

**POLICY & PROCEDURES  
MANUAL  
2023-2024**

**LEAVERS  
AND  
DROPOUTS**

# TABLE OF CONTENTS

1. Leaver/Dropout Policy
2. Leaver and Underreported Procedures
3. District Leaver Record Storage Management
4. Campus Leaver Flowchart
5. Withdrawal Procedures
6. Graduate Reporting Procedures
7. No-Show Reporting Procedures
8. Data Quality Management Statement
9. Campus Leaver Procedures
10. TSDS Error Identification & Resolution
11. TReX Documentation for Request for Records
12. TSDS C-162 Leaver Reason Codes
13. Designation of Leaver Processing Form
14. MPISD Student Withdrawal Application Form
15. Student Home School Parent Verification

# 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 clerk will identify in eSchoolPLUS all students who have not returned from the prior school year. The PEIMS clerk will also update and maintain campus records on all students leaving the district during the school year.
3. Reasons for the student not being present are assigned Leaver Code numbers according to the C162 Table found in the TSDS Data Standards. This is available to all PEIMS Clerks, campus principals, District PEIMS Coordinator and other designated 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 documentation from the responsible guardian or a request from another school district regarding any student who has not returned from the prior school year and 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available, then the above-mentioned staff will attempt to locate and individual who does know the whereabouts of the withdrawn student. If possible, obtain this document in writing.
6. Information received by telephone call from a relative, neighbor, another school district or reputable source must be documented. The person taking the info should file written documentation in the student's cumulative file., including the required student info, their source of info and the date the info was received. This info can be entered at the bottom of the MPISD student withdrawal application.

7. Withdrawal documentation is given to the Campus PEIMS clerk, and using the TSDS C162 code table, assigns an applicable Leaver code in the eSchoolPLUS system.

8. Written and dated withdrawal documentation is placed in the student's cumulative folder that is retained at the campus the student last attended in the district. If the student returns at a later time that folder is sent to the receiving campus. The parent/guardian, campus principal or assistant principal and the Superintendents designee must sign this document. If parent/guardian signature is not available an explanation on the MPISD withdrawal form where designate where the request for withdrawal originated from. Example: TREx, etc.

9. Additional withdrawal info reported at a later date as to the location of the student is to be validated, signed, and dated and given to the PEIMS clerk and a copy filed in the student's cumulative folder. The PEIMS clerk may make adjustments to the Leaver code in the eSchoolPLUS system as necessary per the new info received. These corrections must be dated and signed 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 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 info is uploaded into TSDS and submitted to TEA.

13. PEIMS TSDS 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 TEA reports are responsible to notify the campus PEIMS clerk and the District PEIMS Coordinator of any errors so that correction can be made 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 "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 TSDS Data Standards.

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

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. 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 PEIMS Coordinator on an annual basis.

22. Home School Parent 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 2023-24 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 parent/guardian 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 ensure the procedures, outlined in this document, are followed. In addition to the procedures outlined here, the principal will ensure all of the Leaver data is processed in accordance with the TSDS Data Standards. Code Table C 162 provides the applicable codes and the PEIMS Leaver Data Documentation in TSDS describes the extent of the documentation



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 TSDS 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 in 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 as 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 2:00 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 11:00 pm.
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 specs if needed.

