 — unknown).

Designated Personnel must document all tracking information on No-Show students. Tracking forms should include fields for date, time, contact person, relationship, current status, and date for follow-up (minimum requirements).

As new information is received on No-Show students it must be evaluated to meet the standards of Appendix D. Any questions on the new information meeting the standards of Appendix D should be addressed to the campus Principal. If the Principal is unable to resolve the question it should be forwarded to the PEIMS Coordinator.

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# Data Quality Management Statement

# Mt. Pleasant I. S. D. Data Quality Management System
## For Use with Secondary Leavers and the PEIMS 203 Record

## 2017-2018

### Data Quality Management Statement —

Quality data must be the foundation of a data driven organization. To possess high quality data we recognize data as an asset to MPISD and define explicit responsibilities to designated staff for these data.

### Leaver Quality Management System —

To insure the highest quality student Leaver data are provided to the Texas Education Agency in the 203 record submitted through Fall PEIMS, MPISD would use a functional and measurable data quality management system,

### Leavers —

A Leaver is a student served in grades 07 through 12 in the prior school year and does not reenroll during the current school year. Leavers include graduates, dropouts, withdrawals, and no-shows. Leaver data are reported to the Texas Education Agency through PEIMS in the Fall Submission and are used to determine a district's dropout rate for accountability purposes.

# Campus Leaver Procedures

# Fall PEIMS - MPISD Leaver Processing
## 2017-2018 - Leavers
## Campus Level

July/ August- Attend update meeting for all secondary campuses provided by the PEIMS Dept. Review the changes to the C162 Table, Appendix D, and the PEIMS Data Standards. Review current year No-Show procedures.

09/08 All No-Show students must be marked in the system with a status of "98."

9/22 Review Campus Reports of 2017-18 Leavers. All students with a code of = dropout are highlighted. Update leaver codes based on new documentation received since the 1st code was input. PEIMS deadline for updates is 10/6/17.

10/13 Review updated Leaver report sent for review/update. Due date for changes is 10/20.

10/27- Fall PEIMS Snapshot

11/10 Review campus reports of PEIMS leaver 203 records for review/change. Deadline for change is 12/1.

12/2 — Fatal free 1st submission file submitted. Over/under-reported report printed and research begins on students listed. TEA Leaver reports printed and sent to campus Principal for review. Dropouts are highlighted and due date for changes is 09/28/17.

1/12 Verify under-reported leavers sent to campus for research. New leaver records are entered as required for under-reported. Deadline for under-reported is 01/12/2018.

1/25 Final leaver reports are printed and sent to campus for campus verification and principal signature. Final report signatures are due by 1/31/2018.

01/18 Fall Resubmission fatal free data is submitted. Includes any changes submitted since report of 12/01/17 If new documentation received.

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# Campus Leaver Data Reconciliation Plan,

**1st Six Weeks Ends - 09/22/2017**

By 09/08/17- Run Leaver Query provided by the PEIMS Coordinator to print current Leaver listing. Update Leaver codes on any Leavers with new information in compliance with Appendix D.

By 09/22/17 - Run Leaver Query to include changes and latest information. Registrar signs and dates final version with all changes. Obtain Principal signature on report and forward to PEIMS Coordinator.

2nd Six Weeks Ends — 11/03/2017

By 11/10/17  Run Leaver Query provided by the PEIMS Coordinator to print current Leaver listing. Update Leaver codes on any Leavers with new information in compliance with Appendix D.

By 11/17/17  Run Leaver Query to include changes and latest information. Registrar signs and dates final version with all changes. Obtain Principal signature on report and forward to PEIMS Coordinator.

3rd Six Weeks Ends - 12/20/2017

By 12/20/17 - Run Leaver Query provided by the PEIMS Coordinator to print current Leaver listing. Update Leaver codes on any Leavers with new information in compliance with Appendix D.

By 12/20/17 — Run Leaver Query to include changes and latest information. Registrar signs and dates final version with all changes. Obtain Principal signature on report and forward to PEIMS Coordinator.

