

# DONNA

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## INDEPENDENT SCHOOL DISTRICT



## LEAVER PROCEDURES MANUAL

### 2022-2023

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Published on school website>Departments>PEIMS

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# SECTION I: INTRODUCTION

## PURPOSE

The purpose of this policies and procedures manual is to provide guidance and direction to District personnel charged with the maintenance and accuracy of student withdrawal records. These are designed in accordance with the Student Attendance Accounting Handbook and PEIMS Leaver Data Requirements.

## PROGRAM CONTACT AND ACCOUNTABILITY

Principal, Donna High School.....	956-464-1700
Principal, Donna North High School.....	956-464-4190
Principal, AP Solis Middle School.....	956-464-1650
Principal, Veterans Middle School.....	956-464-1350
Principal, Saucedo Middle School.....	956-464-1360
Principal, Todd Middle School.....	956-464-1800

## SCHOOL REQUIREMENTS

Schools must document the withdrawal of students in grades EE-12 and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required to support all leaver and mover reason codes.

## LEAVERS

Leavers are students who were served in grades 7 – 12 during the prior school year, but have not enrolled in the district during the current school year. Leavers include the following:

- graduates,
- students who died,
- students who return to their home country
- students who enrolled in College to pursue an Associate's or Bachelor's Degree
- students who leave for home schooling,
- students who were removed by CPS
- students who enroll in private school,
- students who enroll in an out-of-state school,
- students withdrawn by the school district who were no entitled to enrollment.
- GED outside of TX
- all dropouts

## MOVERS

Movers are students who move to another Texas public school, including state charter schools and other Donna ISD schools. Movers include the following:

- students enrolled in another Texas public school district
- students who earn a GED certificate at a Texas examination site by August 31st, or
- students who withdrawal to attend a health care facility outside your district (only with confirmation that the other district enrolled them and the hospital stay is 10 days or more)
- students who are incarcerated to the Juvenile Probation Office (these are students 17 and younger where the facility will provide mandatory education for them)
- students who are accounted for by other state reconciliation processes.

## DESIGNATED STAFF

The principal shall at the beginning of each year designate the staff member who will be responsible for performing withdrawals and verifying documentation. In the event that a staff member is not available, an alternate staff member can be designated.

Designated Staff:

- Assistant Principals
- Counselors
- Curriculum Specialists

The designated staff is responsible for ensuring all required steps are taken during the withdrawal process, proper signatures are obtained, documentation is created and withdrawal process is completed. In addition, an administrator at each secondary campus shall be designated to conduct leaver audits on a six-weeks basis.

Campus PEIMS/Attendance Clerks will be the primary staff charged with coding withdrawals and or making updates since they have the appropriate training in the TEAMS SIS software. A secondary staff person should be determined solely for back-up purposes. This person needs to also be trained in TEAMS SIS.

Schools must enter appropriate leaver reason codes into the Student Management System that most accurately describes the student's whereabouts during the school-start window. The school-start window extends from the first instructional day of school through the last Friday in September. Detailed leaver code information is available in TEA's Appendix D, Summary of Leaver Reason and Required Documentation, but is summarized below.

Leaver reason code table

	TEAMS Withdrawal Code	PEIMS 203 Leaver Code
Leavers	01 Graduated From a Campus in the District or Charter	01 Graduated From a Campus in the District or Charter
	03 Student Died While Enrolled or During Summer Break	03 Died
	16 Returned to Home Country	16 Returned to Home Country
	24 College, Pursue Associate's or Bachelor's Degree	24 College, Pursue Associate's or Bachelor's Degree
	60 Home Schooling	60 Home Schooling
	66 Removed by Child Protection Services	66 Removed by CPS - Child Protective Services
	78 Expelled, For Offense Under TEC §37.007	78 Expelled, (Under TEC37.007), Cannot Return
	81 Enroll in TX Private School	81 Enroll in TX Private School
	82 Enroll in School Outside of TX	82 Enroll in School Outside of TX
	83 Withdrawn By District Because Not Entitled To Enrollment	83 Withdrawn By District Because Not Entitled To Enrollment
	85 Grad Outside TX/Rtrn Tx Sch/Left Again	85 Graduated Outside TX Before Entering A TX PublicSchool-Entered A TX Public School-Left Again
	86 GED Outside Texas	86 Received GED Outside TX
	87 Enroll in University High School Diploma	87 Enroll in University High School Diploma Program
	88 Court Ordered to a GED Program, has not earned a GED	88 Court-ordered to a GED program, has not earned a GED
	89 Incarcerated in State or Federal Facility as an Adult	89 Incarcerated in state jail or federal penitentiary as an adult
	90 Graduate Military - Interstate Compact	90 Graduated from another state under provisions of the Interstate Compact on Educational Opportunity –Military children
Dropouts	02 Withdrew - Pursue Job / Job Training	98 Other (unknown or not listed)
	04 Withdrew - Join Military	
	08 Withdrew - Pregnancy	
	09 Withdrew - Marriage	
	10 Withdrew - Alcohol / Other Drug Abuse	
	14 Withdrew - Because of Age	
	15 Withdrew Because Homeless/Non-Permanent Residency	
	19 Failed TAKS/STAAR but Met Other Graduation Requirements	
	22 Went to Alternative Program (GED,JTPA,etc) for GED/Diploma	
79 Expelled, Can Return, but Has Not		
Movers	30 Withdrew - Enter Health Care Facility	Reported to PET (Pupil Enrollment Tracking) System Documentation from receiving district must be on file to use these codes.  Failure to obtain documentation can result in under-reported Dropouts/Leavers.
	31 Student Completed GED. Did Not Return	
	61 Student Incarcerated in Facility Outside District Boundaries	
	63 Student Graduated Last Year, Returned, and Then Left	
	64 Completed GED, Returned for Diploma, and Then Left	
	80 Enrolled in Another TX Public School	
<p><b>** School leavers with code 98 are counted as dropouts for state accountability purposes</b></p> <p><b>** School leavers with codes 88,89, and 98 are counted as dropouts for federal accountability purposes</b></p>		

## SECTION II: WITHDRAWAL PROCEDURES

## WITHDRAWAL PROCEDURES

1. The designated staff (PEIMS/Attendance Clerk) is the only person that can initiate a withdrawal.
2. A student should be withdrawn from the attendance accounting system (TEAMS) on the date the campus 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. All attendance accounting records affected by such a change must be updated. By law, each district is required to transfer student records within 10 working days of receipt of a request by the receiving district, and the student record must be transferred via the Texas Student Records Exchange (TREx)
3. PEIMS/Attendance clerk will withdraw the student from the student accounting software and generate an official Withdrawal Form from TEAMS
  - a. Parent/Guardian signatures are required on all withdrawal records unless accompanying documentation is provided with explanation of missing signatures.
  - b. Under no circumstances are students or campus staff allowed to sign for parents/guardians, this situation would be considered falsification of a state record and is prohibited.
  - c. Documentation of actual enrollment in a college, home school, a private school, an out-of- state school, another Donna ISD school, or a Texas public school must be obtained in order to use that particular Leaver Code.
  - d. Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination. Documentation on the withdrawal form must be complete, signed and dated.
4. The Withdrawal Form must be signed by a parent/guardian or adult student and school personnel designated as authorized to do so at the time of the withdrawal. Documentation on the withdrawal form must be complete, signed in ink and dated.
5. Follow up with withdraw student and confirm that child enrolled in other school district within 10 school days. Clerk must follow up upon receiving TREX request and collect enrollment verification form from receiving district.
6. Original copy of the Withdrawal Form is placed in the student's cumulative green folder; a copy is given to the parent
7. All Withdrawal Forms and documentation must be kept in the attendance audit box and placed in a secure locked office.

**Note: Under no circumstances should a student be withdrawn from student accounting software without a completed Withdrawal Form.**

## ACCEPTABLE REASONS FOR A WITHDRAWAL

- Moving to another Texas School District
- Moving Out of State
- Migrating
- Enrolling in a Private School
- Returning to Home Country
- Home Schooling

## UNACCEPTABLE REASONS FOR A WITHDRAWAL

- Family Illness
- Vacation
- Parent Request not meeting above requirements
- Marriage
- Religious Camp or Conference
- Absences\* (Unless procedures under Truancy section have been completed)
- Discipline Issues
- Early May Withdrawals for reasons not listed above
- Short Term Hospital Stays

## WITHDRAWAL DATES

Your campus should withdraw a student from the attendance accounting system on the date your district 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. Your campus must update all attendance accounting records affected by such a change.

- If a student withdraws **before official attendance** is taken, the withdrawal date is that day.
- If a student withdraws **after official attendance** is taken, the withdrawal date is the next school day.

## FOLLOW-UP

PEIMS/Attendance Clerk should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting such as: college, home school, a private school, an out-of state school, another Donna ISD school, or a Texas public school.

Acceptable Mover Documentation can include a Student Verification of Enrollment Form (*see Form section*) and if available attach the UID enrollment record from the TSDS program. These documents will be kept in the green lever folder. **Note: Even though the campus receives a TREX request from another school district, a Student Verification of Enrollment is required.**

## SCENARIOS

### 1. Students 19 Years of Age or Older

Your district may withdraw a student who is at least 19 years old and voluntarily enrolled in school when he or she accumulates more than five unexcused absences in a semester. Your district may revoke the enrollment of such a student for the remainder of the school year, except that a district may not revoke enrollment on a day on which the student is physically present at school.<sup>59</sup> A student who is removed from school under this provision will be considered a dropout for accountability purposes unless the student returns to school during the school start window the following fall. See Secondary School Completion and Dropouts in Texas Public Schools for the current definition of “dropout.”