## Restore Procedures

1. Depending on the damage, a simple database restore can recover lost data.

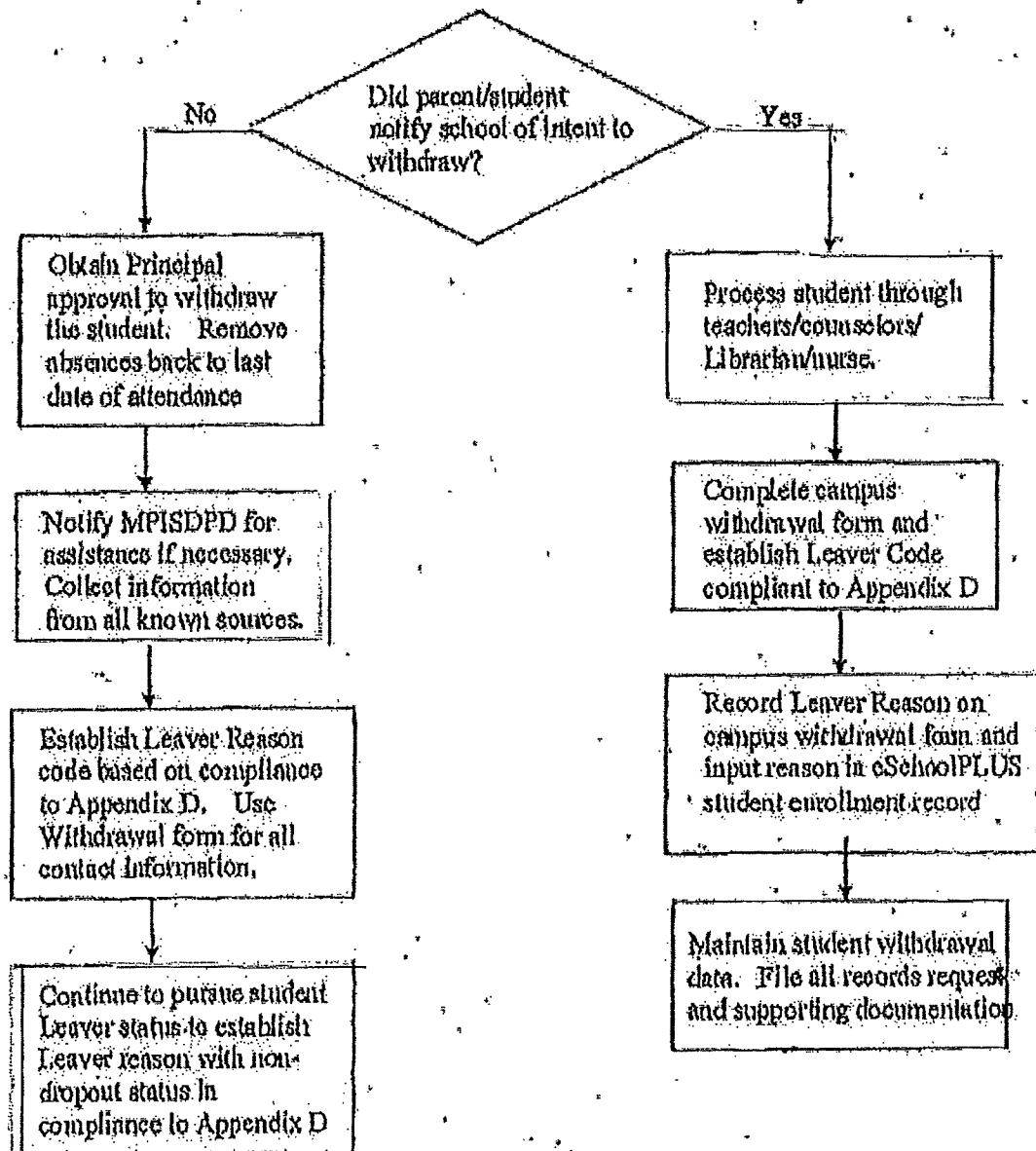
- a. A full snapshot can be used to restore lost data
- b. Native SQL backup can be used and optional incremental backups if needed.

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 recovered 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 phase.

# CAMPUS LEAVER FLOWCHART

# CAMPUS FLOWCHART FOR MPISD LEAVER PROCESSING



# WITHDRAWAL PROCEDURES

# MPISD Withdrawal Procedures

## Student withdraws during the school year

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

Completion of the withdrawal form, recording the reason for the student's leaving and as much future contact info as possible. The withdrawal form must be signed by both parent/guardian or adult student and school personnel designated 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 TSDS Data Standards and PEIMS Leaver Data Documentation 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 TSDS Leaver Data Documentation 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 personnel should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting if acceptable documentation is not received within 10 days following the departure of a student whose stated intent was to enroll in another district.

