



**2019-2020 Duncanville ISD Leaver Procedure Manual**

**DISD PEIMS LEAVER PROCEDURES  
2019-2020**

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## LEAVER PROCESS

### PURPOSE

Duncanville Leaver procedures provide guidelines to be adhered to by all campuses serving all students in Duncanville ISD.

DISD is committed to quality data and quality documentation used for the PEIMS submissions. Adherence to this procedure will assist the district in assuring a high degree of data integrity regarding leaver records. All leaver records are subject to review in the event that coding decisions trigger one of the Data Integrity Indicators for Performance Based Monitoring.

### WHAT IS A LEAVER?

A Leaver is a student who was served during the prior school year and did not return in the fall within the School-Start Window (last Friday in September) except for:

- students considered summertime movers because they enroll in another Texas public school in the School-Start Window of the next school year;
- students identified by TEA to have earned GED certificates at Texas examination sites by August 31st; or
- students accounted for through other state reconciliation processes.

Leaver records are not submitted for students who enroll in other Texas public school districts and students who obtain GED certificates at Texas examination sites by August 31. **Students who move to other Texas public school districts are considered movers, not leavers. The final determination of whether students are movers will be made by TEA.** (Data Standards 2019- 2020)

### DOCUMENTATION REQUIRED

DISD must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals in the student's cumulative folder. Documentation is required for all leaver reason codes. Documentation supporting use of a leaver reason code must exist in the district at the time the leaver data is submitted, i.e., no later than the PEIMS Submission 1 January resubmission date. See Pages 4- 9 for acceptable documentation.

Withdrawal documentation will be considered incomplete without a **date, signature(s), and destination of student.**

- DISD should document on the **DISD Leaver Withdrawal Verification** form at the time of the conversation that the information was requested, and the parent refused to provide it.
- Appropriate documentation of a parent refusal to provide information includes the date, content of conversation, name of person with whom the conversation was conducted, and the signature of the school official verifying the conversation.

## TIMELINE FOR ESTABLISHING LEAVER REASONS AND 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, LEAVER-REASON-CODE 66, would be used and supporting 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. DISD will 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*, DISD 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 1 Resubmission January 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. (Follow the procedures for transfer students. Contact Student Services for guidance.)**

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. **(Contact Student Services for guidance.)**

## CHANGING LEAVER REASON CODE

Once DISD meets the documentation standard that supports the leaver reason code used, DISD is not required to obtain additional information on the student. For example, if DISD 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, DISD **does not** need to change the LEAVER-REASON-CODE to 81 enroll in a Texas private school. File the request in the student cumulative folder. You may add 2<sup>nd</sup> LEAVER-REASON-CODE on Withdrawal Code 2 in Skyward.

## SIGNATURES ON DOCUMENTATION

Documentation must be signed and dated by an authorized representative of the district. Authorized representatives for DISD will be:

- Principal, or
- Assistant Principal, or
- Counselor

Withdrawal documentation should also be signed for the student by one of the following:

- 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:
  - Is married
  - Is 18 years or older
  - Is established in a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student.

An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student. Written documentation of oral statements made by the parent/guardian or qualified student (in person or by telephone) is acceptable documentation in some situations if it is signed and dated by the district representative. Use **DISD Leaver Withdrawal Verification Form** to make sure proper information is obtained.

## ACCEPTABLE DOCUMENTATION

- Transcript requests  
Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled including the date the student enrolled.

Telephone requests must be documented in writing, including the date of the call, the date the student enrolled, 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. Use the **DISD Leaver Withdrawal Verification Form** to make sure proper information is obtained. The original of the form should be included in the student's permanent file.

- A signed letter from the receiving school verifying enrollment is also acceptable documentation. The letter must state the name and location of the school or program 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 the school and verifying that the student is enrolled, signed and dated by an authorized representative of the district. Use the **DISD Leaver Withdrawal Verification Form** to make sure proper information is obtained.

- Written statements from parent/guardian or qualified students.  
Acceptable documentation can consist of a written, signed statement from a parent/guardian or qualified student stating that the student has enrolled and the date of enrollment.

The withdrawal form should indicate either where the family is moving, the name of the school district the student will be attending, or that the student will be home schooled. The original signature of the parent/guardian or qualified student must appear on the same page of the withdrawal form as the destination and the date of enrollment.

- A statement by an adult neighbor or other adult (other than the parent/guardian or qualified student) is allowed only to document a student returning to home country.