4th Six Weeks Ends - 02/16/2018

By 02/20/18 - Run Leaver Query provided by the PEIMS Coordinator to print current Leaver listing. Update Leaver codes on any Leavers with new information in compliance with Appendix D.

By 02/23/18  Run Leaver Query to include changes and latest information. Registrar signs and dates final version with all changes Obtain Principal signature on report and forward to PEIMS

Coordinator.

5th Six weeks Ends -  04/06/2018
By 04/09/18 - Run Leaver Query provided by the PEIMS Coordinator to print current Leaver listing. Update Leaver codes on any Leavers with new information in compliance with Appendix D.

By 04/13/18 — Run Leaver Query to include changes and latest information. Registrar signs and dates final version with all changes Obtain Principal signature on report and forward to PEIMS Coordinator.

6<sup>th</sup> Six Weeks Ends - 05/24/2018

By 05/24/18- Run Leaver Query provided by the PEIMS Coordinator to print current Leaver listing. Update Leaver codes on any Leavers with new information in compliance with Appendix D.

By 06/08/18 — Run Leaver Query to include changes and latest information. Registrar signs and dates final version with all changes Obtain Principal signature on report and forward to PEIMS Coordinator.

Campus Based Data Entry of Leaver Data

Designated Personnel are responsible assuring PEIMS Leaver codes are transmitted to the data entry staff if the Designated Personnel do not perform Leaver data entry. The 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 the student software. 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.

Data entry personnel do not make coding decisions. Authorized Campus Personnel /Administrators make coding decisions,

Monitoring Leavers

Each campus will, on a six weeks basis during the school year, print a withdrawn student's report and conduct an audit of leaver documentation. The PEIMS Coordinator 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.

Each campus will generate a final withdrawal report at the end of the school year containing all students who have withdrawn from the current school year. These students are potential leavers for the Fall Data Submission. This will be an alpha report containing the following information:
- Student ID or State Assigned ID
- Student's full name
- Current Leaver reason
- Withdrawal Date
- Campus
- Grade

- Ethnicity

Each campus will generate a No-Show report after the Fall No-Show cutoff date. Each No-Show student must have a Withdrawal tracking form on file.

Review of PEIMS Edits and Quality Assurance Reports

Designated Personnel will review all PEIMS Quality Assurance reports for accuracy. After all corrections to Leaver records are added to the final PEIMS database, the final version of the PEIMS Leaver report will be signed by the principal and forwarded to the PEIMS Coordinator. The PEIMS department will furnish the final Leaver report to all secondary campuses.

Any PEIMS errors on Leavers, which cannot be corrected by the campus, must, be annotated on the error listing and retained for audit purposes.

Designated Personnel will review the list of under-reported and over-reported students generated by the PEIMS system. A student status for each under-reported student must be designated. If the status of a student found in the list of under-reported students cannot be determined, the student will be assigned a leaver code of "99" for unknown.

Designated Personnel will review all requests from the PEIMS Coordinator for correction of PID errors. All PID errors must be corrected within the campus deadline for correction of PID Errors.

Each campus will establish a timeline for processing PEIMS data. This timeline must meet the dates established by the PEIMS Coordinator in the district timeline. See attached timeline.

Flowchart for Campus Leaver Data Processing

Each campus wilt establish a flowchart for processing PEIMS data clearly defining campus staff responsibilities, See attached example,

In accordance with the Family Educational Rights and Privacy Act 34 CFR §99.35, federal, state, and local educational authorities may access education records as, part of an audit or evaluation of a state or federally supported education or for enforcement of or compliance with the legal requirements of these programs. Thus, this provision applies to the auditors as authorized representatives of the state or local educational authorities. Auditors will maintain confidentiality of the records.

Storage of Records

All student Leaver records must be stored in a manner assuring they will be readily available in order to meet audit requirements, Campus staff is responsible for using the documentation standards as outlined in the Student Attendance Accounting Handbook and the current PEIMS Data Standard. PEIMS records must be retained and subsequently destroyed in accordance with State requirements. PEIMS records must be maintained for a period of at least 5 years.