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 info is obtained and is compliant with TSDS Leaver documentation the leaver code should be updated to reflect the new information.



Students who do not withdraw, but quit attending school

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 students whereabouts is received and is compliant with TSDS Leaver Documentation, the dropout code should be updated with the new code.

A campus list of potential dropouts must be provided to the PEIMS Coordinator on a six-week 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.

# Graduate Reporting Procedures

# Graduates

All graduates including those that graduate early during the school year and summer graduates

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

Designated personnel must review the additional PEIMS fields required for graduate leavers (Special Ed Indicator, Eco Disadvantaged, 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 PEIMS Coordinator.

# No-Show Reporting Procedures

## No-Show Students not returning at start of the next 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 the 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 coded as a dropout. (Leaver Code 98)

Designated personnel must document all tracking info on no-show students. Tracking forms should include fields for date, time, contact person, relationship, current status and date for follow-up.

As new info is received on no-show students it must be evaluated to meet the standards of Leaver documentation in TSDS. Any questions on the new info meeting standards should be addressed to the campus principal. If the principal is unable to resolve the question it should be forwarded to the PEIMS Coordinator.

# Data Quality Management Statement

# Data Quality Management Statement

Mt. Pleasant ISD Data Quality Management System

For Use with Secondary Leavers and the PEIMS 203 Record

## 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 ensure the highest quality student leaver data is 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 is reported to the Texas Education Agency through PEIMS in the Fall Submission and are used to determine a districts dropout rate for accountability purposes.

# Campus Leaver Procedures



## Fall PEIMS – MPISD Leaver Processing

2023-2024 – 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.

8/16 All no-show students must be marked in the system with status of “98”

9/18 Review campus reports of 2023-2024 leavers. All students with a code of dropout are highlighted. Update leaver codes based on new documentation received since the code was input. PEIMS deadline for updates is 9/22.

10/9 Review updated leaver report. Due date for changes is 10/16.

10/27 Fall PEIMS Snapshot

11/6 Review campus reports of PEIMS leaver 203 records for review/change. Deadline for change is 11/30.

Fatal free 1<sup>st</sup> submission file submitted. Over/underreported 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 9/29.

1/8 Verify underreported leavers report sent to campus for research. New leaver records are entered as required for underreported. Deadline for underreported adds is 1/22.

1/23 Final leaver reports are printed and sent to campus for campus verification and principal signature. Final report signatures due by 1/31.

1/19 Fall Resubmission fatal free data is submitted. Includes any changes submitted since report of 11/30 if new documentation received.

# Campus Leaver Data Reconciliation Plan

## 1st Six Weeks Ends –09/22/23

By 09/08/23 -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 09/22/23 -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 –10/27/23

By 11/03/23 -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 11/10/23 -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 -12/15/23

By 12/15/23 -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 12/15/23-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 -02/16/24

By 02/16/24 -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 02/23/24 -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 -04/05/24

By 04/05/24 -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 04/08/24 -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.

6th Six Weeks Ends -05/22/24

By 05/22/24 -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 05/29/24 -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 for 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

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 TSDS errors. All TSDS errors must be corrected within the campus deadline for correction of TSDS 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 will 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 §99.3 5 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 requirement., 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.

# Unique ID Error & Resolution

# MPISD TSDS Unique ID Errors

## Identification & Resolution

1. As soon as a bulk of the MPISD PEIMS data is ready to be sent through TSDS 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 Unique Id Process
3. Once the MPISD information is sent through TSDS PID reports and/or Duplicate Student Reports are 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 TSDS 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 meantime 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.