**\*\*See Acceptable Leaver Reason Codes and Required Documentation for further documentation requirements which should be attached to the Withdrawal form and placed in the student's cumulative folder. In the event a Withdrawal form is not signed, attach the Duncanville ISD Withdrawal Verification Form signed by an authorized representative.**

## MOVER

A Mover is a student who withdraws from one Texas Public School and moves to another Texas Public School. DISD uses Code 80 for students who are considered movers to a Texas Public School and uses Code 70 for students who are considered movers to a Texas Public Charter School.

DISD must document the withdrawal of students who are considered Movers. See Acceptable Documentation

above. The TSDS UID Enrollment Tracking system may be used to establish tentative local documentation that students are movers. **The final determination of whether students are movers will be made by TEA.**

## **ACCEPTABLE LEAVER REASON CODES AND REQUIRED DOCUMENTATION**

DISD can submit 1 of 17 Leaver Reason Codes for each leaver. One code is for students who graduate (01), and one is for students who drop out (98). The remaining 15 codes are for "other leavers"—students who: enroll in school outside Texas; enroll in Texas private school; enter home schooling; enter college early to pursue degrees; enroll in university high school diploma programs authorized by the State Board of Education; graduate outside Texas, enter Texas public school, then leave again; complete GEDs outside Texas; are expelled from school; are removed from school by Child Protective Services; are withdrawn from school for administrative reasons, such as non-residence; return to their home countries; court-ordered GED; or die. Required documentation is listed with each valid Leaver Code. Documentation should be attached to the withdrawal form and placed in the student’s cumulative folder.

The table below provides definitions and specific documentation guidelines for each of the leaver reason code. The table is organized into the following broad categories of leavers.

- Completed high school or General Education Department (GED) program
- Moved to other educational setting
- Withdrawn by school district
- Other

### **LEAVER-REASON-CODE 2019-2020**

#### **Graduated or Received an Out-Of-State GED**

<b>Code</b>	<b>Translation</b>
<b>01</b>	<p><b>Student graduated from a campus in this district or charter</b></p> <p><b>Definition and use:</b> Use for students who meet all high school graduation requirements (which includes passing the exit-level TAAS or TAKS) at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>To graduate, a student must satisfy the requirements under 19 TAC Chapter 74, Subchapter B. Special education students must satisfy requirements under 19 TAC §89.1070. Students who complete all graduation requirements in one school year but do not pass the exit-level assessments until a later year, are reported as graduates in the school year in which the exit-level assessments are passed and the diploma is issued.</p> <p><b>Documentation requirement:</b> Transcript showing sufficient credits, successful completion of the exit-level assessments (including testing dates), graduation seal, school official signature, and date of completion.</p>
<b>85</b>	<p><b>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</b></p> <p><b>Definition and use:</b> This code may be used for students who graduated in another state or country before entering Texas public schools. This code may also be used for students who graduated from Texhoma High School, Texhoma, Oklahoma.</p> <p><b>Documentation requirement:</b> Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.</p>

86	<p><b>Student completed the GED outside Texas</b></p> <p><b>Definition and use:</b> This code may be used for students who earned GED certificates outside Texas, including students living in Texas and earning GED certificates online from a testing company in another state, before enrolling or after leaving Texas public schools.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the GED certificate or some other written document provided by the testing company showing completion of the GED. Written documentation from the testing company must include the date of GED completion, location, address, and contact information of the company.</p>
90	<p><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 serviceperson, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.</p> <p><b>Documentation requirement:</b> Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal</p>

## Moved to Other Educational Setting

Code	Translation
24	<p><b>Student entered college and is working towards an Associate's or Bachelor's degree</b></p> <p><b>Definition and use:</b> This code is for students who leave secondary school to enter college early. It should be used for students who are enrolled full-time (at least 9 credit hours per semester). This code is also for students who leave school to enter a dual-credit program established by the Texas Legislature at the Texas Academy of Mathematics and Science at the University of North Texas, the Texas Academy of Leadership in the Humanities at Lamar University, the Texas Academy of Mathematics and Science at the University of Texas at Brownsville, and the Texas Academy of International Studies at Texas A&amp;M International University. <b>Documentation requirement:</b> Documentation of enrollment in a college or university must indicate that the student is enrolled full-time in an academic program. Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to enter a post-secondary educational setting. Beginning with students leaving in the 2011-12 school year, a district must document that the student has actually entered a post-secondary educational setting. One of the following types of documentation is required to verify enrollment:</p> <p><b>Transcript request.</b> Acceptable documentation of enrollment in college is a records request from the college in which the student is enrolled. Telephone requests must be documented in writing, including the date of the call, the name of the college requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p><b>Verification by an authorized representative of the college.</b> A signed letter from the college verifying enrollment is also acceptable documentation. The letter must state the name and location of the college in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the college providing the name and location of the college and verifying that the student is enrolled, signed and dated by an authorized representative of the district.</p> <p><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes a letter, signed and dated from the parent, guardian, or qualified student stating that the student has enrolled in college in a program leading to an associate's or bachelor's degree.</p>