## **2. Temporary Absences and Withdrawal**

Your district must not withdraw a student who is temporarily absent (for example, as a result of illness, hospitalization, treatment for a mental health or substance abuse condition, or suspension) but still a member of your district.

## **3. Students Whose Whereabouts Are Unknown**

Your district should decide the withdrawal date for a student who never officially withdrew from school, but whose whereabouts can no longer be determined, according to applicable local policies. For example, local policy may state that a student is withdrawn 10 days after he or she last attended if his or her whereabouts are unknown. Once withdrawn, a student in grades seven through 12 must be reported as a school leaver on the 40203 School Leaver Extension and could be considered a dropout according to the C162 Leaver Reason Code table of the TSDS PEIMS Web-Enabled Data Standards (TWEDS).

## **4. Graduates - All graduates including those who graduate early during the school year and summer:**

### **Students Who Graduate Early:**

If a student graduates from high school before the last school day of the school year, the student is not eligible to continue to generate ADA for funding purposes for the remaining days of the school year. For example, if a high school's seniors graduate and receive their diplomas two days before the official end of the school year but return to school to sign in for those last two days, the students would not generate ADA for funding purposes for those days.

### **Students Who Have Not Yet Graduated but Who Have Attended Graduation Ceremonies:**

A student who attends a graduation ceremony before completing requirements for a high school diploma is eligible to continue to generate ADA funding as long as the student meets the minimum two-through four-hour requirement or is continuing to participate in an alternative attendance accounting program, such as the OFSDP. A senior who has attended graduation ceremonies before the end of the school year and who attends for the last days of the school year only to sign in has not met the minimum two through-four-hour requirement<sup>97</sup> for those days. A student must be provided the appropriate number of hours of instruction, be counted absent, or be withdrawn.

Schools must enter the appropriate leaver code in TEAMS for all students who graduated during the prior school year, including the summer of the prior year. Data Comes from Counselor. Data is Entered By PEIMS Clerk. For GRADUATION-TYPE-CODE, report the code that represents the program with the most stringent requirements that was completed by the student. *See Appendix for a list of 2022- 2023 PEIMS GRADUATION-TYPE-CODES.*

## **5. Students 21 Years of Age or Older and Placement in a DAEP or JJAEP**

A student who is 21 (or older) and admitted to a Texas public school to complete high school graduation requirements is not eligible for placement in a DAEP or JJAEP if he or she engages in the same type of misconduct that would require such placement for a student under the age of 21. In this instance, your district must revoke admission of the student.<sup>203</sup> The leaver code reported on the TSDS PEIMS 40203 School Leaver Extension is 98.

## **6. Student who is withdrawing for Home Schooling.**

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. See appendix for home school form

## FREQUENTLY ASKED QUESTIONS

1. **Is it correct to withdraw a student when they are going on vacation and we know they are coming back?**  
*No, do not withdraw them. They are to be counted absent.*
2. **What date do we use for withdrawing students who are runaways?**  
*We can withdrawal them the date the parent notifies the campus. Parent will be expected to re-enroll student to discuss truancy measures. (Code 98)*
3. **Should a district withdraw a student whose parent is coming in saying that they are leaving out of town? Information has shifted to the coordinator that a group of students will be going out of state for a competition. The parents are not informing the district of this but are withdrawing their kids. Is this allowable? If the parent says that they are moving out of the district then they should be withdrawn. "Leaving out of town" is not moving out of the district.**
4. **A student enrolled for two days, then was absent for several days before Mom came in to withdraw him. What would his withdrawal date be? Would it be the last day he was physically sitting in our school or would it be when we became aware that he was no longer with us?**  
*In the situation you described, the withdrawal date is the day that the mother withdrew him.*
5. **If a student leaves to visit relatives in his home country and will be gone several weeks, can the student be withdrawn and re-entered when he returns to the country?**  
*These would typically be unexcused absences.*

## 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/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

<i>Code</i>	<i>Translation</i>
01	<b>Student graduated from a campus in this district or charter school</b> Documentation requirement: 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.
85	<b>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</b> Documentation requirement: Transcript showing sufficient credits, date, and signature of school official, and a diploma with a graduation seal.
86	<b>Student completed a High School Equivalency Certificate outside Texas</b> Documentation requirement: 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.
90	<b>Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children</b> Documentation requirement: Transcript showing sufficient credits, date, and signature of school official, or a diploma with a graduation seal.

#### MOVED TO OTHER EDUCATIONAL SETTING

<i>Code</i>	<i>Translation</i>
24	<p><b>Student entered college and is working towards an Associate's or Bachelor's degree</b></p> <p>Documentation requirement: 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>
60	<p><b>Student is home schooled</b></p> <p>Documentation requirement: 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.</p> <p><i>**At the time of the withdraw, we should be using code 98 because at that precise moment the parent is "intending to home school". But it is our responsibility to follow up with parent at a later date to obtain a written letter, that is signed and dated, stating the student is being home schooled. Please note that this letter from parent must indicate the actual date home schooling began. As per Region 1, this written letter suffices on updating the withdraw code from 98 to code 60.</i></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>Documentation requirement: 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	<b>Student enrolled in a private school in Texas</b>
82	<p><b>Student enrolled in a public or private school outside of Texas</b></p> <p>Documentation requirement: 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>
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>Documentation requirement: 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

<i>Code</i>	<i>Translation</i>
78	<p><b>Student was expelled under the provisions of TEC §37.007 and cannot return to school</b></p> <p>Documentation requirement: 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>Documentation requirement: 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>

#### 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>Documentation requirement: 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>
<b>08</b>	<p><b>Student (female or male) withdrew from/left school because of pregnancy</b></p> <p>Documentation requirement: 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>
<b>16</b>	<p><b>Student returned to family's home country or emigrated to another country</b></p> <p>Documentation requirement: 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>
<b>20</b>	<p><b>Student withdrew from/left school because of a medical injury</b></p> <p>Documentation requirement: 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>
<b>88</b>	<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>Documentation requirement: 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>
<b>89</b>	<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>Documentation requirement: 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>
<b>98</b>	<p><b>Other (reason unknown or not listed above)</b></p> <p>Definition and use: 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>

## DROPOUTS

TEA is required by the Texas Legislature to use the standards of the National Center for Educational Statistics, NCES. These standards require that a student enroll and attend school during the school start window (from the first instructional day through the last Friday in September) in order to avoid being counted as a leaver and possible dropout. The importance of the school start window is demonstrated by the following examples.

- If a student does not return during the school start window or is not reported with a leaver code indicating a continuance in school, he may be counted as a dropout. Exception: Migrant students reported through Donna ISD Migrant Department may return prior to resubmission in early January, if tracked through the federal tracking system.
- Even if a student returns after the school start window and graduates the same year, he/she will be counted as a dropout.
- If a prior year's senior does not graduate during his/her senior year, he/she must enroll during the next year's school start window, or be counted as a dropout.

#### CAMPUS OF ACCOUNTABILITY

Leavers are assigned to the campuses that they were attending when they left the Texas public school system. Students referred to a Disciplinary Alternative Education Program (DAEP) or a Juvenile Justice Alternative Education Program (JJAEP) are assigned to a "campus of accountability" based on the campus that referred the student to DAEP or JJAEP. If the student is promoted beyond the terminal grade level of the referring school while attending DAEP or JJAEP, for dropout purposes the student will be attributed to the zoned campus of his/her grade level.

It is important that a campus review the Campus of Accountability roster to determine if there are students listed on the roster who should not be attributed to the campus. If not corrected, the campus will become the campus of accountability for these students.

## TEA FUNDING OR COMPLIANCE AUDITS

The following are some of the problems that are seen during audits:

- Leaver code discrepancies caused by not following Appendix D guidelines
- No administrative signature and/or date of review on documentation
- No documentation to support out-of-state GED codes
- No verification of home school enrollment (parental statement)

Note: If home school documentation indicates a name of school or business as the home school source, the leaver code should be “81” (Texas private school). If the location of the school or business is outside the state of Texas, the leaver code should be “82” (out of state school).

- Enrollment in or out of Texas with no school or district specified
- No verification of students returning to home country
- No Dropout Recovery Form for students withdrawing with leaver code “98”
- Requests for transcripts/records must be maintained so that the proper PEIMS Leaver Code can be assigned to students who do not show up at the assigned school. These students may have enrolled at a different campus, another Texas district, or in another state
- A procedure must be established to verify the enrollment of students in area private/parochial/open enrollment charter schools since these schools typically do not request records if the student has a copy of the latest report card. A letter in the spring requesting parents to notify the school if students will be attending a non- public school in the fall might be a part of this procedure. Document phone calls to schools requesting verification of the enrollment of former students.
- Leaver records must be kept on campus and available for administrative review and audit purposes for at least five years.
- An appropriate graduate leaver code missing from Status Field in Leaver Code



## SECTION III: DATA ENTRY

## DATA ENTRY

Designated personnel are responsible for assuring that PEIMS leaver codes are transmitted to the data entry staff. This 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.

Coding decisions are not made by data entry personnel.