# TREx Documentation for Request for Records



## TREx DOCUMENTATION FOR REQUEST FOR RECORD

10000 Educational Agency  
TREx  
TRIAL RECORDS EXCHANGE SYSTEM

Requests sent to ANNIE SIMS EL

Showing 1-4 of 4

Click Search field to search for names in this list

Request ID	Request Date	Urgency	Enroll Date	Status	Last Name?	First Name?	Student ID?	TISID Unique ID?	Spk From
<input type="checkbox"/> 04/24/2022 08:24:13 AM	04/24/2022 08:24:13 AM	Immediate		Awaiting Fulfillment	Swindle	Rambling			JEFFERSON EL, JEFFERSON
<input type="checkbox"/> 04/24/2022 08:24:13 AM	04/24/2022 08:24:13 AM	Immediate		Awaiting Fulfillment	Swindle	Rambling			JEFFERSON EL, JEFFERSON
<input type="checkbox"/> 04/27/2022 02:53:16 PM	04/27/2022 02:53:16 PM	Immediate		Awaiting Fulfillment	Swindle	Rambling			JEFFERSON EL, JEFFERSON
<input type="checkbox"/> 04/27/2022 02:53:16 PM	04/27/2022 02:53:16 PM	Immediate		Awaiting Fulfillment	Swindle	Rambling			JEFFERSON EL, JEFFERSON

All records are in this view

Details of request for Rambling Swindle

Message: Please send 504 Records to Jefferson ISD Special Services. zhtokid@jeffersonisd.org  
Thank!

Urgency: Immediate

Enrollment Date:

Name: Rambling Swindle

Student Number:

Date of Birth: 12/30/2013

Gender: Male

Status: Awaiting fulfillment

Requested: 04/28/2022 08:24:13 AM

Requested By: Audrey Bolick, JEFFERSON EL, JEFFERSON

Received By:

Tracking Number: 8261657853

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

Open your campus TREx file

Click on details by the student name you are receiving the request from TREx

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	XML Name	Date Issued	Date Updated
C162	LEAVER-REASON-CODE	TX-LeaverReasonCodeType	03/02/1998	7/1/2021
Code	Translation			
	<b>Use the following codes for students who Graduated or received an out-of-state high school equivalency certificate.</b>			
01	Graduated From A Campus In This District Or Charter School: Student graduated from a campus in this district or charter school			
85	Graduated Outside Texas Before Entering A Texas Public School-Entered A Texas Public School-Left Again: Student graduated outside Texas before entering a Texas public school, entered a Texas public school and left again			
86	High School Equivalency Certificate Outside Texas: Student received a high school equivalency certificate outside Texas, returned to school to work toward the completion of a high school diploma, and then left; or student earned high school equivalency certificate outside Texas after leaving Texas public schools			
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.			
	<b>Use the following codes for students who Moved to Other Educational Setting.</b>			
24	College, Pursue Associate's or Bachelor's Degree: Student withdrew from/left school to enter college and is working towards an Associate's or Bachelor's degree			
60	Home Schooling: Student withdrew from/left school for home schooling			
66	Removed-Child Protective Services: Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment			
81	Enroll In Texas Private School: Student withdrew from/left school to enroll in a private school in Texas			
82	Enroll In School Outside Texas: Student withdrew from/left school to enroll in a public or private school outside Texas			
87	Enroll In University High School Diploma Program: Student withdrew/left school to enroll in the Texas Tech University ISD High School Diploma Program or University of Texas at Austin High School Diploma Program			
	<b>Use the following codes for students who were Withdrawn by School District.</b>			
78	Expelled, For Offense Under TEC 37.007, Cannot Return: Student was expelled under the provisions of TEC 37.007 and cannot return to school			
83	Withdrawn By District Because Not Entitled To Enrollment: Student was attending and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was not entitled under other provisions of TEC §25.001 or as a transfer student, or c) was not entitled to public school enrollment under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services because the student was not immunized.			
	<b>Use the following codes for students who left school for Other Reasons.</b>			
03	Died: Student died while enrolled in school or during the summer break after completing the prior school year			
08	Pregnancy: Student (female or male) withdrew from/left school because of pregnancy			
16	Return To Home Country Or Emigrate To Another Country: Student withdrew from/left school to return to family's home country or emigrated to another country			