60	<p><b>Student is home schooled</b></p> <p><b>Definition and use:</b> Student is being home schooled. This code may be used only for a student whose parent/guardian confirms that the student is pursuing, under direct supervision of the parent/guardian, a curriculum designed to meet basic education goals. The district is not required to obtain evidence that the program being provided meets educational standards.</p> <p><b>Documentation requirement:</b> A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to be home schooled. Beginning with students leaving in the 2011-12 school year, the following documentation is required to verify enrollment:</p> <p><i>Verification by the parent/guardian.</i> A letter, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Letters from parents/guardians must indicate the actual date home schooling began.</p>
66	<p><b>Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment</b></p> <p><b>Definition and use:</b> This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.</p> <p><b>Documentation requirement:</b> Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official.</p>
81 82	<p><b>Student enrolled in a private school in Texas</b></p> <p><b>Student enrolled in a public or private school outside of Texas</b></p> <p><b>Definition and use:</b> Student is enrolled in a private school in Texas (code 81), the Texas Job Corps Diploma Program (code 81), or a public or private school outside Texas (code 82). Documentation of actual enrollment is required. This code is also used when a student moves from the district without withdrawing but the district receives a records request.</p> <p>If the student enrolls in another school in the district or another public school district in Texas, a leaver record is not submitted.</p> <p>If the district did not assign code 81 or code 82 when the student stopped attending, the district can change the original code assigned to the student when the records request or communication from the parent/guardian or qualified student is received. If the original withdrawal date for the student is later than the date the student enrolled in the other school, the withdrawal date must be changed, and all attendance accounting records affected by this change must be updated.</p> <p><b>Documentation requirement:</b> Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to enter another educational setting. Beginning with students leaving in the 2011-12 school year, a district must document that the student has actually enrolled in a private school in Texas, the Texas Job Corps Diploma Program, or a private or public school outside Texas. One of the following types of documentation is required to verify enrollment:</p>

	<p><b>Transcript request.</b> Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled. Telephone requests are acceptable, but they must be documented in writing, including the date of the call, the name of the school requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p><b>Verification by the superintendent or authorized campus or district administrator of the receiving district.</b> A signed letter from the receiving school verifying enrollment is acceptable documentation. The letter must state the name and location of the school in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the receiving school providing the name and location of and contact information for the school and verifying that the student is enrolled, signed and dated by an authorized campus or district administrator of the district.</p> <p><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes a letter, signed and dated, from the parent/guardian or qualified student stating that the student has enrolled in a private school in Texas or a private or public school outside of Texas leading to the completion of a high school diploma.</p>
87	<p><b>Student withdrew from/left school to enroll in the Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program</b></p> <p><b>Definition and use:</b> Student was withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student has enrolled in the State Board of Education-authorized Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program.</p> <p><b>Documentation requirement:</b> The district must receive either a) a records or transcript request from the high school diploma program or b) a letter from the high school diploma program stating that the student is enrolled.</p>

## Withdrawn by School District

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

	<p>2. District provides a hearing or conference at which the district presents the reasons for withdrawal, and the parent, guardian, or qualified student is given the opportunity to respond to the reasons for withdrawal.</p> <p>3. District provides a written report to the parent, guardian, or qualified student that contains the findings of fact and district decision following the hearing or conference. The written report shall include notice of the parent's, guardian's, or qualified student's right to appeal the district's decision.</p> <p>Charter districts shall notify the school district in which the student resides within three business days of withdrawing a student from a charter school, per Texas Administrative Code §100.1211.</p>
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**Other Reasons**

<b>Code</b>	<b>Translation</b>
<b>03</b>	<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, a written statement from the parent or guardian, and written documentation of an oral statement by a parent or guardian stating that the student has died.</p>
<b>16</b>	<p><b>Student returned to family's home country</b></p> <p><b>Definition and use:</b> Use for students who are leaving the United States to return to their home country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in the home country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the Transfer Document for Binational Migrant Student completed at the time the student withdraws from school, signed and dated by an authorized campus or district administrator. Acceptable documentation is also a copy of the withdrawal form signed and dated by the parent/guardian or qualified student and a campus or district administrator. The withdrawal form should indicate that the student is leaving school because the student is returning to the home country and should specify the destination. An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student. A signed letter from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to the home country is also acceptable documentation. Acceptable documentation for foreign exchange students includes a written, signed, and dated statement from the student's host family or the foreign student advisor verifying the student's return to his or her home country. Other acceptable documentation is written documentation of an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts, signed and dated by an authorized campus or district administrator.</p>