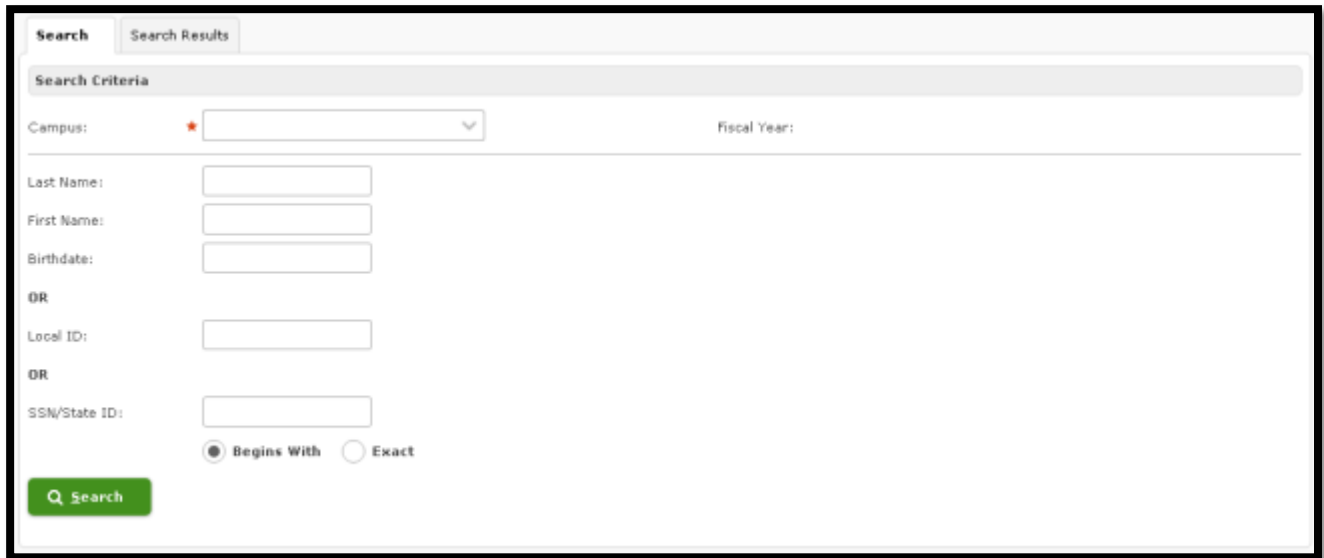
Coding decisions are **ONLY** made by authorized campus professional personnel.

## GENERATING WITHDRAWAL FORM

### ***Entry Point: Withdraw***

Use the Withdraw entry point to withdraw a currently enrolled or schedule enrolled student. Campus staff use this entry point if a guardian requests that a student be withdrawn from a campus he or she had attended during the current school year **Withdrawing an Enrolled Student**

1. Select the **Withdraw** link to display the Search tab.

The screenshot shows a web interface for searching students. At the top, there are two tabs: 'Search' (active) and 'Search Results'. Below the tabs is a 'Search Criteria' section. It contains several input fields: 'Campus:' with a red star icon and a dropdown arrow, 'Fiscal Year:' with a dropdown arrow, 'Last Name:', 'First Name:', 'Birthdate:', 'Local ID:', and 'SSN/State ID:'. There are 'OR' labels between the 'Birthdate' and 'Local ID' fields, and between the 'Local ID' and 'SSN/State ID' fields. At the bottom of the search criteria section, there are two radio buttons: 'Begins With' (selected) and 'Exact'. A green 'Search' button with a magnifying glass icon is located at the bottom left of the form.

2. Select the **Campus** to search from the drop-down list. The default selection is the user's campus. The system displays the Fiscal Year of the selected campus.
3. Use one of the following options to configure the Search panel:
  - a. Complete one or more of the following fields: **Last Name**, **First Name**, and/or **Birthdate** fields
  - b. Enter the student's **Local ID**
  - c. In the **SSN/State ID** field, enter the student's Social Security Number or state ID number.
4. Click the **Search** button. Students matching your search criteria are listed on the Search Results tab.
5. In the Matching Students panel, click to highlight the student to withdraw.

- Click the **Withdraw** button. The Withdraw Enrollment tab is displayed with the student's enrollment history in the Enrollment Records panel.

**Student Demographics**  
**Student Contacts**  
**Additional Student**  
**Manage Enrollment**  
Additional Enrollment  
**Withdraw Enrollment**  
Display Student Summary

**Withdraw Enrollment**

Campus:   
Calendar: Traditional  
Withdraw Date:    
Leave Reason:   
Leave Comment:  Characters remaining: 500 (500 max)

**Print** **Withdraw**

**Enrollment Records** 1 Record

Academic Year	School	Calendar ID	Grade Level	ADA Eligibility	Entry Date	Entry Code	Withdraw Date	Leave Reason	Enrollment Status
2018	001	1	10		08-28-2017				E

**Download JREX file** **Return to Search** **Return to Search Results**

- Enter the student's **Withdraw Date**, or click the icon to select it from the calendar.
- Select the **Leave Reason** from the drop-down list.
- In the **Leave Comment** field, enter a brief comment explaining the reason for the student's withdrawal.
- Click the **Withdraw** button.
  - The system displays a Confirmation box with the following message asking you to confirm the withdrawal action: *"Are you sure you want to withdraw the selected enrollment? Please note that all attendance records after the withdrawal date will be deleted for this student."*
- Click the Yes button to continue. A confirmation message is displayed, and the Enrollment Status is updated to W for enrolled students or X for schedule enrolled students. The system back dates the official withdrawal date by one day. This reflects the student's last full day of enrollment.

### Printing a Withdraw Form

Click the **Print** button to generate a Withdraw form for the student. The attendance group that is used to pull the absences included on the Student Withdrawal form generated by the Print button is set for each campus in the Maintain Campus Attendance Group entry point.

## CODING WITHDRAWALS

### Entry Point: Student – Exit Codes, Student – Campus Exit Codes

Exit codes are used to track the reason a student is withdrawing. Exit codes are displayed as Leave Reasons. Use the entry points below to define the exit codes end-users select in the TEAMS system.

- Student - Exit Codes:** Use to define exit codes for a fiscal year at the district level. For more information, see **Student – Exit Codes**.
- Student - Campus Exit Codes:** Use to assign specific exit codes to each campus in the district. For more information, see **Student - Campus Exit Codes**.

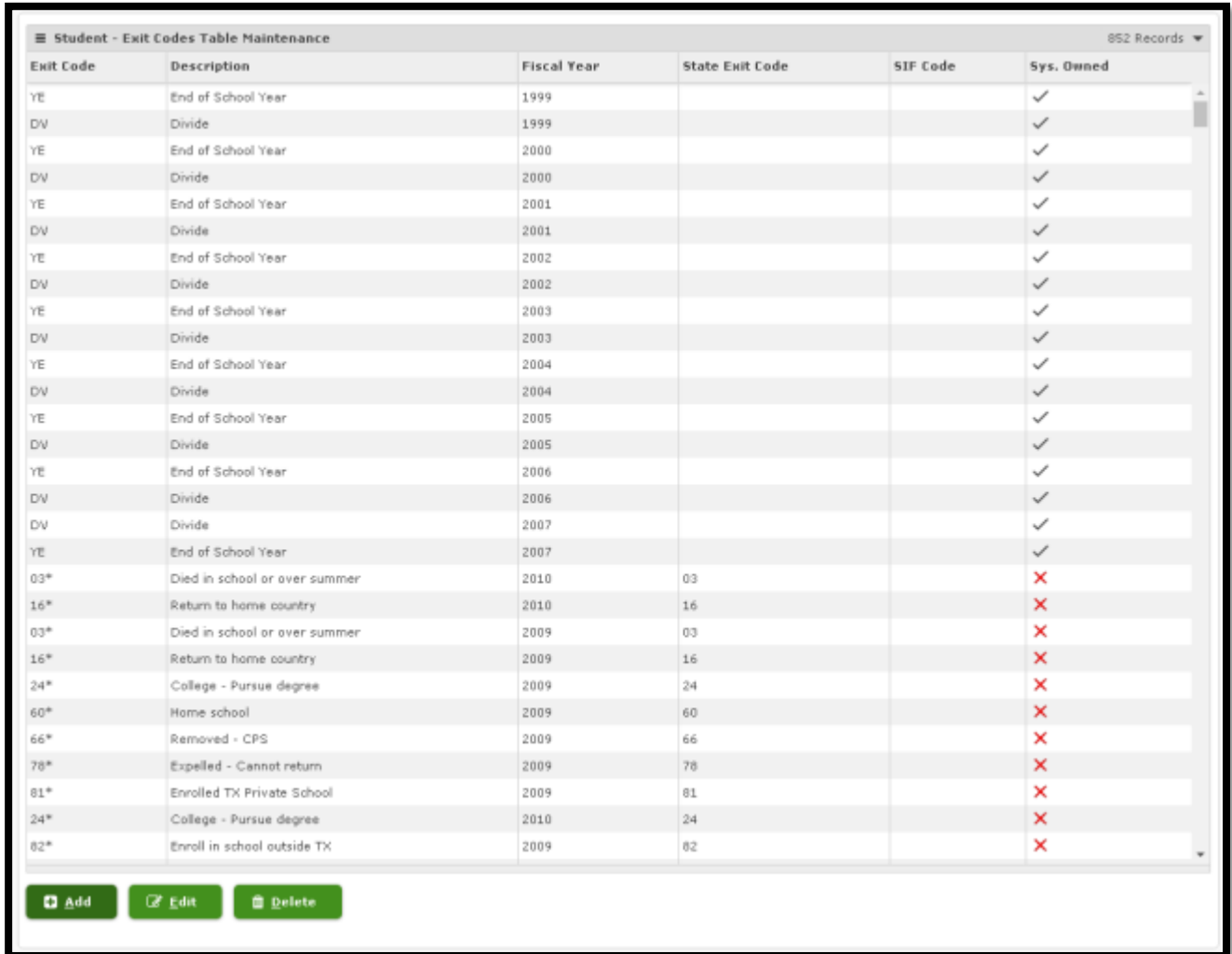
Campus staff select exit codes in the Leave Reason field of the Withdraw Enrollment tab in the Withdraw entry point.

