

Leaver Tracking Documentation

This form must be completed, signed, and submitted to Registrar office within 48 hours of the last date of attendance with a copy of the guardian's government-issued ID*

Today's Date: _____ ***Last date of attendance:** _____

Student's Full Name: _____ **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 _____
New School Name **City** **State** **Zip Code**

Withdrawal reason: _____

 New (if moving) / Current Address **City** **State** **Zip Code**

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

SCHOOL USE ONLY: YES Prep Campus: _____

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	98 Dropout/Other	Students withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known.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

Documentación de Retiro de Estudiante

Esta forma deberá ser presentada a la oficina de registración por lo menos 48 horas de anticipación al último día de asistencia* con una copia de identificación del tutor legal

Fecha: _____

*Última fecha de asistencia: _____

Nombre del estudiante: _____ Grado: _____

Declaración del padre/tutor:

Soy el padre/guardián del estudiante mencionado anteriormente. Lo/a estoy retirando de la escuela. Él/ella se inscribirá

en _____ en _____

Nombre de nueva escuela

Ciudad

Estado

ZIP

Motivo de Retiro: _____

Nueva (si se está mudando)/Dirección

Ciudad

Estado

Zip

Firma del padre/tutor

Número de Teléfono

Fecha

SCHOOL USE ONLY: YES Prep Campus: _____

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<input type="checkbox"/>	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.
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<input type="checkbox"/>	24-Enrolled in College Verification by authorized college rep or student schedule at least 9hrs per semester	<input type="checkbox"/>	60-Home School Completed Home School Question/Oral/Written Statement from parent including date home schooling begin	<input type="checkbox"/>	66-Child removed by CPS Written Statement from CPS Officer, include badge number and phone number
<input type="checkbox"/>	81/82-Enrolled in Private School in TX or Public/Private School outside of TX Verification of Enrollment from private school outside of TX	<input type="checkbox"/>	01-Graduated Official Transcript indicating program completion with diploma seal	<input type="checkbox"/>	87-Student enrolled in TX Tech Univ-ISD or UT Austin HS Diploma Program Record Request or letter from the Diploma Program
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Signature of School Director

Date