Code	Translation
88	<p><b>Student was ordered by a court to attend a GED program and has not earned a GED certificate</b></p> <p><b>Definition and use:</b> This code is for students who are court-ordered to attend a GED program and have not earned a GED certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p><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 or GED program. Documentation must include the name of the student, the date of the order, the name of the judge making the order, and the county in which the judge presides. The order should state that the court is ordering the student to attend a high school equivalency or GED program or to take a high school equivalency or GED exam.</p>
89	<p><b>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult</b></p> <p><b>Definition and use:</b> Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult.</p> <p><b>Documentation requirement:</b> Acceptable documentation is one of the following: 1) Oral notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district, that the student is incarcerated. The written statement of the oral notification shall be signed and dated by the authorized representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated.</p>
98	<p><b>Other (reason unknown or not listed above)</b></p> <p><b>Definition and use:</b> This code is used for students who are withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known. It is also used for students who withdrew from/left school for reasons not listed above.</p>

## **WITHDRAWN STUDENT'S CUMULATIVE FOLDER**

- Students with a withdrawal date of August 21, 2017 through August 14, 2018 (the last day of summer break) will be considered 2017-2018 Movers/Leavers and reported in the Fall PEIMS submission.
- Students who have been pushed to a new campus for the 2018-2019 year and end up not returning to DISD are considered 2017-2018 Movers/Leavers.
- Eighth grade students who have earned high school credit and who are withdrawn will need to be filed separately. The Academic Achievement record should not be destroyed.

## **HELPFUL REMINDERS**

- A student who withdraws from one Texas public school and re-enrolls to another is considered a "Mover"
- A student who withdraws from a Texas public school and does not enter another Texas public school is considered a "Leaver"
- Leavers are reported to PEIMS/Texas Education Agency
- An incorrectly coded "Mover" is reported to PEIMS as an Underreported student and can adversely affect DISD's rating.
- A student's withdrawal code is pulled from the last enrollment record on the Entry/Withdrawal screen in Skyward and not the "No Show" record.
- Ex: If Johnny was in 8<sup>th</sup> grade in 2017-2018 and did not show up on the first day of school, Johnny's cumulative folder was pushed to the high school. Castleberry ISD requested Johnny's records. The withdrawal code **MUST** be entered at the 8<sup>th</sup> grade Entry/Withdrawal records and not the high school and filed with the PK-8 records unless the student was awarded high school credit.

## **ADDITIONAL WITHDRAWAL INFORMATION**

- DISD should withdraw a student on the date DISD becomes aware the student is no longer a member of the district. With proof of enrollment in a different district/campus, retroactive withdrawals are permitted to the day a student enrolled in another school. You must update all attendance records. This will also affect the Teacher Verification records at the end of the six weeks.
- You may not withdraw a student who is temporarily absent (illness or suspension) but still a member of your district. This also includes students who are on vacation.
- If a student withdraws and you do not receive a records request within 10 days of the date of withdrawal, contact the school on the withdrawal form to verify enrollment. If the student is not enrolled contact the Attendance Officer.
- Notify Special Programs (Special Ed, G/T Coordinator, ESL Coordinator, etc.) of student withdrawals if they are in these special populations.

## HELPFUL TERMS

Leaver: A leaver may be any one of the following: a student who graduates, receives a General Educational Development (GED) certificate, continues high school outside the Texas public school system, begins college, is expelled, dies, or drops out.

Movers: A mover is a student who moves from one public school district to another, within Texas. A leaver record is not required for a mover. School districts may confirm that students have moved to other Texas public school districts by searching the PID Enrollment Tracking (PET) application. The final determination of whether students have moved is made by TEA.

Dropout: A dropout is a student who was enrolled in 2017-2018 in a Texas public school in grades 7 – 12, but did not return to a Texas public school the following fall within the school-start window, was not expelled, did not graduate, receive a GED, continue school outside the Texas public school system, begin college, or die.

School-Start Window: This is the period of time between the first day of school and the last Friday in September. The end of the school-start window is the day that students served in the prior year must return to school to not be considered leavers.

## OTHER INFORMATION

Residential Facilities: If the student moves to a facility served by a Texas public school district, no leaver code is necessary. For other situations, see the *PEIMS Data Standards*.

GED Recipients: If a student earned a GED prior to September 1, 2018, the student is not a dropout and no leaver code is necessary. For other situations, see the *PEIMS Data Standards*.

Migrant Students: Migrant students who return after the school-start window are not counted as dropouts.

