
Waco ISD Leavers Manual

PEIMS Specialist/Registrar

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WACO INDEPENDENT SCHOOL DISTRICT

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Overview

The following document outlines the state and local policies regarding the processing of student withdrawals and the appropriate application of leaver codes based on the documentation received upon withdrawal.

PEIMS Leaver Data - Leaver Reason Codes and Documentation Requirements

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

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- withdrawn by school district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

Leaver data is not submitted for students who enroll in other Texas public school districts or charters and students who obtain high school equivalency certificates at Texas examination sites by August 31. Students who move to other Texas public school districts are considered movers, not leavers. Documentation as described in this section is not required for movers; districts may wish to develop local policy on documentation for movers. The Unique ID Enrollment Tracking may be used to establish tentative local documentation that students are movers. The final determination of whether students are movers will be made by TEA.

Local policy in this section refers to a district or charter's leaver policies and procedures.

General Documentation Requirements

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required for all leaver reason codes. Documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section.

Documentation supporting use of a leaver reason code must exist in the district at the time the leaver data are submitted, i.e., no later than the PEIMS Submission 1 January resubmission date.

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 should also be signed for the student by a:

- parent, or
- guardian, or
- responsible adult as recorded in school records, such as a foster parent or a probation officer, or
- qualified student. A qualified student is one who, at the time he/she stops attending school:
 - is married, or
 - is 18 years or older, or
 - has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student.

An original signature is not required on withdrawal forms received in the district by fax.

Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student. 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 parent's 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.

Leaver Reason Codes - C162

Code	Translation
1	Graduated From A Campus In This District Or Charter: Student graduated from a campus in this district or charter
85	Graduated Outside Texas Before Entering A Texas Public School-Entered A Texas Public School-Left Again: Student graduated outside Texas before entering a Texas public school, entered a Texas public school and left again
86	High School Equivalency Certificate OutsideTexas: Student received a high school equivalency certificate outside Texas, returned to school to work toward the completion of a high school diploma, and then left; or student earned high school equivalency certificate outside Texas after leaving Texas public schools
90	Graduated From Another State Under Provisions Of The Interstate Compact On Educational Opportunity For Military Children: Per TEC 162.002, student lives in the household of an active-duty military serviceperson, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.
24	College, Pursue Associates or Bachelors Degree: Student withdrew from/left school to enter college and is working towards an Associates or Bachelors degree

60	Home Schooling: Student withdrew from/left school for homeschooling
66	Removed-Child Protective Services: Student was removed by Child Protective Services (CPS) and the district has not been informed of the students current status or enrollment
81	Enroll In Texas Private School: Student withdrew from/left school to enroll in a private school in Texas
82	Enroll In School Outside Texas: Student withdrew from/left school to enroll in a public or private school outside Texas
87	Enroll In University High School Diploma Program: Student withdrew/left school to enroll in the Texas Tech University ISD High School Diploma Program or University of Texas at Austin High School Diploma Program
78	Expelled, For Offense Under TEC 37.007, Cannot Return: Student was expelled under the provisions of TEC 37.007 and cannot return to school
83	Withdrawn By District Because Not Entitled To Enrollment: Student was attending and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was not entitled under other provisions of TEC 25.001 or as a transfer student, or c) was not entitled to public school enrollment under TEC 38.001 or a corresponding rule of the Texas Department of State Health Services because the student was not immunized.
3	Died: Student died while enrolled in school or during the summer break after completing the prior school year
8	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 a medical or residential treatment facility
88	Court-Ordered To A High School Equivalency Program,Has Not Earned A Texas Certificate Of High School Equivalency (TxCHSE): Student was ordered by a court to attend a high school equivalency program and has not earned a TxCHSE
89	Incarcerated In State Jail Or Federal Penitentiary As An Adult: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult
98	Other: Student was not enrolled within the school-start window for a reason not listed, student dropped out, or reason for leaving is unknown

PEIMS Leaver Data - Documentation Requirements by LEAVER-REASON-CODE

In addition to general documentation requirements, requirements specific to leaver reason codes also apply. Following are the specific documentation requirements by leaver reason code. They are grouped into four major categories: graduated or received an out-of-state high school equivalency certificate, moved to other educational setting, withdrawn by school district, and other reasons.