## Student – Exit Codes




Use the Student – Exit Codes entry point to add, delete, or edit exit codes for the district. Exit codes are only valid for the Fiscal Year specified. The district must maintain the list of exit codes on a yearly basis. Once exit codes are defined at the district level, they can be assigned to each campus in the district using the Student – Campus Exit Codes entry point.

### *Adding an Exit Code*

1. Select the **Student – Exit Codes** link to display the Student – Exit Codes page.



Exit Code	Description	Fiscal Year	State Exit Code	SIF Code	Sys. Owned
YE	End of School Year	1999			✓
DV	Divide	1999			✓
YE	End of School Year	2000			✓
DV	Divide	2000			✓
YE	End of School Year	2001			✓
DV	Divide	2001			✓
YE	End of School Year	2002			✓
DV	Divide	2002			✓
YE	End of School Year	2003			✓
DV	Divide	2003			✓
YE	End of School Year	2004			✓
DV	Divide	2004			✓
YE	End of School Year	2005			✓
DV	Divide	2005			✓
YE	End of School Year	2006			✓
DV	Divide	2006			✓
DV	Divide	2007			✓
YE	End of School Year	2007			✓
03*	Died in school or over summer	2010	03		✗
16*	Return to home country	2010	16		✗
03*	Died in school or over summer	2009	03		✗
16*	Return to home country	2009	16		✗
24*	College - Pursue degree	2009	24		✗
60*	Home school	2009	60		✗
66*	Removed - CPS	2009	66		✗
78*	Expelled - Cannot return	2009	78		✗
81*	Enrolled TX Private School	2009	81		✗
24*	College - Pursue degree	2010	24		✗
82*	Enroll in school outside TX	2009	82		✗

2. Click the **Add** button to display entry fields.
3. In the **Exit Code** field, enter the unique exit code.
4. Enter a brief **Description** of the student exit code.
5. Enter the **Fiscal Year** in which the code is valid.
6. In the **State Exit Code** field, select the PEIMS Leave Reason Code that corresponds to the new code.

7. In the **SIF Code** field, select the School Interoperability Framework (SIF) compliant code from the drop-down list, if applicable.
8. Click the **OK** button. The system adds the new item to the Exit Codes list.

## Student - Campus Exit Codes

Use the Student – Campus Exit Code entry point to assign the exit codes available to each campus. The following items are assigned to each code that is available for a campus:

- Campus Location Code
- Student Exit Code
- Valid Fiscal Year

### *Associating Exit Codes to Specific Locations*

System-owned exit codes do not have to be associated to each campus.

1. Click the **Student – Campus Exit Code** link to display the Student – Campus Exit Code page.

Student - Campus Exit Code Filter Criteria

Location Code:

Fiscal Year: \*

Exit Code:

Student - Campus Exit Code Table Maintenance 300 Loaded / 13300 Records

Location Code	Exit Code	Exit Code Fiscal Year
001	01*	2010
001	03*	2010
001	16*	2010
001	24*	2010
001	60*	2010
001	66*	2010
001	78*	2010
001	81*	2010
001	82*	2010
001	83*	2010
001	85*	2010
001	86*	2010
001	87*	2010
001	98	2010
001	CC*	2010
001	DV	2010
001	L1*	2010
001	L2*	2010
001	L3*	2010
001	L4*	2010
001	L5*	2010
001	L6*	2010
001	L8*	2010

+ Add
- Delete

2. Click the **Add** button to display entry fields.

3. In the **Location Code** field, select the location from the drop-down list to which the code will be assigned.
4. Select the **Exit Code** to assign.
5. In the **Exit Code Fiscal Year** field, select the year for which the exit code is valid.
6. Click the **OK** button. The system adds the new codes to the list of campus exit codes.

#### CODING GRADUATES

*Entry Point: Student - Maintain Transcripts, Student - View Transcript, Student - Maintain Grad Plan/Endorsements*

The Student – View Transcript entry point displays the same information as the Student – Maintain Transcripts entry point, but the information is view-only and cannot be modified.

Use the Graduation Plan tab to view and manage information related to the student's graduation plan and selected endorsements, as well as the credit summary of the student's progress toward meeting the requirements of his or her graduation plan.

The following entry points can also be used to manage items for a students' graduation plan. Changes made in these entry points will be displayed on the Graduation Plan tab in Student - Maintain Transcripts.

- The Student - Maintain Grad Plan/Endorsements entry point can be used to view and manage graduation plan and endorsement information, but it does not display credit summary information.
- In Student Mass Add Graduation Plan Items, the following items can be added or updated for a group of students: Graduation Plan, FHSP College Career Instruction indicator, Speech Requirement Met Date. For more information on Student Mass Add Graduation Plan Items, see **Student Mass Add Graduation Plan Items**.
- In the Maintain Student entry point, the graduation plan can be entered or changed on the Demographics tab.

#### Accessing the Graduation Plan Tab

On the Student Transcript Records tab, click the **Graduation Plan** tab to bring it forward.

Student Transcript Records | Transcript Record Detail | **Graduation Plan** | Advanced Measures | Performance Acknowledgments | GPA/Rank | GPA/Rank Overrides

**Student Graduation Plan**

Grad Plan:

Endorsement:

Specialization:

Grad Date Override:

Coursework:

Completion Date:

Speech Requirement:

Met Date:

CPR Instruction date:

Peace Officer: ☐

Interaction Instruction:

Texas Grant Override:

Individual Graduation:

Committee Code:

FHSP College Career: ☐

Instruction: ☐

Military Enlistment: ☐

Associate Degree: ☐

**Student Category Summary** 0 Records

Graduation Plan Category	Credit Required	Credit Earned	Schedule Credit	Over	Under

**Student Category Details** 0 Records

Graduation Plan Category	Fiscal Year	Month	Year	Grade Level	Course	Course Desc	Term	Part	Grade Value	Credit Earn	Schedule Credit

## Graduation Plan tab

### Adding a Graduation Plan and an Endorsement

Follow the steps below to add a graduation plan and one or more endorsement specializations for a student.

- In the **Grad Plan** field, select the student's graduation plan from the drop-down list.
  - Adding or changing a selection in this field will populate the Graduation Plan field on the Demographics tab in the Maintain Student entry point. Conversely, if the Graduation Plan is entered on the Demographics tab, it will also display here.
- In the **Endorsement Specialization** field, select the endorsement. When a specialization is selected, it is displayed on the tab. The Date Endorsement Declared and Endorsement Completion Date Override fields are also displayed.
- In the **Date Endorsement Declared** field, enter the date the student declared the endorsement or click the icon to select it from the calendar.
  - You cannot enter a future date in the Declared Endorsement Date field.
- Optional.** Repeat **Step 2** and **Step 3** to add another endorsement specialization.
- When you have finished selecting endorsements, click the **Save** button to save the graduation plan and endorsement(s).
  - When you save the graduation plan, the Student Category Summary and Student Category Details areas are populated with the graduation plan categories associated with the plan, as well as credit requirements and the student's progress toward meeting those credits.

- b. See the topics below for additional information about working with the Graduation Plan tab:
  - c. **Working With Endorsements**
  - d. **Working With Graduation Plan Details**
  - e. **Viewing Credit Summary Details**


If you have added or modified information and attempt to navigate away from the tab without saving, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No (Discard Changes)** button. If you want to close the box and return to the tab without saving, click the **Cancel** button.

**Tip:** Use the **P<** (Previous) and **N>** (Next) buttons to navigate quickly through records for the students in your search results. When you click the **P<** or **N>** buttons, the tab on which you are working is redisplayed with records for either the previous or next student. The student header is redisplayed to show the name, Local ID, and other information for the student

### **Working With Endorsements**

You may need to complete the tasks below for a student's endorsement specialization.

#### ***Removing an Endorsement Specialization***

To remove an endorsement specialization, click the  icon. The saved endorsement specializations cannot be edited. If a change is needed, you must delete the endorsement specialization and reenter it. When you have finished removing and/or adding endorsements, click the **Save** button to save your changes

#### ***Using the Endorsement Completion Date Override Field***

Use the **Endorsement Completion Date Override** field to record a Completion Date Override on each endorsement if the student finishes the endorsement requirements before he or she has finished all of the graduation requirements. This field is not required.

If you attempt to set an Endorsement Completion Date Override on a date earlier than the Endorsement Declaration Date, an error message is displayed to notify you that the completion date override must be on or after the endorsement declaration date.

#### ***Printing an Endorsement Letter***

If a student changes his or her endorsement specialization, you can generate an Endorsement Letter from the Graduation Plan tab. To do this, click the **Print Endorsement** button.

The Print Endorsement button is only available for selection if the student has an *E* Enrollment record.

When the Print Endorsement button is used, the system generates the endorsement letter using the following parameters:

- Campus, Fiscal Year, Calendar, and Grade Level from the student's *E* Enrollment record
- The Student's ID
- Declared Date Range of 01/01/2000 - 12/31/2100
- Select Print Option of 1 Per Student
- Sort By Student



Endorsement Letters can also be generated from the My Report Profiles entry point.