Summer Dropouts: For state accountability purposes, summer dropouts are attributed to the school year just completed, based on the campus of enrollment on the final day of the previous school year.

**PARENT/GUARDIAN NOTIFICATION OF STUDENT WITHDRAWAL**

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's ID: \_\_\_\_\_

Dear Campus Administrator:

This is to officially notify you that I am withdrawing the child named above from Duncanville ISD schools effective *(date)*\_\_\_\_\_.

My child will continue his/her education by: *(please check one of the following)*

- \_\_\_\_\_ being home schooled
- \_\_\_\_\_ entering college and working towards Bachelor's or Associate's degree
- \_\_\_\_\_ enrolling in a private school in Texas
- \_\_\_\_\_ enrolling in a public/charter school in Texas
- \_\_\_\_\_ enrolling in public or private school outside of Texas

Name of New School \_\_\_\_\_

Location of New School (City/State) \_\_\_\_\_

If you have further questions, please submit them to me in writing at the above address.

Sincerely,

\_\_\_\_\_  
Signature of Parent/Guardian

**DUNCANVILLE ISD  
INTENT TO HOMESCHOOL**

Today's Date: \_\_\_\_\_

This assurance is provided by the parents/guardians listed below that, effective immediately, the students listed are being homeschooled in a bona fide manner using a written curriculum consisting of books, workbooks, written materials, and other teaching tools that will both meet and exceed educational goals of reading, spelling, grammar, math, and good citizenship.

Last Name, First Name, Middle Initial	Date of Birth	Current Grade Level

\_\_\_\_\_  
Parent/Guardian Signature                      Printed Name                      Date

\_\_\_\_\_  
Address    City    State

\_\_\_\_\_  
Home Phone                                      Alternate/Cell Phone

**DUNCANVILLE ISD WITHDRAWAL VERIFICATION  
2019-2020**

**STUDENT:** \_\_\_\_\_ **PEIMS #** \_\_\_\_\_  
Last First MI Social Security or State ID No.

**STUDENT BIRTHDATE:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**INFORMATION OBTAINED DURING:**  HOME VISIT       PHONE CALL       SCHOOL VISIT

**SPOKE WITH:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
Parent, Grandparent, Neighbor, etc.

***Explain the reason student left or withdrew from school  
(for example, returned to home country, will be home schooled, etc.)***

<b>INFORMATION FROM CONTACT WITH NEW SCHOOL</b>					
<b>Name of new school:</b> _____					
<b>Name of new district:</b> _____					
<b>Phone number of new school:</b> _____					
<b>Date and time of contact with new school:</b> _____					
<b>Name of contact:</b> _____					
<b>Title of contact:</b> _____					
<b>Date</b>	<b>student</b>	<b>enrolled</b>	<b>in</b>	<b>new</b>	<b>school:</b>

**Campus ID#:** \_\_\_\_\_

**Leaver Reason Code:** \_\_\_\_\_

**Withdraw Date:** \_\_\_\_\_

**Campus Staff:** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Administrator:** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***For Campus Reference***

- 01\* Graduated*
- 03\* Died*
- 16\* Return to Home Country*
- 24\* College, Pursue Degree*
- 60\* Home Schooling – Home School letter must be completed*
- 66\* Removed by CPS*
- 78\* Expelled*
- 81\* Texas Private School*
- 82\* Outside of Texas*
- 83\* Administrative Withdrawal*
- 85\* Grad Outside TX*
- 86\* GED Outside TX*
- 87\* University Diploma Program*
- 88\* Court order GED*
- 89\* Adult student incarcerated*
- 90\* Graduate Interstate Compact*
  
- 80 Other Tx Public School (Not a Leaver Code)*
  
- 98 Other, Unknown, or Not Listed*



**DUNCANVILLE ISD**  
**ENROLLMENT VERIFICATION**  
2019-2020

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX #: \_\_\_\_\_

The student listed below was a "No Show" on our campus for this current school year. We believe this student may be enrolled on your campus. Please verify the student's enrollment on your campus.

STUDENT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

YES. THIS STUDENT IS CURRENTLY ENROLLED AND ENROLLED ON \_\_\_\_\_.

PLEASE SEND RECORDS.

YES. THIS STUDENT WAS ENROLLED ON \_\_\_\_\_ BUT WITHDREW ON \_\_\_\_\_.

NO. THIS STUDENT HAS NOT ENROLLED ON THIS CAMPUS.

CAMPUS STAFF MEMBER \_\_\_\_\_  
Signature Date

TITLE \_\_\_\_\_

Please return this form to \_\_\_\_\_ at \_\_\_\_\_