Leaver Tracking Documentation

Today's Date: _____ **Last date of enrollment in school:** _____

Student's Full Name: _____ **Student ID:** _____ **Grade:** _____

Parent/Guardian Statement:

I am the Parent/Guardian of the student listed above. I am withdrawing him/her from school. He/she will be enrolling

at _____ in _____ _____ _____
    School Name   **City**   **State**   **Country**

Withdrawal reason: _____

_____ _____ _____ _____
New (if moving) / Current Address   City   State   Zip

_____ _____ _____
Parent/Guardian's Signature   Current Phone Number   Date

SCHOOL USE ONLY: Campus of Enrollment: _____

New School District/Campus records requested from: _____

Updates: ☐ Skyward ☐ Transaction Log ☐ UID ☐ Sent records thru TREX   Date updated: _____

☐	**98 Dropout/Other**	Students withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known.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.

Leaver Code Update (MUST attach Leaver code supporting documentation)   **Correction Date:** _____

☐	**80-Enrolled in other TX public** Verification of Enrollment in another TX public School or YES Prep	☐	**03-Death** Death Certificate; Obituary; Funeral Program, Written/Oral Statement	☐	**16-Return to Home Country** Oral/Written Statement by relative or adult neighbor of students return to Home Country
☐	**24-Enrolled in College** Verification by authorized college rep or student schedule at least 9hrs per semester	☐	**60-Home School** Completed Home School Question/Oral/Written Statement from parent including date home schooling begin	☐	**66-Child removed by CPS** Written Statement from CPS Officer, include badge number and phone number
☐	**81/82-Enrolled in Private School in TX or Public/Private School outside of TX** Verification of Enrollment from private school outside of TX	☐	**01-Graduated** Official Transcript indicating program completion with diploma seal	☐	**87-Student enrolled in TX Tech Univ-ISD or UT Austin HS Diploma Program** Record Request or letter from the Diploma Program
☐	**83-Falsification of Enrollment** Due process documentation supporting withdrawal	☐	**86-Completed GED Program outside of TX** GED certificate/written document from testing company showing completion	☐	**88-Court ordered GED Program** Court Order from Judge requiring completion of a GED
☐	**89-Student is incarcerated** Oral/Written notification from law enforcement	☐	**85/90-Graduated from a school outside of TX** Student Transcript showing sufficient credits with diploma seal	☐	**78-Expelled** Due process documentation supporting the expulsion

_____   _____
Signature of School Director   **Date**

Documentacion de retiro de estudiante

Fecha: _____ **Última fecha de inscripción en la escuela:** _____

Nombre completo del alumno: _____**Identificación del Estudiante:**_____**Grade:**_____

Declaración del padre / tutor:

Soy el padre / tutor del estudiante mencionado anteriormente. Lo estoy retirando de la escuela. Él / ella se inscribirá en _____ in _____   _____ _____

          Nombre de escuela   **Ciudad**   **Estado**   **Pais**

Motivo de retiro: _____

_____   _____ _____ _____

Nueva (si se mueve) / Dirección   Ciudad   Estado   Pais

_____   _____ _____

Firma del padre / tutor: Número de teléfono actual   Fecha

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_____   _____

       Signature of School Director   **Date**