# PID Error Identification & Resolution

# MPISD PID ERRORS

# IDENTIFICATION & RESOLUTION

1. As soon as a bulk of the MPISD PEIMS data is ready to be sent through PET files, the PEIMS Coordinator downloads information from the active eSchoolPLUS System data through the eSchoolPLUS Plus Software System.
2. This information is then downloaded to TEA and sent through the PID or PET process. .
3. 0nce the MPISD information is sent through TEA, PID reports and/or
    Duplicate Student Reports arc generated by TEA and sent back to MPISD.
4. The PEIMS Coordinator prints, reviews and distributes this PID Error or Duplicate Student Reports to each responsible campus.
5. The campus PEIMS registrar then takes appropriate measures to investigate the errors.
6. If the District information line is correct then the element code of E0924 with the appropriate letter according to the submission time, is added to the student PEIMS information in the eSchoolPLUS Student Plus Software on the Program Tracking Screen, thus notifying TEA that MPISD information is correct and that TEA needs to correct their information to match MPISD.
7. If the PID information is correct then the campus PEIMS registrar must correct the student information in the live eSchoolPLUS Student Plus Software SyStem on the demographic side to match TEA.
8. If the errors are more than two lines then the campus must verify information by sending the birth certificate and/or Social Security card to the PEIMS Coordinator and she will in turn contact Region VIII ESC and request that they make the corrections through TEA for MPISD.
9. Once the campus PEIMS registrar has resolved their PID and/or duplicate student issues the campus registrar will return the signed reports with the .corrections to the PEIMS Coordinator. The PEIMS Coordinator will then follow through with steps one through four until all PID errors are corrected prior to the final submission or before the next PET Submission.

10. There are occasions that even after all PIDS have been corrected and the reports come back from TEA EDIT+ with O or NO PIDS found, that in the turnaround process a PID will be reported. This is due to a time lapse between MPISD's submission and the acceptance of the data at TEA. Data from other school districts has been processed in the mean time causing a conflict of information and creating a PID. If this is the first submission then that PID can be corrected in the resubmission using the same process as stated above. If this occurs in the resubmission process then the PID will stand an outstanding PID for MPISD.
11. Unique ID submission at TSDS performed by District PEIMS Coordinator.

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# TREX Documentation for Request for Record