Code	Translation
20	Medical Injury: Student has suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility
88	Court-Ordered To A High School Equivalency Program, Has Not Earned A Texas Certificate Of High School Equivalency (TxCHSE): Student was ordered by a court to attend a high school equivalency program and has not earned a TxCHSE
89	Incarcerated In State Jail Or Federal Penitentiary As An Adult: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult
98	Other: Student was not enrolled within the school-start window for a reason not listed, student dropped out, or reason for leaving is unknown

This code table is used in the following data element(s):

This code table is used in the following complex type(s):

E1001 LEAVER-REASON-CODE

40203 SchoolLeaverExtension

Code Table Id	Name	XML Name	Date Issued	Date Updated
C162-A	LEAVER-REASON-CODE (ABBREVIATED)	TX-LeaverReasonCodeType	03/02/1998	7/1/2021
Code	Translation			
01	Graduated From A Campus In This District Or Charter School			
03	Died			
08	Pregnancy			
16	Return To Home Country Or Emigrate To Another Country			
20	Medical Injury			
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	Withdrawn By District Because Not Entitled To Enrollment			
85	Graduated Outside Texas Before Entering A Texas Public School-Entered A Texas Public School-Left Again			
86	High School Equivalency Certificate Outside Texas			
87	Enroll In University High School Diploma Program			
88	Court-Ordered To A High School Equivalency Program, Has Not Earned A Texas Certificate Of High School Equivalency (TxCHSE)			
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			

This code table is used in the following data element(s):

This code table is used in the following complex type(s):

## PEIMS Leaver Data - Documentation Requirements for the PEIMS Leaver Data

The Documentation Requirements by LEAVER-REASON-CODE table provides expanded definitions and specific documentation guidelines for each of the leaver reason codes listed in Code Table C162 of the Texas Education Data Standards (TEDS). The table is organized into the following broad categories of leavers:

- completed high school or high school equivalency program
- moved to other educational setting
- withdrawn by school district
- other

Leaver data are not submitted for students who enroll in other Texas public school districts or charter schools and students who obtain high school equivalency 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 this section 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, however, districts should be aware that students may enroll in a new school but never actually attend. The final determination of whether students are movers or leavers will be made by TEA. TEA uses the attendance records reported during the PEIMS Summer submission to identify school-year movers. TEA uses the PEIMS Fall submission data to identify summertime movers and make the leaver determination. Districts should reference TSDS leaver reports in the PEIMS Fall submission to assist in determining whether students were officially identified as movers or leavers. During the PEIMS Fall submission, leaver records must be submitted for students who do not enroll in other Texas public schools by the TEA school-start window.

Local policy in this section refers to a district or charter school'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.

### Written Documentation

Written documentation, as referred to in the Documentation Requirements by LEAVER-REASON-CODE section, may include the following:

- a letter, or
- a fax, or
- an email.

All written documentation must be signed and dated by the appropriate individuals as outlined in the following section. For some leaver reason codes, additional types of documentation (e.g., transcripts, written documentation of an oral statement) are acceptable. Specific documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section.

### 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 for the student should also be signed 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 physically signed by the parent/guardian or qualified student. Local policy will determine what type(s) of electronic signature is acceptable for e-mail submissions. 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 parental 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.

## PEIMS Leaver Data - 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 high school equivalency certificate, moved to other educational setting, withdrawn by school district, and other reasons.

School leavers with these LEAVER-REASON-CODEs are counted as dropouts for state accountability purposes: 08 and 98.

School leavers with these LEAVER-REASON-CODEs are counted as dropouts for federal accountability purposes: 08, 20, 88, 89, and 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 High School Equivalency Certificate