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

School leavers with these LEAVER-REASON-CODEs are counted as dropouts for federal accountability purposes: 08, 20, 88, 89, and 98.

These designations are provided for information purposes only. They are not the final or comprehensive description of the definitions used for dropout and completion processing.

For more information please see the [Secondary School Completion and Dropouts in Texas Public Schools](#).

Graduated or Received an Out-Of-State High School Equivalency Certificate	
Code	Translation
1	<p>Student graduated from a campus in this district or charter school</p> <p>Definition and use: Use for students who meet all high school graduation requirements (which includes passing the state assessments required for graduation) at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>To graduate, a student must satisfy the requirements under 19 TAC Chapter 74, Subchapter B. Special education students must satisfy requirements under 19 TAC §89.1070. Students who complete all requirements for graduation in one school year but do not pass the state assessments required for graduation until a later year, are reported as graduates in the school year in which the state assessments are passed and the diploma is issued.</p> <p>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.</p>
85	<p>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</p> <p>Definition and use: This code may be used for students who graduated in another state or country before entering Texas public schools. This code may also be used for students who graduated from Texhoma High School, Texhoma, Oklahoma.</p> <p>Documentation requirement: Transcript showing sufficient credits, date, and signature of school official, and a diploma with a graduation seal.</p>
86	<p>Student completed a High School Equivalency Certificate outside Texas</p> <p>Definition and use: This code may be used for students who earned high school equivalency certificates outside Texas, including students living in Texas and earning high school equivalency certificates online from a testing company in another state, before enrolling in or after leaving Texas public schools.</p> <p>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.</p>
90	<p>Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children</p> <p>Definition and use: Per TEC §162.002, student lives in the household of an active-duty military service person, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.</p> <p>Documentation requirement: Transcript showing sufficient credits, date, and signature of school official, or a diploma with a graduation seal.</p>
Moved to Other Educational Setting	
Code	Translation