# TREx DOCUMENTATION FOR REQUEST FOR RECORD
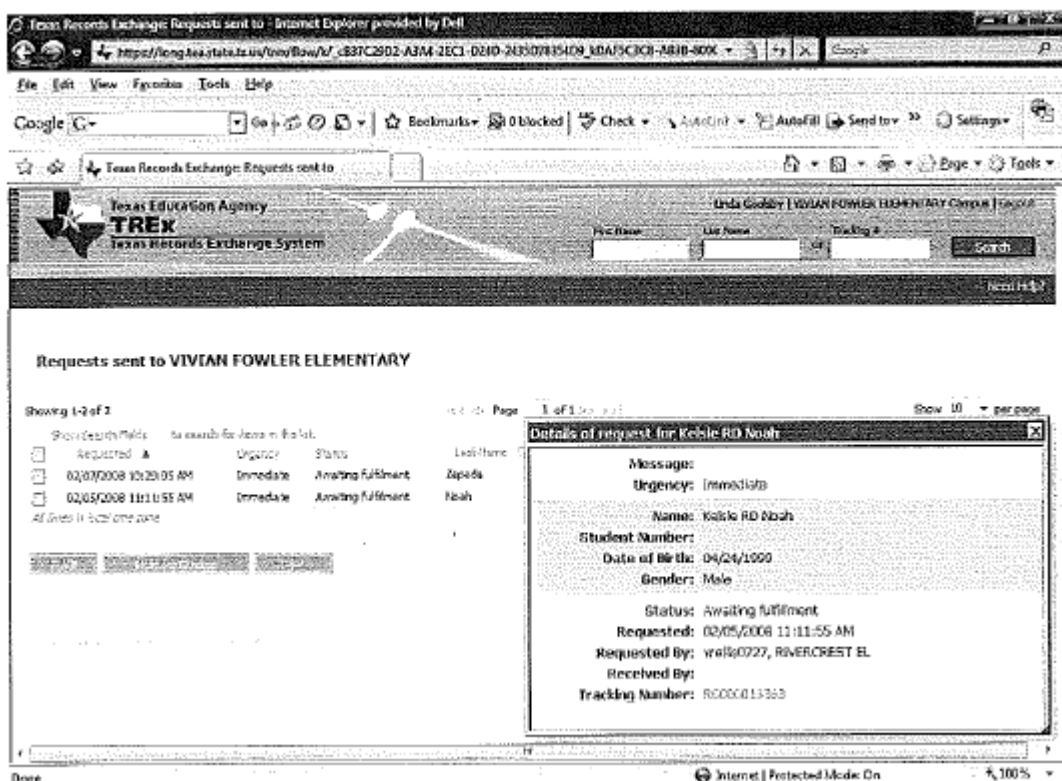


To Save a Request for Records Documentation from TREx to attach to the MPISD Withdrawal Application:

1) Open your campus TREx file
2) Click on details by the student name you are receiving the request from TREX
3) Go to File and Print and attach as documentation for request for records and attach to the MPISD Withdrawal Application after your principal and I have signed the form and returned it to your office.

# TEA - C162 Leaver Reason Codes

| Code Table ID | Name | Date Issued | Date Updated |
|---|---|---|---|
| C162 | LEAVER-REASON-CODE (Abbreviated) | 03/02/98 | 03/01/1 1 |
| Code | Translation | | |

|     |                                                                                                              |
|-----|--------------------------------------------------------------------------------------------------------------|
|     | Graduated From A Campus In This District Or Charter                                                          |
|     | Died                                                                                                          |
| 03  | Return To Home Country                                                                                       |
| 16  | College, Pursue Associate's Or Bachelor's Degree                                                             |
| 24  | Home Schooling                                                                                               |
| 60  | Removed-Child Protective Services                                                                            |
| 66  | Expelled For Offense Under TEC §37.007, Cannot Return                                                        |
| 78  | Enroll In TX Private School                                                                                  |
| 81  | Enroll In School Outside Texas                                                                               |
| 82  | Not A Resident At Time Of Enrollment* Falsified Enrolment, No Proof Of Identification, Or No Immunization Record |
| 83  | Graduated Outside Texas Before Entering A Texas  School-Entered A Texas Pubiic School -Left Again            |
| 85  | GED Outside Texas                                                                                            |
| 86  | Enroll In University High School Diploma Program                                                             |
| 87  | Court-ordered to a GED program, has not earned a GED                                                         |
| 88  | Incarcerated in state jail or federal penitentiary as an adult                                               |
| 89  | Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children |
| 90  | Other                                                                                                        |
| 98  |                                                                                                              |

| Code Table ID | Name | Date Issued | Date Updated |
|---------------|------|-------------|--------------|
| C162 | LEAVER-REASON-CODE (partial table) | 03/02/98 | 03/01/1 1 |
| Code | Translation | | |

| | |
|---|---|
| | Use the foltowing codes for students who graduated or received an out-of-state GED |
| 90 | Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children |
| | Per TEC 162.002, student lives in the househo}d 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 |
| | Use the following codes for students who left school for Other Reasons. |
| 88 | Court-ordered to a GED program, has not earned a GED<br>Student was ordered by a court to attend a GED program and has not earned a GED certificate |
| 89 | Incarcerated in state jail or federal penitentiary as an adult —<br>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult |

Documentation Requirements by LEAVER-REASON-CODE .