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

## Moved to Other Educational Setting

Code	Translation
------	-------------

**Code Translation**

24	<p><b>Student entered college and is working towards an Associate's or Bachelor's degree</b></p> <p><b>Definition and use:</b> This code is for students who leave secondary school to enter college early. It should be used for students who are enrolled full-time (at least 9 credit hours per semester). This code is also for students who leave school to enter a dual-credit program established by the Texas Legislature at the Texas 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 Rio Grande Valley, and the Texas Academy of International Studies at Texas A&amp;M International University.</p> <p><b>Documentation requirement:</b> Documentation of enrollment in a college or university must indicate that the student is enrolled full-time in an academic program. Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to enter a post-secondary educational setting. A district must document that the student has actually entered a post-secondary educational setting. One of the following types of documentation is required to verify enrollment:</p> <p><b>Transcript request.</b> Acceptable documentation of enrollment in college is a records request from the college in which the student is enrolled. Telephone requests must be documented in writing, including the date of the call, the name of the college requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p><b>Verification by an authorized representative of the college.</b> Written documentation, signed and dated, by a representative from the college verifying enrollment is also acceptable documentation. The documentation 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 provided by a representative of the college, signed and dated by an authorized representative of the district. The statement should include the name and location of the college and verification that the student is enrolled.</p> <p><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes written documentation, signed and dated, from the parent, guardian, or qualified student stating that the student has enrolled in college in a program leading to an associate's or bachelor's degree.</p>
60	<p><b>Student is home schooled</b></p> <p><b>Definition and use:</b> Student is being home schooled. This code may be used only for a student whose parent/guardian confirms that the student is pursuing, under direct supervision of the parent/guardian, a curriculum designed to meet basic education goals. The district is not required to obtain evidence that the program being provided meets educational standards.</p> <p><b>Documentation requirement:</b> A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to be home schooled. The following documentation is required to verify enrollment:</p> <p><b>Verification by the parent/guardian.</b> Written documentation, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Documentation from parents/guardians must indicate the actual date home schooling began.</p>
66	<p><b>Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment</b></p> <p><b>Definition and use:</b> This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.</p> <p><b>Documentation requirement:</b> Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official.</p>
81	<p><b>Student enrolled in a private school in Texas</b></p>
82	<p><b>Student enrolled in a public or private school outside of Texas</b></p> <p><b>Definition and use:</b> Student is enrolled in a private school in Texas (code 81), the Texas Job Corps Diploma Program (code 81), or a public or private school outside Texas (code 82). Documentation of actual enrollment is required. This code is also used when a student moves from the district without withdrawing but the district receives a records request.</p> <p>If the student enrolls in another school in the district or another public school district in Texas, a leaver record is not submitted.</p> <p>If the district did not assign code 81 or code 82 when the student stopped attending, the district can change the original code assigned to the student when the records request or communication from the parent/guardian or qualified student is received. If the original withdrawal date for the student is later than the date the student enrolled in the other school, the withdrawal date must be changed, and all attendance accounting records affected by this change must be updated.</p> <p><b>Documentation requirement:</b> Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to enter another educational setting. A district must document that the student has actually enrolled in a private school in Texas, the Texas Job Corps Diploma Program, or a private or public school outside Texas. One of the following types of documentation is required to verify enrollment:</p> <p><b>Transcript request.</b> Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled. Telephone requests are acceptable, but they must be documented in writing, including the date of the call, the name of the school requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p><b>Verification by the superintendent or authorized campus or district administrator of the receiving district.</b> Written documentation, signed and dated by a representative from the receiving school, verifying enrollment is also acceptable documentation. The documentation must state the name and location of the school in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the receiving school providing the name and location of and contact information for the school and verifying that the student is enrolled, signed and dated by an authorized campus or district administrator of the district.</p> <p><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes written documentation, signed and dated, from the parent/guardian or qualified student stating that the student has enrolled in a private school in Texas or a private or public school outside of Texas leading to the completion of a high school diploma.</p>
87	<p><b>Student withdrew from/left school to enroll in the Texas Tech University ISD High School Diploma Program or The University of Texas at Austin High School Diploma Program</b></p> <p><b>Definition and use:</b> Student was withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student has enrolled in the State Board of Education-authorized Texas Tech University ISD High School Diploma Program or The University of Texas at Austin High School Diploma Program.</p> <p><b>Documentation requirement:</b> The district must receive either a) a records or transcript request from the high school diploma program or b) written documentation, signed and dated, from the high school diploma program stating that the student is enrolled.</p>