### Working With Graduation Plan Details

An overview of additional fields related to graduation plans that you may need to complete or modify for a student are below:

- If you need to change the student's graduation plan, select the new plan in the **Grad Plan** field.
  - Adding or changing a selection in the Grad Plan field will populate the Graduation Plan field on the Demographics tab in the Maintain Student entry point. Conversely, if the Graduation Plan is entered on the Demographics tab, it will also display here.
- In the **Grad Date Override** field, if the student has a graduation date that is different from the expected Withdrawal record and Leave Reason 01 (for example, if the student is a summer graduate), enter the override date or click the icon to select it from the calendar.
- Select an item from the **Texas Grant Override** field.
  - Only values that cannot be determined based on the student's Grad Plan are displayed in the Texas Grant Override field.
- If applicable, in the **Coursework Completion Date** field, enter the date of a certificate of coursework completion for the student or click the icon to select it from the calendar.
- If applicable, select an **Individual Graduation Committee Code**.
- In the **Speech Requirement Met Date** field, enter the date the student met this requirement or click the icon to select it from the calendar.
- If applicable, select (checkmark) the box to indicate **FHSP College Career Instruction**.
- If applicable, enter the **CPR Instruction Date** for the student.
- If applicable, select (checkmark) the **Military Enlistment** box to indicate that the student has enlisted in the military.
- If applicable, enter the **Peace Officer Interaction Instruction Date** for the student.
- If applicable, select (checkmark) the **Associate Degree** box to indicate that the student has received an Associate Degree.

If you have added or changed information in any of these fields, click the **Save** button to save your changes.

### Viewing Credit Summary Details

When you save the graduation plan, the Student Category Summary and Student Category Details panels are populated with the graduation plan categories associated with the plan, as well as credit requirements and the student's progress toward meeting those credits.

Credit summary information is not displayed in the Student - Maintain Grad Plan/Endorsements entry point.

Save

Print Endorsement

P <

N >

Return to Search

Student Category Summary						14 Records
Graduation Plan Category	Credit Required	Credit Earned	Schedule Credit	Over	Under	
D	1.0	1.0				
E	2.0	2.0				
F	1.0	2.0		1.0		
H	0.5	0.5				
I	5.5	4.0	2.0	0.5		
K	0.5				0.5	
L	0.5		0.5			
N	2.0	4.5		2.5		
O	1.0	2.0		1.0		
TOTAL	26.0	25.0	4.0	7.0	2.0	
NONE		1.0	0.0	1.0		

Student Category Details												59 Records
Graduation Plan Category	Fiscal Year	Month	Year	Grade Level	Course	Course Desc	Term	Part	Grade Value	Credit Earn	Schedule Credit	
A	2015	December	2014	09	1010	ENGLISH 1	S1	1	83	0.5		
A	2015	June	2015	09	1010	ENGLISH 1	S2	2	78	0.5		
A	2016	December	2015	10	1171	PREAP ENGLISH 2	S1	1	86	0.5		
A	2016	June	2016	10	1171	PREAP ENGLISH 2	S2	2	93	0.5		
A	2017	December	2016	11	1210	ENGLISH 3	S1	1	91	0.5		
A	2017	June	2017	11	1210	ENGLISH 3	S2	2	83	0.5		
A	2018			12	1310	ENGLISH 4	S1	1			0.50	
B	2014	December	2013	08	4650	ALGEBRA 1	S1	1	73	0.5		
B	2014	June	2014	08	4650	ALGEBRA 1	S2	2	77	0.5		
B	2016	December	2015	10	4680	PREAP GEOMETRY	S1	1	72	0.5		
B	2016	June	2016	10	4670	GEOMETRY	S2	2	79	0.5		

**Graduation Plan tab (partially illustrated) with credit summary information for a graduation plan**

In the Student Category Summary panel, text in the Graduation Plan Category and Credit Required columns is color coded to help you easily identify a student's progress towards his or her graduation plan. The colors used are listed below.

- Red text indicates the student is still under credits for the category (even if you take in to account scheduling with transcript).
- Green text indicates the student has met or is over credits for the category (considering transcript).
- Blue text indicates the student has met or is over credits for the category(if adding scheduled to transcript causes them to meet or be over)

## SECTION IV: MONITORING LEAVERS

## STEP 1- PROCESS THE STUDENT SCHEDULES AND SAVE AS PDF:

1. Process the TEAMS student schedules report before your campus commences the TEAMS “No Show” Process.
2. Save the student schedules as a pdf document to your desktop. You may need this report to recover schedules that get dropped accidentally during the NS process.

## STEP 2-IDENTIFY “NO SHOWS”

### Method 1- Instructions for using Query Builder to list No Show students *(only valid for schools that used the OE tardy code:)*

1. Navigate to the “My Query Builder” menu and select the “Query Builder” function. Select table view V\_DONNA\_ENR\_STU\_WITHOUT\_OE. Select ‘=’ as the Operator. Select field CMP and enter your campus number in the “Value” field. Click the “Insert” button and then the “Execute” button. Make sure “Max Rows” value is greater than the “Query Returns” value. Change the Max Rows value and rerun the query if you need get the correct record count.
2. Sort the data by grade level and then Last name/First Name. Print the list by selecting the “View PDF” tab. You can also opt to download the data to Excel by selecting the “Export to Excel” button.
3. Proceed to the Step 3: “No Show” TEAMS Process options.

The screenshot shows the SQL Builder interface with the following components and annotations:

- Profiles:** Includes fields for Profile, New Profile, and Filter Profile, along with Delete Profile and Save Profile buttons.
- Criteria:**
  - Database: TEAMS
  - Table: V\_DONNA\_ENR\_STU\_WITHOUT\_OE
  - Column: CMP
  - Operator: =
  - Value: 048
  - Tags: (empty)

Annotations for Criteria:
  - A box labeled "Select this query view" points to the Table field.
  - A box labeled "Select the Column, Operator, & Value as shown to create the query command. Note: Substitute the campus number value for your campus number" points to the Column, Operator, and Value fields.
  - A box labeled "Click the 'Execute' button to generate the query data" points to the Execute button.
- Results:**
  - Max Rows: 500
  - Buttons: View PDF, Export to CSV, Export to Excel, Reset
  - PDF Orientation: Portrait (selected), Landscape

Annotations for Results:
  - A box labeled "update the max rows value to the Query Returns amount.." points to the Max Rows field.
  - A box labeled "Click this button to export the data to an Excel document." points to the Export to Excel button.

### Method 2 - Instructions for using the class roster report to identify No Shows:

1. Hover the cursor over the TEAMS “Home” button and select “My Reports Profile”. Navigate to the **Student > Scheduling > Student Class Roster** tree and enter the parameters as shown in the example below. Elementary schools must use the homeroom course. Secondary campuses will need to select a class period when all grade levels are in class---avoid lunch periods where A/B block times that overlap. See report parameter example below.
2. The attendance/PEIMS clerks will print the class roster for the selected period or course and provide them to the teachers. Clerks need to be sure the substitute receives the correct roster for course sections with “No Assignment” (vacancies) in the Position field.
3. Teachers will mark NS beside the names of students who have never enrolled in their course section and then return the completed roster to the attendance or PEIMS clerk. See roster example below.
4. PEIMS/Attendance clerk will use the TEAMS “No Show” process to remove the **08/19/2022** enrollment line. Secondary campuses will use leaver reason **98-Dropout** and elementary campuses will use leaver reason **No Show**. Campus personnel can “No Show” students
  - Individually by student
  - By course section, or
  - By Grade Level. Examples of the TEAMS No Show process by course section & grade level are shown below.

Please note that schedule changes created after you print the class rosters may cause the receiving teacher to mark a student no show. This issue may occur more often at both High Schools due to their A/B block schedule configuration.

### **Method 3 - Instructions for using report “Students without course requests” to identify No Shows:**

1. The attendance or PEIMS clerks will print the “Student without Course Requests” report.
2. As implied in the name by the report name, this report will only print students who have zero (0) course requests. It is my estimation that 90% to 95% of the students appearing in this report are true no-shows. Just to be safe you will need to carefully review the report to ensure students on this report are NOT;
  - students who are recent enrollees,
  - students in the process of having a TEAMS schedule created, or
  - students who were simply overlooked in the scheduling process and are physically present at your campus.
3. The attendance or PEIMS clerk will use the “No Show” entry point to remove the **09/08/2020** enrollment line. Secondary campuses will use leaver reason **98-Dropout** and elementary campuses will use leaver reason **No Show**. See pages 4 thru 7 for examples of the TEAMS No Show process.