## Graduated or received an out-of-state GED .

| 90 | Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Mllitary Children |
|---|---|
| | Definition and use: Per TEC 5162.00m 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.<br>Documentation requirement: Transcript showing sufficient credits, datel and school official signature, or a diploma with a graduation seal |

## Other reasons

| 88 | Student was ordered by a court to attend a GED program and has not earned a GED certlflcate |
|---|---|
| | Definition and use: This code is for students who are court-ordered to attend a GED program and have not earned a GED certificate.<br>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, under Article 45,054, Code of Criminal Procedure, 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. |

| 89 | Student is incarcerated in a state jail or federal penltentlary as an adult or as a person certified to stand trial as an adult |
| --- | --- |
| | Definition and use: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand triai as an adult. |
| | Documentation requlrement: Acceptable documentation is one of the following: 1) Oral notification from a enforcement agency, the office of the prosecuting attorney, or the jail or penitentary, 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. |

| Code<br>Table ID | Name | Date<br>Issued | Date<br>Updated |
|---|---|---|---|
| C162 | LEAVER-REASON-CODE (Abbreviated) | 03/02/98 | 03/01/11 |

| Code | Translation |
|---|---|
| 01 | Graduated From A Campus In This District Or Charter |
| 03 | Died |
| 16 | Return To Home Country |
| 24 | College, Pursue Associate's Or Bachelor's Degree |
| 60 | Home Schooling |
| 66 | Removed-Child Protective Services |
| 78 | Expelled For Offense Under TEC §37.007, Cannot Return |
| 81 | Enroll In TX Private School |
| 82 | Enroll In School Outside Texas |
| 83 | Not A Resident At Time Of Enrollment, Falsified Enrollment, No Proof Of Identification, Or No Immunization Record |
| 85 | Graduated Outside Texas Before Entering A Texas Public School-Entered A Texas Public School -Left Again |
| 86 | GED Outside Texas |
| 87 | Enroll In University High School Diploma Program |
| 88 | Court-ordered to a GED program, has not earned a GED |
| 89 | Incarcerated in state jail or federal penitentiary as an adult |
| 90 | Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children |
| 98 | Other |

| Code<br>Table ID | Name | Date<br>Issued | Date<br>Updated |
|---|---|---|---|
| C162 | LEAVER-REASON-CODE (partial table) | 03/02/98 | 03/01/11 |

| Code | Translation |
|---|---|
|  | **Use the following codes for students who graduated or received an out-of-state GED** |
| 90 | Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children |
|  | 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 |
|  | **Use the following codes for students who left school for Other Reasons.** |
| 88 | Court-ordered to a GED program, has not earned a GED –<br>Student was ordered by a court to attend a GED program and has not earned a GED certificate |
| 89 | Incarcerated in state jail or federal penitentiary as an adult –<br>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult |

## Graduated or received an out-of-state GED

| 90 | **Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children** |
|---|---|
| | **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. |
| | **Documentation requirement:** Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal |

## Other reasons

| 88 | **Student was ordered by a court to attend a GED program and has not earned a GED certificate** |
|---|---|
| | **Definition and use:** This code is for students who are court-ordered to attend a GED program and have not earned a GED certificate. |
| | **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, under Article 45,054, Code of Criminal Procedure, 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. |
| **89** | **Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult** |
| | **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. |
| | **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. |

# Designation of Leaver Processing Form

Designation of Responsibilities for School Leaver Processing.

As Principal of the                          campus,

_____

I designate the following individuals as responsible for managing and completing the Leaver documentation process. Inherent in this designation is the right to act as an authorized representative of the Superintendent for the purpose of signing the withdrawal form and other Leaver documentation.

Procedures contained within the Written Procedures for LEAVERS and UNDERREPORTED for Mt. Pleasant Independent School District will be utilized in governing school Leaver documentation according to PEIMS Data Standards.

Designated Personnel

| Title | Name | Alternate |
|-------|------|-----------|
|       |      |           |
|       |      |           |
|       |      |           |
|       |      |           |
|       |      |           |

I designate_____, serving in

the title _____ as the primary point of contact for Leaver documentation and record maintenance. This person will also conduct leaver audits on a six weeks basis under the guidance of the PEIMS Coordinator.