24	<p>Student entered college and is working towards an Associate's or Bachelor's degree</p> <p>Definition and use: This code is for students who leave secondary school to enter college early. It should be used for students who are enrolled full-time (at least 9 credit hours per semester). This code is also for students who leave school to enter a dual-credit program established by the Texas Legislature at the Texas Academy of Mathematics and Science at the University of North Texas, the Texas Academy of Leadership in the Humanities at Lamar University, the Texas Academy of Mathematics and Science at The University of Texas Rio Grande Valley, and the Texas Academy of International Studies at Texas A&M International University.</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 not permissible for a district to document that, at the time of withdrawal, the student intended to enter a post-secondary educational setting. A district must document that the student has actually entered a post-secondary educational setting. One of the following types of documentation is required to verify enrollment:</p> <p>Transcript request. Acceptable documentation of enrollment in college is a records request from the college in which the student is enrolled. Telephone requests must be documented in writing, including the date of the call, the name of the college requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p>Verification by an authorized representative of the college. Written documentation, signed and dated, by a representative from the college verifying enrollment is also acceptable documentation. The documentation must state the name and location of the college in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement provided by a representative of the college, signed and dated by an authorized representative of the district. The statement should include the name and location of the college and verification that the student is enrolled.</p> <p>Verification by the parent/guardian or qualified student. Acceptable documentation includes written documentation, signed and dated, from the parent, guardian, or qualified student stating that the student has enrolled in college in a program leading to an associate's or bachelor's degree.</p>
60	<p>Student is home schooled</p> <p>Definition and use: Student is being home schooled. This code may be used only for a student whose parent/guardian confirms that the student is pursuing, under direct supervision of the parent/guardian, a curriculum designed to meet basic education goals. The district is not required to obtain evidence that the program being provided meets educational standards.</p> <p>Documentation requirement: A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to be home schooled. The following documentation is required to verify enrollment:</p> <p>Verification by the parent/guardian. Written documentation, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Documentation from parents/guardians must indicate the actual date home schooling began.</p>
66	<p>Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment</p> <p>Definition and use: This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.</p> <p>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 82	<p>Student enrolled in a private school in Texas</p> <p>Student enrolled in a public or private school outside of Texas</p> <p>Definition and use: Student is enrolled in a private school in Texas (code 81), the Texas Job Corps Diploma Program (code 81), or a public or private school outside Texas (code 82). Documentation of actual enrollment is required. This code is also used when a student moves from the district without withdrawing but the district receives a records request.</p> <p>If the student enrolls in another school in the district or another public school district in Texas, a leaver record is not submitted.</p> <p>If the district did not assign code 81 or code 82 when the student stopped attending, the district can change the original code assigned to the student when the records request or communication from the parent/guardian or qualified student is received. If the original withdrawal date for the student is later than the date the student enrolled in the other school, the withdrawal date must be changed, and all attendance accounting records affected by this change must be updated.</p> <p>Documentation requirement: Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to enter another educational setting. A district must document that the student has actually enrolled in a private school in Texas, the Texas Job Corps Diploma Program, or a private or public school outside Texas. One of the following types of documentation is required to verify enrollment:</p> <p>Transcript request. Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled. Telephone requests are acceptable, but they must be documented in writing, including the date of the call, the name of the school requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p>Verification by the superintendent or authorized campus or district administrator of the receiving district. Written documentation, signed and dated by a representative from the receiving school, verifying enrollment is also acceptable documentation. The documentation must state the name and location of the school in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the receiving school providing the name and location of and contact information for the school and verifying that the student is enrolled, signed and dated by an authorized campus or district administrator of the district.</p> <p>Verification by the parent/guardian or qualified student. Acceptable documentation includes written documentation, signed and dated, from the parent/guardian or qualified student stating that the student has enrolled in a private school in Texas or a private or public school outside of Texas leading to the completion of a high school diploma.</p>
87	<p>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</p> <p>Definition and use: Student was withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student has enrolled in the State Board of Education-authorized Texas Tech University ISD High School Diploma Program or The University of Texas at Austin High School Diploma Program.</p> <p>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	
Code	Translation
78	<p>Student was expelled under the provisions of TEC §37.007 and cannot return to school</p> <p>Definition and use: This code may only be used when: the student was expelled under the provisions of TEC §37.007, and the term of expulsion has not expired or the student's failure to attend school is due to court action.</p> <p>This code may only be used for a student who was expelled for an offense included in TEC §37.007. This code is not intended for use by districts which assign students to a Juvenile Justice Alternative Education Program (JJAEP).</p> <p>Documentation requirement: Due process documentation supporting the expulsion.</p>

83	<p>Student was withdrawn by district because the student was not entitled to enrollment</p> <p>Definition and use: This code is for situations in which the district discovers when verifying enrollment information that the student is not entitled to enrollment in the district because (a) the student is not a resident of the district, (b) is not entitled under other provisions of TEC §25.001 or as a transfer student, or (c) was not entitled to public school enrollment under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services for immunization, provisional enrollment, or exemption. It is not for a student who was a resident of the district and who stops attending because he/she has moved. Subject to the exceptions in TEC §38.001 (c), a student is required to be fully immunized against disease as required by the Texas Department of State Health Services (TEC §38.001 (a)). A student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible (TEC §38.001 (e)). Except as provided by TEC §38.001 (c) or by rule of the Department of State Health Services, a student who is not fully immunized and has not begun the required immunizations may not attend school. For further information about enrollment procedures, please see the Student Attendance Accounting Handbook. For further information about immunization requirements, immunization exemptions, and immunization documentation, please contact the Texas Department of State Health Services.</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> <p>District provides oral or written notice, appropriately documented, to the student's parent, guardian, or qualified student him- or herself of intent to withdraw the student, reasons for the withdrawal, effective date of withdrawal, and date of hearing or conference at which the parent, guardian, or qualified student will have an opportunity to respond to the allegations that the student is not entitled to be enrolled in the district. Steps 2 and 3 are not required for cases in which the parent, guardian, or qualified student agrees that the student is not entitled to enrollment in the district. Step 4 is always required for charter schools.</p> <p>District provides a hearing or conference at which the district presents the reasons for withdrawal, and the parent, guardian, or qualified student is given the opportunity to respond to the reasons for withdrawal.</p> <p>District provides a written report to the parent, guardian, or qualified student that contains the findings of fact and district decision following the hearing or conference. The written report shall include notice of the parent's, guardian's, or qualified student's right to appeal the district's decision.</p> <p>Charter schools shall notify the school district in which the student resides within three business days of withdrawing a student from a charter school, per Texas Administrative Code §100.1211.</p>
Other Reasons	
Code	Translation
3	<p>Student died while enrolled in school or during the summer break after completing the prior school year</p> <p>Definition and use: Self-explanatory.</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>
8	<p>Student (female or male) withdrew from/left school because of pregnancy</p> <p>Definition and use: This code should be used only if the parent, guardian, or student indicates verbally or in writing that the student is leaving school or left school because of pregnancy. This code should not be assigned based only on the fact that the student is pregnant at the time he or she leaves school.</p> <p>This code can be used for female or male students.</p> <p>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>