## Printing the Student Class Roster report

**Report Profiles** | **Report Queue**

☒ Standard ☐ Dashboardable

Filter

- Report Management
- Business
- Student**
  - Student Labels
  - Textbook
  - Scheduling**
    - Campus Course Catalog
    - Student Schedules
    - Student Schedules with Endorsement Specialization
    - Mass Student Schedules**
    - Course Requests By Student
    - Course Request Conflicts
    - Course Request Totals
    - Sections Balancing By Course
    - Course Requests By Grade
    - Course Requests By Course
    - Students Without Course Requests
    - Students With Unscheduled Course Requests
    - Teacher Availability
    - Sections By Date
    - Sections
    - Room Availability
    - Student Class Roster By Date
    - Student Class Roster**
      - DNHS CC
      - ELEM**
      - Garza
      - HS
      - MS
      - Ochoa
      - Runn
      - SUMMER SCHOOL
    - Student Class Roster Period Attendance
    - Student Class Roster With Period Attendance And Dates
    - Student Class Roster - Donna
    - Student Class Roster Listing**

### Student Class Roster

Listing of Students By Date within each Course and Sections

Campus:	★	Capt. D. Salinas II Elementary	▼	select the current school year
Fiscal Year:	★	2020	▼	
Calendar ID:	★	Traditional	▼	Run for each Calendar ID per campus Select 'S1' to avoid printing duplicate class rosters
Term:	★	S1	▼	
Day Period:	★	THR	▼	Elementary schools need to select the 'HMROOM' course Secondary need to us Value 'ALL'
Course:	★	HMROOM	▼	
Section:	★	ALL	▼	
Teacher:	★	ALL	▼	
Include Ethnicity?:	★	No	▼	
Include Parent/Guardian Phone?:	★	No	▼	
Include Private Phone	★	No	▼	
Numbers?:		No	▼	
Omit Student ID?:	★	No	▼	
Print PCN?:	★	No	▼	
Suppress Rosters for Child	★			
Sections Connected Within		N	▼	
Campus?:				
Only include students with completed online registration:	★	No	▼	
Sort Order:	★	By Teacher	▼	Select the 'By Teacher'

Profile Name:

Request Report
 Save
 Delete

Changing the parameters for a Profile will affect all the schedule reports of the Profile

to run the report click Request Report

<b>Campus:</b>	Runn Elementary	<b>Date:</b>	8/27/2014
<b>FY:</b>	2015	<b>Time:</b>	9:19:55AM
<b>Calendar:</b>	Traditional		

## Student Class Roster

Keep note of the course id and section number. You will need this information to complete the no-show process

Course	Description	Duration	Section	Teacher Name	Term/Dav/Period
HMRROOM	HOME ROOM	YR	51	Aerilano, Sylvia	C-13 S1/T/HR

Student Name	ID	Gender	DOB	Campus	Course	Section	Grade	Part	Status
Garcia, Alex/Theresa		M	12/12/2000				05		Finalized
Garcia, Isabella/Maria		F	08/12/2000				05		Finalized
Garcia, Tony/Steven		M	08/12/2000				05		Finalized
Garcia, Yvonne/Lydia		F	12/12/2000				05		Finalized
Garcia, Yvonne/Lydia	63894	F	08/18/2000				05		Finalized
Garcia, Miguel	42790	M	08/18/2000				05		Finalized
Hernandez / Thomas/Paula	63936	F	02/14/2000				05		Finalized
Huerta / Gabriela	65803	M	08/12/2000				05		Finalized
Kelly, Nathan	98635	M	08/12/2000				05		Finalized
Rodriguez / Jose/Melissa	63797	M	08/18/2000				05		Finalized
Rodriguez / Wilson/Jessica	67634	M	10/18/2000				05		Finalized
Sellers, Benjamin	63813	M	08/17/2000				05		Finalized
Torres/Melissa/Kyle/Thomas	79852	M	08/12/2000				05		Finalized
Velez, Maria/Gabriela	39758	F	10/10/2000				05		Finalized
Torres, Gabriela	64940	F	08/17/2000				05		Finalized
Torres, Oscar	56008	M	07/12/2000				05		Finalized

**Student Total:** 16

## STEP 3 – “NO SHOW” TEAMS PROCESS OPTIONS

### Method 1 - No Show Process by Course Section

### My Entry Points

[My Entry Points](#)[Information Center](#)[SPECIAL POPS](#)[MY DASH](#)[Things to Approve](#)[DISD ONLINE](#)[Discipline](#)

Welcome,

<b>Student Enrollment</b>	<b>Employee Setup</b>	<b>Unique ID ET</b>
Maintain Student	<b>Requisitions</b>	<b>My Discipline</b>
Enroll/Transfer	<b>SUB 2 Reports</b>	<b>SUB 3 Reports</b>
Withdraw	<b>Summer School Setup</b>	<b>First Day Reports</b>
<b>No Show</b>	<b>MASTER MENU</b>	<b>Student Flex Attendance</b>
Scheduling	<b>Mileage Reimbursement Setup</b>	<b>Mass Add Perf Acknowledgements</b>
Course Sections	<b>Online Documents</b>	<b>Employee Self Serve</b>
Student - Maintain Transcripts	<b>Workers Comp Maintenance</b>	<b>Travel Maintenance Setup</b>
Projected Student Search	<b>Travel Request Maintenance</b>	<b>Maintain Student Intervention Strategy</b>
District Course Search		
Campus Course Search		
Student Attendance Search		

### No Show Student Search

[Search](#)[Search Results](#)

**Search Criteria**

Campus: ★ Runn Elementary

Fiscal Year: 2020

Last Name:

First Name:

Birthdate:

☒ Begins With ☐ Exact

OR

Local ID:

OR

SSN/State ID:

**Optional (For Mass No Show)**

Calendar: Traditional

Grade: KG

Course ID: HMROOM

Section ID:

[Search](#)

Elementary View

Search Search Results

### Matching Students

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Gender	Birthdate	Grade	Last Entry Date
98703		John		McDonald	M	08-11-1999	05	08-25-2014
65836		Anthony		McDonald	M	08-11-1999	05	08-25-2014
75410		Travis	David	McDonald	M	08-11-1999	05	08-25-2014
98717		Anthony		McDonald	M	08-11-1999	05	08-25-2014
63894		Travis		McDonald	M	08-11-1999	05	08-25-2014
42790		John		McDonald	M	08-11-1999	05	08-25-2014
63936		Anthony		McDonald	M	08-11-1999	05	08-25-2014
65803		Anthony		McDonald	M	08-11-1999	05	08-25-2014
98635		Travis		McDonald	M	08-11-1999	05	08-25-2014
63797		John	Michael	McDonald	M	08-11-1999	05	08-25-2014
67634		Travis		McDonald	M	08-11-1999	05	08-25-2014
63813		Anthony		McDonald	M	08-11-1999	05	08-25-2014
79852		John	Michael	McDonald	M	08-11-1999	05	08-25-2014
39758		Travis		McDonald	M	08-11-1999	05	08-25-2014
64940		Anthony		McDonald	M	08-11-1999	05	08-25-2014
56008		John		McDonald	M	08-11-1999	05	08-25-2014

record count: 16 of 16

**Add Remove**

Select the student names that were identified "No Show" and click the "Add" button

### Selected Students

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Birthdate	Grade	Last Entry Date
----------	--------------	------------	-------------	-----------	-----------	-------	-----------------

record count: 0 of 0

### Leave Reason/Comments

Leave Reason: \*

Leave Comments:

Characters remaining: 500 (500 max)

**No Show**

Search Search Results

### Matching Students

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Gender	Birthdate	Grade	Last Entry Date
65836		Anthony		McDonald	M	08-11-1999	05	08-25-2014
75410		Travis	David	McDonald	M	08-11-1999	05	08-25-2014
98717		Anthony		McDonald	M	08-11-1999	05	08-25-2014
63894		Travis		McDonald	M	08-11-1999	05	08-25-2014
63936		Anthony		McDonald	M	08-11-1999	05	08-25-2014
65803		Anthony		McDonald	M	08-11-1999	05	08-25-2014
98635		Travis		McDonald	M	08-11-1999	05	08-25-2014
63797		John	Michael	McDonald	M	08-11-1999	05	08-25-2014
67634		Travis		McDonald	M	08-11-1999	05	08-25-2014
63813		Anthony		McDonald	M	08-11-1999	05	08-25-2014
39758		Travis		McDonald	M	08-11-1999	05	08-25-2014
64940		Anthony		McDonald	M	08-11-1999	05	08-25-2014
56008		John		McDonald	M	08-11-1999	05	08-25-2014

record count: 13 of 13

**Add**

Confirm the correct student information was transferred to the "Selected Student" section.

### Selected Students

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Birthdate	Grade	Last Entry Date
98703		John		McDonald	08-11-1999	05	08-25-2014
42790		John		McDonald	08-11-1999	05	08-25-2014
79852		John	Michael	McDonald	08-11-1999	05	08-25-2014

record count: 3 of 3

### Leave Reason/Comments

Leave Reason: \*

Leave Comments:

Characters remaining: 500 (500 max)

**No Show**

**Return**

For elementary schools: Select the "NS - No Show" leave reason.

For Secondary schools: Select "98 - Other Dropout Reason"

Click "No Show" to complete the process for this class roster.



## Method 2 - No Show Process by Grade Level

### No Show Student Search

**Search**Search Results

Search Criteria

Campus:★ Donna High School

Enter Campus Name

Last Name:

First Name:

Birthdate:

☒ Begins With ☐ Exact

OR

Local ID:

OR

SSN/State ID:

Optional (For Mass No Show)

Calendar:MG

Grade:09

Course ID:

Section ID:

Select the proper **Calendar Type** and **Grade Level**.

Secondary View

Q Search

Search Search Results

**Matching Students**

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Gender	Birthdate	Grade	Last Entry Date
58113							08	08-25-2014
35369							08	08-25-2014
41186							08	08-25-2014
45525							08	08-25-2014
49205							08	08-25-2014
75654							08	08-25-2014
39289							08	08-25-2014
67314							08	08-25-2014
77451							08	08-25-2014
49290							08	08-25-2014
46129							08	08-25-2014
41028							08	08-25-2014
94899							08	08-25-2014
79704							08	08-25-2014
52567							08	08-25-2014
45397							08	08-25-2014
47420							08	08-25-2014
81307							08	08-25-2014
81558							08	08-25-2014
41039							08	08-25-2014
74120							08	08-25-2014

record count: 292 of 292

Add Remove

**Selected Students**

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Birthdate	Grade	Last Entry Date
----------	--------------	------------	-------------	-----------	-----------	-------	-----------------

record count: 0 of 0

**Leave Reason/Comments**

Leave Reason: \*

Leave Comments:

Characters remaining: 500 (500 max)

Select all students identified as "No Show" for this grade level and click "Add".