**Withdrawn by School District**

**Code Translation**



**Code Translation**

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

**Other Reasons**

**Code Translation**

03	<p><b>Student died while enrolled in school or during the summer break after completing the prior school year</b></p> <p><b>Definition and use:</b> Self-explanatory.</p> <p><b>Documentation requirement:</b> Acceptable documentation includes a copy of the death certificate or obituary; a program from the funeral or memorial service; written documentation, signed and dated, from the parent or guardian; or written documentation of an oral statement by a parent or guardian stating that the student has died.</p>
08	<p><b>Student (female or male) withdrew from/left school because of pregnancy</b></p> <p><b>Definition and use:</b> This code should be used only if the parent, guardian, or student indicates verbally or in writing that the student is leaving school or left school because of pregnancy. This code should not be assigned based only on the fact that the student is pregnant at the time he or she leaves school.</p> <p>This code can be used for female or male students.</p> <p><b>Documentation requirement:</b> Acceptable documentation is any written documentation, including documentation of oral statements by the parent, guardian, or student, indicating that the student is leaving school or left school because of pregnancy.</p>
16	<p><b>Student returned to family's home country or emigrated to another country</b></p> <p><b>Definition and use:</b> Use for students who are leaving the United States to return to their home country or emigrate to another country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in their home country or in another country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the Transfer Document for Binational Migrant Student completed at the time the student withdraws from school, signed and dated by an authorized campus or district administrator. Acceptable documentation is also a copy of the withdrawal form signed and dated by the parent/guardian or qualified student and a campus or district administrator. The withdrawal form should indicate that the student is leaving school because the student is returning to their home country or emigrating to another country and should specify the destination. Written documentation, signed and dated, from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to their home country or emigrating to another country is also acceptable documentation. Acceptable documentation for foreign exchange students includes written documentation, signed and dated, 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 a parent, adult neighbor, or other adult with knowledge of the family's whereabouts, signed and dated by an authorized campus or district administrator.</p>

20	<p><b>Student withdrew from/left school because of a medical injury</b></p> <p><b>Definition and use:</b> Students who have suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility are entitled to receive educational services. This code may be used if educational services are refused by the qualified student or the student's parent or guardian and the student is withdrawn from school.</p> <p>Local Education Agencies (LEAs) should be aware, however, that if the illness, condition, or injury suffered by the student leads the LEA to suspect that the illness, condition, or injury has resulted in a disability identified under the Individuals with Disabilities Education Act (IDEA), along with a corresponding need for special education and related services, the LEA must comply with federal law requiring public agencies to locate, evaluate, and identify students with disabilities who need special education and related services. In this situation, once the LEA obtains informed consent from the parent, guardian, or qualified student consistent with the consent requirements in 34 C.F.R. § 300.300, it must conduct a full and individual initial evaluation (FIE) for the student pursuant to the IDEA. The leaver code may be used in this situation if the parent, guardian, or qualified student denies the LEA's request for an FIE, refuses educational services, and withdraws the student from school.</p> <p><b>Documentation requirement:</b> For general education students, acceptable documentation includes a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered education services; and (e) the parent, guardian, or qualified student has refused those services.</p> <p>With respect to students receiving special education and related services, the refusal to accept these services should be in writing pursuant to 34 C.F.R. § 300.300(b)(4). Acceptable documentation in this case, thus, includes a written statement or an oral statement by a parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; and (d) the student has been offered education services. A refusal or revocation of consent for special education services, however, should be in a written statement (rather than a documented oral statement) from the parent, guardian, or qualified student and maintained in the student's eligibility folder pursuant to 19 TAC § 89.1075(a).</p> <p>If the student was not identified as eligible for special education prior to the illness, condition, or injury at issue, and the LEA suspects that the illness, condition, or injury has resulted in a disability and corresponding need for special education and related services, the following documentation is acceptable: a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered an FIE and education services; and (e) the parent, guardian, or qualified student has refused both the FIE and education services.</p>
88	<p><b>Student was ordered by a court to attend a High School Equivalency program and has not earned a Texas Certificate of High School Equivalency (TxCHSE)</b></p> <p><b>Definition and use:</b> This code is for students who are court-ordered to attend a high school equivalency program and have not earned a TxCHSE certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the court order stating that the student has been ordered to attend a high school equivalency program. Documentation must include the name of the student, the date of the order, the name of the judge making the order, and the county in which the judge presides. The order should state that the court is ordering the student to attend a high school equivalency program or to take a high school equivalency exam.</p>
89	<p><b>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult</b></p> <p><b>Definition and use:</b> Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult.</p> <p><b>Documentation requirement:</b> Acceptable documentation is one of the following: 1) Written documentation of an oral statement by a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district verifying that the student is incarcerated. The documentation of the oral statement shall be signed and dated by the authorized district representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, verifying that the student is incarcerated.</p>
98	<p><b>Other (reason unknown or not listed above)</b></p> <p><b>Definition and use:</b> This code is used for students who are withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known. It is also used for students who withdrew from/left school for reasons not listed above.</p>