16	<p>Student returned to family's home country or emigrated to another country</p> <p>Definition and use: Use for students who are leaving the United States to return to their home country or emigrate to another country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in their home country or in another country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.</p> <p>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>
20	<p>Student withdrew from/left school because of a medical injury</p> <p>Definition and use: Students who have suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility are entitled to receive educational services. This code may be used if educational services are refused by the qualified student or the student's parent or guardian and the student is withdrawn from school.</p> <p>Local Education Agencies (LEAs) should be aware, however, that if the illness, condition, or injury suffered by the student leads the LEA to suspect that the illness, condition, or injury has resulted in a disability identified under the Individuals with Disabilities Education Act (IDEA), along with a corresponding need for special education and related services, the LEA must comply with federal law requiring public agencies to locate, evaluate, and identify students with disabilities who need special education and related services. In this situation, once the LEA obtains informed consent from the parent, guardian, or qualified student consistent with the consent requirements in 34 C.F.R. § 300.300, it must conduct a full and individual initial evaluation (FIE) for the student pursuant to the IDEA. The leaver code may be used in this situation if the parent, guardian, or qualified student denies the LEA's request for an FIE, refuses educational services, and withdraws the student from school.</p> <p>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> <p>With respect to students receiving special education and related services, the refusal to accept these services should be in writing pursuant to 34 C.F.R. § 300.300(b)(4). Acceptable documentation in this case, thus, includes a written statement or an oral statement by a parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; and (d) the student has been offered education services. A refusal or revocation of consent for special education services, however, should be in a written statement (rather than a documented oral statement) from the parent, guardian, or qualified student and maintained in the student's eligibility folder pursuant to 19 TAC § 89.1075(a).</p> <p>If the student was not identified as eligible for special education prior to the illness, condition, or injury at issue, and the LEA suspects that the illness, condition, or injury has resulted in a disability and corresponding need for special education and related services, the following documentation is acceptable: a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered an FIE and education services; and (e) the parent, guardian, or qualified student has refused both the FIE and education services.</p>

88	<p>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)</p> <p>Definition and use: This code is for students who are court-ordered to attend a high school equivalency program and have not earned a TxCHSE certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>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>
89	<p>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult</p> <p>Definition and use: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult.</p> <p>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>
98	<p>Other (reason unknown or not listed above)</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>

Local Leaver Code Crosswalk

Exit Code	Description	Fiscal Year	State Exit Code
100	05-KG Parental Request	2023	
16	Returned to Home Country	2023	16
32	Wd to Other Waco ISD School	2023	98
50	Intent to Enroll TX	2023	98
51	Enrolled in TX	2023	98
52	Intent To Get GED	2023	98
53	Received GED	2023	
54	Intent Enter Hlth FC	2023	98
55	Rec Dist Reg/Hlth FC	2023	98
600	KG Parental Request	2023	
601	PK Non Qualifying	2023	
619	Met GradReq/Not Testing	2023	
698	PK Parent Request	2023	
98	Other	2023	98