Search Search Results

**Matching Students**

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Gender	Birthdate	Grade	Last Entry Date
45407							08	08-25-2014
54474							08	08-25-2014
77422							08	08-25-2014
94912							08	08-25-2014
65240							08	08-25-2014
68595							08	08-25-2014
48215							08	08-25-2014
97640							08	08-25-2014
49189							08	08-25-2014
47178							08	08-25-2014
75130							08	08-25-2014
49260							08	08-25-2014
54587							08	08-25-2014
52481							08	08-25-2014
98631							08	08-25-2014
94768							08	08-25-2014
49121							08	08-25-2014
52113							08	08-25-2014
97273							08	08-25-2014
64734							08	08-25-2014
38496							08	08-25-2014

record count: 288 of 288

Add Remove

**Selected Students**

Sort | Clear Sorted by: (default)

Local ID	SSN/State ID	First Name	Middle Name	Last Name	Birthdate	Grade	Last Entry Date
75654							
94899							
74120							
35294							

record count: 4 of 4

**Leave Reason/Comments**

Leave Reason: \*

Leave Comments:

Characters remaining: 500 (500 max)

No Show

1) Verify the correct student information was transferred to the "Selected Students" section. You can move an incorrect selection back to the "Matching Students" section by selecting the student name and then clicking the "Remove" button.

2) Select the leave reason:  
Elementary schools will use the "NS - No Show" code  
Secondary schools will use the "99 - Other Dropout Reason" code.

3) Click "No Show" to complete the process

**Note:** Your campus may "no show" students that are actually present. This is why it is important to complete Step 1 and process the student schedules first. This will help you restore a student schedule after an unintended "no show" action.

## TEAMS School Leaver Report parameters:

**Report Profiles** | **Report Queue**

Standard | Dashboardable

**Filter**

- Report Management
- Business
- Student
- Student Labels
- Textbook
- Scheduling
- Enrollment
  - Student Withdrawal Form
  - Enrolled Student Listing
  - Student Enrollment
  - District - Enrollment Counts
  - District Enrollment Counts By Date
  - Student Listing
  - Student Listing With Address
  - Students With Hold Numbers
  - PK Eligibility
  - Campus Enrollment Summary By ADA
  - Days Membership Summary - Donna
  - Campus Ethnic Breakdown
  - Student Withdrawal Form - Mass No Show
  - Student Cohort Report - Donna
  - Transfer From Report
  - Transfer Tag Report
  - Transfer To Report
  - Campus No Show Report
  - District No Show Report
  - Student Escalations Report
  - PET
  - Magnet Report By Receiving Campus
  - Magnet Applications By Current Campus
  - Locker Assignments
  - School Leavers Report**
  - 3d

**School Leavers Report**

Campus: Donna High School

Fiscal Year: 2018

Print Contact Information?: Yes

Include No Shows with Last Year: Yes

Campus?:

Leaver Group to Include?: All Leavers

Grade Levels Included: ALL

Sort Order: Grade/Name

Employee ID: 911275

Profile Name: DHS 2018

**Request Report** **Save** **Delete**

Changing the parameters for a Profile will affect all the schedule reports of the Profile

Leaver History will show withdrawals from last year and recent No-Show records.

"Leaver Qualified" are last year 7th thru 12th.

## REVIEW OF PEIMS TSDS REPORTS

PEIMS Coordinator will review all TSDS PEIMS errors concerning the 203 record. If the errors cannot be corrected, the personnel will annotate the reason. These remarks will be maintained for audit purposes.

PEIMS Coordinator and Campus Attendance clerks will review the list of under and over reported leavers generated in the PEIMS system. In each instance where the data cannot be corrected the designated personnel will annotate the reason. These remarks will be maintained for audit purposes.

*Note: If the status of a student found in the list of underreported cannot be determined, the student will be assigned a leaver code of "98-dropout".*

PEIMS Department will review and correct all PID errors. All errors will be corrected no later than the campus deadline for validating data.

## STORAGE OF RECORDS

Records must be stored in a manner that assures they will be readily accessible in order to meet audit requirements. Campus staff will use the documentation standards as outlined in the Attendance Accounting Handbook and in the PEIMS Data Standards. PEIMS records must be retained and subsequently destroyed in accordance with State requirements. PEIMS Leaver records must be maintained for a period of at least 5 years.

Student Records must be physically locked and secure from unauthorized entry. These include original and copies of all withdrawal documents. Restricted access by authorized personnel (i.e.: Principal, Assistant Principal, Counselors, Registrar, and PEIMS/Attendance Clerk) only should also be enforced.

## COMPUTER SYSTEM SAFEGUARDS

All users connected to the TEAMS software must have unique passwords and separate access to the database. Nightly backups of the data will be stored in a secure location. End of Year backups as well as programs used to generate the data will be stored in the event that the reports have to be generated for audit purposes.

## SECTION V: POTENTIAL PROBLEMS IN CASE OF COMPLIANCE AUDITS

## LEAVER CODE DISCREPANCIES

Leaver Code Discrepancies caused by not following Appendix D guidelines (lack of supporting documentation: ex: no verification of students returning to home country).

Leaver code assigned to students was incorrect (documentation in the student file does not explain or support the leaver code assigned to the student).

## WITHDRAWAL RECORDS DISCREPANCIES

- Not properly completed (ex: no indication of the school name and address where the student is planning to attend).
- Not signed by students, parent or guardian.
- Not signed by the authorized personnel (ex: the record was signed by the counselor's clerk and not by the counselor).
- Not checking off the role of personnel signature
- Missing Dates next signature
- No withdrawal form on file.
- The reason for withdrawal was not specific (ex: Writing down "Returning to Home Country").
- Instead of specifying what city, state, country.
- The words of "Intent to enroll" in the Comments section of the Withdrawal Form.  
"Intent to" is no longer allowed by TEA when Leaver code 24, 60, 81, or 82 is used.
- School information incomplete/not completed
- Use of White out (any corrections, changes, and/or additions need to be initialed and dated on the existing forms).

**Note: Leaver records must be kept on campus and available for administrative review and audit purposes for at least five years.**

## LEAVER FOLDER PRESCRIBED ORDER

Student Label should have the following below:

- Leaver Year 2022-2023
- Student Last Name and First Name
- Student ID and Grade Level

The following information will be kept in the leaver green folder in this prescribed order below:

- Leaver Code Update Form-If applicable
- Leaver Tracking Form-Withdrawals
- Withdraw Forms with all required signatures
- [Student Enrollment](#) of Verification
- TSDS Copy of Enrollment
- Notice of Failure to Enroll Form
- Supporting Documentation (Parent Letters, Home Visit Logs, Academic Achievement record, homeschool letter, Etc.)

Print in Light Yellow

Print in Light Green

Stapled Together

Out of State Only

See Sample Copy

Print in Light Red

The screenshot displays the TSDS Unique ID system interface. At the top, it says "tsds Texas student data system" and "TSDS Unique ID". Below this, there's a section for "UNIQUE ID HOME" and "Person Search - Individual Person Information". A search bar shows "Alejandro Torres" with a unique ID "5663073720". Below the search bar, there's a table with columns: LEA, LEA CODE, CAMPUS, PERSON TYPE, GRADE LEVEL, ENROLLMENT YEAR, ENROLLMENT MONTH, ENROLLMENT DAY, ENROLLMENT STATUS, and ENROLLMENT SOURCE. The table lists several enrollment records for Alejandro Torres, including dates like 08/11/2020, 08/16/2019, 08/10/2018, 08/10/2017, and 08/07/2016, all with a status of "Enroll" and source "TSIS".

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in the district website, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education 400

Maryland Avenue, SW Washington, D.C. 20202-8520



# Donna Independent School District

Responsible Individual(s) for Campus Leaver Processing Form

DESIGNATED CAMPUS PEIMS DATA ENTRY PERSONNEL			
Campus	Staff Member	Title	Contact
District Attendance Office	Jessica Morado	District PEIMS/Attendance	956-464-1768
District Attendance Office	Edward Padilla	District Attendance Coordinator	956-461-4322
District PEIMS Office	Javier Guevara	District PEIMS Coordinator	956-464-1768
Donna High School	Rosie Rodriguez	Attendance Clerk	956-464-1700
Donna High School	Jenni Yanez	Attendance Clerk	956-464-1700
Donna North High School	Jasmine Larin	Attendance Clerk	956-464-4190
Donna North High School	Veronica Alegria	Attendance Clerk	956-464-4190
AP Solis Middle School	Elizabeth Colunga	PEIMS Clerk	956-464-1650
Veterans Middle School	Sylvia Bustamante	PEIMS Clerk	956-464-1350
Sauceda Middle School	Faustina Vargas	PEIMS Clerk	956-464-1360
Todd Middle School	Laura Zamora	PEIMS Clerk	956-464-1800

DESIGNATED CAMPUS PERSONNEL TO REVIEW PEIMS CODES, REPORTS AND DOCUMENTATION			
Campus	Staff member	Title	Contact
Donna High School	Sergio Garza	Asst. Principal	956-464-1700
Donna North High School	Celina Garza	Asst. Principal	956-464-4190
AP Solis Middle School	Mary Rodriguez	Principal	956-464-1650
Veterans Middle School	Claudia Guerrero	Principal	956-464-1350
Sauceda Middle School	Karina Robledo	Principal	956-464-1360
Todd Middle School	Nelda Calderon	Principal	956-464-1800

Questions that cannot be resolved at the campus level will be referred to: Jessica Morado or Mr. Javier Guevara