# Designation of Leaver Processing Form

## Designation of Responsibilities for School Leaver Processing

As the 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 the 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 week 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**.

<b>PEIMS Leaver Code</b>	<b>Codes 01-31</b>	-
	<b>Codes 60-99</b>	-

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		<b>Date Enrolled</b>	TREX Yes
Address, City, State, Telephone			No

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

<b>Comments on Withdrawal</b> Provide a statement if parent refuses to provide any information and initial.	
Principal's Signature _____ Date _____	

Superintendent's/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Home School Parent Documentation



## **Mount Pleasant Independent School District**

2230 N. Edwards P.O. 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 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 P.O. 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: \_\_\_\_\_



## **Distrito Escolar Independiente de Mount Pleasant**

2230 N. Edwards P.O. Box 1117 Mt. Pleasant, TX 75456-1117

Estimado (a) Parent/Guardian Name,

Nuestros archivos indican que usted retiro a Student Name  
el Withdrawal Date para Escuela en Casa (código egresado 60). El estatuto federal (34 CFR §200.19) requiere documentación para estudiantes inscritos en otros entornos educativos que refleje la inscripción de estos en estos mismos entornos.

Para satisfacer estas regulaciones federales, requerimos que el padre/guardián documente que él/ella está enseñando al estudiante en casa. Para su conveniencia, hemos adjuntado una carta de verificación que lo asistirá a usted a satisfacer esta ley federal. Si lo desea, usted puede redactar su propia carta. Por favor asegúrese de que la siguiente información este incluida en su carta: ***nombre y firma del padre/guardián, relación al estudiante, firma, fecha y fecha de inicio de instrucciones en casa al estudiante.*** Para satisfacer esta regulación federal, le pedimos que remita su carta de verificación a su Escuela a más tardar el Remittal Date en persona o devuélvala en el sobre que está incluido.

Si usted tiene preguntas adicionales, por favor contactar la Oficina del Registrador al 903-575-2020.

Sinceramente,

Registrador  
(Name of School)



**Distrito Escolar Independiente de Mount Pleasant**  
2230 N. Edwards P.O. Box 1117 Mt. Pleasant, TX 75456-1117

## VERIFICACION DE ESCUELA EN CASA

A Quien Concierna,

Mi Estudiante, \_\_\_\_\_, está inscrito en Escuela en Casa. Enseñanza en casa empezó  
(Nombre del Estudiante)  
en \_\_\_\_\_.  
(Fecha de Inicio de Instrucción)

\_\_\_\_\_  
(Nombre del Padre/Guardián/Firma)

\_\_\_\_\_  
(Relación al Estudiante)

\_\_\_\_\_  
(Fecha de Firma)

Para Uso de la Oficina Solamente:

Recibido por: \_\_\_\_\_ Fecha: \_\_\_\_\_

Título: \_\_\_\_\_

**Central Administration:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_