Coding issues not resolved at the campus level will be referred to the district PEIMS Coordinator.

Principal :

_____

Date:

# MPISD Student Withdrawal Application Form

# MT. PLEASANT INDEPENDENT SCHOOL DISTRICT
## STUDENT WITHDRAWAL APPLICATION
TEC §25.002(a-1), all information concerning student records will be provided within __10 days__.

| PEIMS Leaver Code | Codes 01-31 | - | |
| | Codes 60-99 | - | |

| Student's Name Last, First MI | Ethnic Code | Withdrawal Date | Campus | Transfer Student | Grade | Local Student ID | State Reporting ID |
|---|---|---|---|---|---|---|---|
| | - | / / | - | - | - | | - - |

| Forwarding Information for Student Name of School | | Date Enrolled | TREX Yes |
|---|---|---|---|
| Address, City, State, Telephone | | | No |

| Name of Parent/Guardian | Please enter the **DATE ENROLLED** where required. (PEIMS required 2011-12.) |
|---|---|
| | ___ I certify that my child is withdrawing and will enroll in a **TEXAS PUBLIC or CHARTER SCHOOL**. |
| | ___ I certify that my child is withdrawing and will enroll in a **TEXAS PRIVATE SCHOOL OR OTHER STATE APPROVED PROGRAM**. *DATE ENROLLED _____ |
| | ___ I certify that my child is withdrawing and will enroll in a Public or Private school **OUT of TX**. |
| Parent/Guardian's Reason for Request to Withdraw | *DATE ENROLLED _____ |
| | ___ I certify that my child is **RETURNING TO HOME COUNTRY. COUNTRY:**_____ |
| | ___ I certify that my child is withdrawing for **HOME SCHOOLING**. *DATE ENROLLED _____ |
| | ___ I certify that my child is withdrawing for the following reason: _____ |
| | _____ |

Parent/Guardian Signature _____     Date _____

| Comments on Withdrawal Provide a statement if parent refuses to provide any information and initial. | |
|---|---|
| | |

Principal's Signature _____     Date _____

Superintendent's/Designee Signature _____     Date _____

Revised 10/05/11

# Student Home School Parent

## DOCUMENTATION

# Mount Pleasant Independent School District

2230 N Edwards/PO Box 1117 Mt. Pleasant TX 75456-1117

Dear_____

      Parent/Guardian Name

Our records indicate that you withdrew_____

                                Student Name

on_____ to Home School (leaver code 60). Federal statute (34 CFR §200, 19) requires Withdrawal Date documentation for students who enroll in other educational settings to reflect actual enrollment in those settings.

To comply with this Federal regulation, we are required to have the parent/guardian document that he/she is home schooling the student. For your convenience, this is a verification letter to assist you in complying with the Federal law. Or you may draft your own letter. Please note, the following information must be included in your letter: parent/guardian name & signature, relationship to student, signature, date and the date that your student began his/her home school instruction. To be in compliance with this Federal regulation, we ask that you remit your verification letter to Your High School by_____in person or in the enclosed envelope.

                                Remittal Date

If you have additional questions, please contact the Registrar's office at 903-575-2020.

Sincerely,

Registrar
(Name of School)

# Mount Pleasant Independent School District

2230 N Edwards/PO Box 1117 Mt. Pleasant, TX 75456-1117

## HOME SCHOOL VERIFICATION

To Whom It May Concern,

My Student, _____, is enrolled in Home School. Home schooling began          .
(Student Name)

on

_____
(Date Instruction Began)

_____
(Parent/Guardian Name/Signature)

_____                    _____
(Relationship to Student)                              (Signature Date)

For Office Use Only:

Received by:                                    Date:
_____          _____

Title:
_____

.

Central Administration:

Received by: _____ Date:_____

Title:
_____