## SECTION VI: LEAVER FORMS



# Donna Independent School District

## Student Record Request Form

**Instructions:** Please complete, sign, and date this form. Place this form in the student's green leaver folder.

Petitioner Information	
Date (mm/dd/yyyy)	/ /
Time (hh:mm)	: am pm
State	
School District	
Campus / Department	
Name of Petitioner	
Title of Petitioner	
Phone Number	( ) -
Information Requested	
Information Delivery	<input type="checkbox"/> Faxed <input type="checkbox"/> Mailed <input type="checkbox"/> Other_____

Student Enrollment Status (Check One) ☐ Enrolled ☐ Attempting to Enroll

Student Information	
Campus #	
Student Name	
Grade Level	
Birth Date	
Local Student ID	

OFFICE USE ONLY	
Leaver Reason Code	
Signature of Campus Administrator	
Title of School Administrator	
Signature of Attendance Clerk/Liaison	



# Donna Independent School District

## Leaver Code Update Form

**Instructions:** Please complete, sign, and date this form. Place this form in the student's green leaver folder.

Student Information	
Unique ID	Student Name
Birth Date	Local Student ID
Leaver Campus #	Date of Leaver Code Change

Prior Leaver Code:
Reason for Leaver Code Change:

New Leaver Code:

OFFICE USE ONLY	
Signature of Campus Administrator	
Title of Campus Administrator	
Date Signed by Administrator	
Signature of Attendance Clerk/Liaison	



# Donna Independent School District

## Leaver Tracking Form-Withdrawal

1

**Instructions:** Please complete, sign, and date this form. Place this form in the student's green leaver folder.

Student Information (To be completed by Attendance/Liaison Staff)	
Unique ID	Student Name
Birth Date	Local Student ID
Campus #	Date & Time of Day

Withdrawal Information (To be completed by Parent/Guardian or attendance/liaison staff)	
Reason for Withdrawal	
State of Intended Enrollment (If applicable)	
District of Intended Enrollment (if available)	

Oral Statement:

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Withdrawal information obtained: ☐ In Person ☐ Home Visit ☐ Phone \_\_\_\_\_

Person Contacted & Relationship to Student: \_\_\_\_\_  
(Parent / Neighbor, e.g.)

School Representative Receiving W/D Info: \_\_\_\_\_

OFFICE USE ONLY	
Leaver Reason Code	
Signature of Campus Administrator	
Date Signed by Campus Administrator	
Title of Campus Administrator	
Signature of Attendance Clerk/Liaison	



# Donna Independent School District

## Leaver Tracking Form-No Shows

**Instructions:** Please complete, sign, and date this form. Place this form in the student's green leaver folder.

Student Information	
Unique ID	Student Name
Birth Date        /        /	Local Student ID
Leaver Campus #	Date & Time of Day

Withdrawal Information	
Reason for Withdrawal	
State of Intended Enrollment (If applicable)	
District of Intended Enrollment (If available)	

Oral Statement:

Withdrawal information given via:    ☐ In Person    ☐ Home Visit    ☐ Phone

Person Contacted & Relationship to Student: \_\_\_\_\_  
(Parent / Neighbor, e.g.)

School Representative Receiving W/D Information: \_\_\_\_\_

OFFICE USE ONLY	
Leaver Reason Code	
Signature of Campus Administrator	
Date Signed by Campus Administrator	
Title of Campus Administrator	
Signature of Attendance Clerk/Liaison	



# Donna Independent School District

## Notice of Failure to Enroll

This letter serves as your official warning of Section 25.085 and Section 25.093 of the Texas Education Code as outline below:

**Section: 25.085 of the Texas Education Code, Compulsory School Attendance:**

- (a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
- (b) Unless specifically exempted by Section 25.086 (Exemptions), a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 19th birthday shall attend school.

**Section: 25.093 of the Texas Education Code, Parent Contributing to Nonattendance:**

A parent with criminal negligence fails to require the child to attend school as required by law, and the child is absent from school on ten or more days or parts of days within a six month period in the same school year, the parent commits an offense.

**SCHOOL ENROLLMENT AND ATTENDANCE IN MANDATORY IN TEXAS.** Compulsory attendance law requires students that are 6-19 years of age to be enrolled and holds parents legally responsible from contributing to non-attendance.

Please understand that we are required to inform you of potential criminal charges against you if your child/children are not enrolled by the start of the **2022-2023** school year.

It is your duty to **ENROLL** your child by \_\_\_\_\_ in a school district, an open-enrollment charter school or a certified on-online educational program. Failure to do so could result in your prosecution under *Texas Education Code 25.093*.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_



# Donna Independent School District

## Enrollment Verification Form

### RECEIVING SCHOOL'S INFORMATION

The following information is being requested in order to track students that have withdrawn from our school district. Please let us know if the named student below is enrolled at your campus. If you have any questions or require additional information, please do not hesitate to contact our office at (956) 783-1332. Your assistance is greatly appreciated.

<b>ATTENTION: REGISTRAR/RECORD CLERK</b>		<b>DATE:</b>
School District Name: _____		
Name of Campus: _____		
<b>REQUESTING: ENROLLMENT VERIFICATION FOR THIS STUDENT AT YOUR CAMPUS</b>		
Student Name: _____		UID: _____
First Name	Middle Name	Last Name
Date of Birth: _____		
<b>PLEASE COMPLETE THE FOLLOWING:</b>		
<input type="checkbox"/> Yes, the student is <u>currently</u> enrolled at our school      Date Enrolled: _____		
<input type="checkbox"/> Yes, the student was <u>previously</u> enrolled at our school      Date Withdrawn: _____		
<input type="checkbox"/> No, this student has never enrolled at our school		
_____ School Official Name (Please Print)		_____ Title
_____ Signature		_____ Date
<b>PLEASE FAX BACK TO DONNA ISD</b>		
PEIMS/Attendance Clerk: <u>John Doe</u>		
School: <u>High School</u>		
Phone: <u>956-783-1332</u> Fax: <u>956-464-1934</u>		



# Donna Independent School District

## Leaver Tracking Form-Withdrawal (Home School)

**Verification by the parent/guardian.** A letter, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Letters from parents/guardians must indicate the actual date home schooling began.

Student Information (To be completed by Attendance/Liaison Staff)	
Grade Level	Student Name
Birth Date	Local Student ID
Campus #	Date & Time of Day

Written Statement from Parent/Guardian:

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Parent/Guardian Signature: \_\_\_\_\_

Date Home School Began: \_\_\_\_\_

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

	OFFICE USE ONLY
Leaver Reason Code	
Signature of Campus Administrator	
Date Signed by Campus Administrator	
Title of Campus Administrator	
Signature of Attendance Clerk/Liaison	

\*\*\* STAPLE A COPY OF THE PARENT'S ID TO THIS FORM \*\*\*



## SECTION VII: LEAVER FLOW CHARTS



# Donna Independent School District

For students who withdraw during the school year

## TASKS (Steps)

## Staff member(s) responsible (if applicable)

1. Student declare intent to withdraw



2. Withdrawal interview conducted



3. Completion of withdrawal form (must be done within 10 days of student leaving district)



4. Correct leaver code assigned to withdrawal form and Leaver Withdrawal Form (Appendix A) based on interview information.



5. Student Green Leaver Folder updated with leaver documentation



6. Copy of leaver coding sent to data entry clerk



7. Data entry clerk enters codes and generates reports



8. Verification of reports/codes by designated staff



9. Make corrections/updates as needed – go to step 6

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# Donna Independent School District

For students who DO NOT declare intent to withdraw during the school year

## TASKS (Steps)

Staff member(s) responsible (if applicable)

1. Student quits attending school



2. Determine whereabouts of student to initiate withdrawal procedures



3. Withdraw student according to district policy



4. Assign correct leaver code with information obtained in step 2. Student Green Leaver folder updated with leaver documentation



5. Generate list of students - start conducting home visits, mailouts, phone calls to determine a withdrawal/leaver code for these students



6. If student is found not enrolled in school, encourage student to re-enroll



7. Copy of leaver coding sent to data entry clerk – clerk enters codes and generates reports



8. Verification of reports/codes by designated staff



9. Make corrections/updates as needed – go to step 7

## SECTION VIII: LEAVER REASON CODE TABLE

## LEAVER-REASON-CODE CODE TABLE (ABBREVIATED) C162-A

Code	Translation
01	Graduated - Student graduated
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 - Student withdrew from/left school to return to family's home country
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 attend school and assigned to a medical or residential treatment facility.
24	Student entered college and is working towards an Associate's degree or Bachelor's degree
60	Student is Home Schooled - Student withdrew from/left school for home schooling
66	Removed-Child Protective Svcs - Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment
78	Expelled, Cannot Return - Student was expelled under the provisions of TEC §37.007 and cannot return to school
81	Enroll In TX 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
83	Administrative Withdrawal - Student was withdrawn from school by the district when the district discovered that the student was not a resident at the time of enrollment or had falsified enrollment information, proof of identification was not provided, or immunization records were not provided
85	Graduated outside Texas-Returned-Left Again - Student graduated outside Texas, returned to school, and left again
86	GED outside Texas - Student received a GED outside Texas, returned to school to work toward the completion of a high school diploma, and then left; or student earned GED outside Texas after leaving Texas public schools
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
88	Court-ordered to a GED program, has not earned a GED – Student was ordered by court to attend a GED program and has not earned a GED certificate
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
90	Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children
98	Other – Student was not enrolled within the school-start window for a reason not listed, student dropped out, or a reason for leaving is unknown
<b>Local Leaver Codes</b>	
80	Enrolled in Texas School – Student withdrew from/left school to enroll in a public school in Texas
*82	Enroll In School Outside Texas - Student withdrew from/left school to enroll in a public or private school