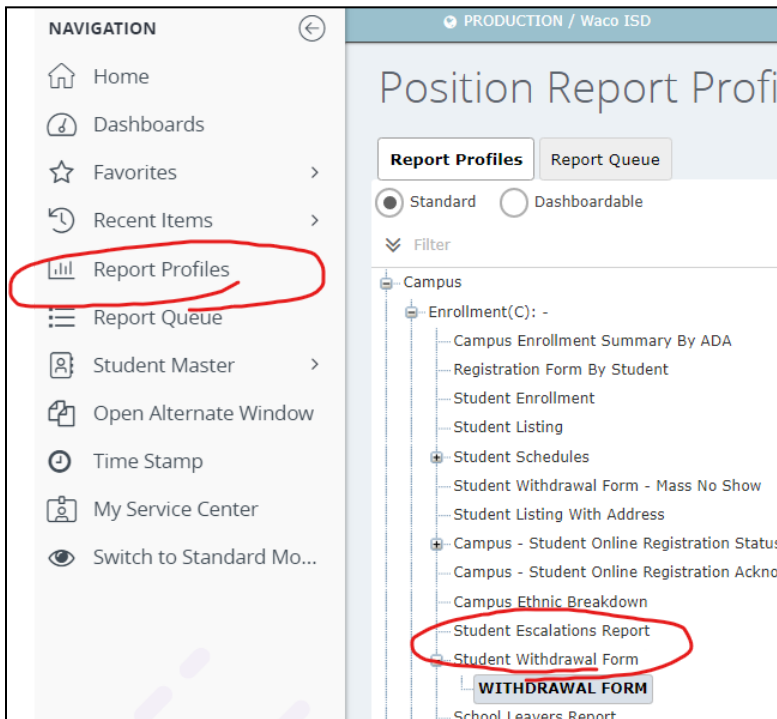
DV	Divide	2023	98
Exit GWA	Exit GWAMA/GWAHCA Program	2023	
LWD	Completed 21 Yr Old Sped Pgm	2023	98
NS	No Show	2023	98
SC	Status Change	2023	
YE	End of School Year	2023	98
YREnd	Year End	2023	98

Processing Student Withdrawal in Waco ISD

The following steps provide the district standards for completing a student withdrawal in Waco ISD. All steps should be followed to ensure the accuracy of required documentation to meet federal, state and local guidelines.

All withdrawals must have a completed student withdrawal form generated from the Report Profiles entry point in the Frontline SIS platform.

1. Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to the Report Profiles entry point found in the Navigation Bar.



2. Complete the required fields as follows:
 - a. Campus: **{Enrolled Campus}**
 - b. Fiscal Year: **{Current Enrollment Year}**
 - c. Calendar ID: **Traditional**
 - d. Student ID: **{Withdrawing Student}**
 - e. Term of Schedule: **ALL**
 - f. Schedule Date: **{Date of Withdrawal}**
 - g. Absence Attendance Group: **State Reporting**
 - h. Print Schedule Detail: **Yes**
 - i. Print Grades: **Yes**
 - j. Print Immunization Detail: **Yes**
 - k. Print Screening Detail: **Yes**
 - l. Print Special Ed Information: **Yes**
 - m. Print Free/Reduced Lunch Status: **Yes**
 - n. Print Gifted/Talented Information: **Yes**
 - o. Print LEP Information: **Yes**
 - p. Print Migrant Information: **Yes**
 - q. Print 504 Information: **Yes**
 - r. Print At Risk Information: **Yes**
 - s. Print Official Attendance: **Yes**
 - t. Print TAKS/STAAR Information: **Yes**

3. Complete all components of the Student Withdrawal Form as documented in the [attached .pdf sample](#). **ALL withdrawals must contain the required signatures. Parents requesting withdrawal through oral or electronic communication, or parents who refuse to provide the requested information must all be documented using the District Documentation of Oral Communication form.**

4. If moving, identify the location as accurately as possible to include City, State and Country if applicable. (physical address would be ideal but not required)

5. Document the name of the receiving school and district.

6. Document the address of the receiving school.

7. Complete the section regarding if the student does or does not intend to continue their education.
 - a. For homeschool withdrawals, indicate the start date for instruction and if provided by the parent/guardian, the curriculum utilized for instruction **(this is not required for withdrawal)**
8. Verify current grades with teachers. Any changes made to grades displayed on the withdrawal form should be documented with a signature from the classroom teacher.
9. Have all signatures from the Registrar, Campus Administrator, and Parent/Guardian completed and all dates entered. If the Parent/Guardian is completing the withdrawal through oral or electronic communication, note and attach the appropriate district standard documentation.

Documentation of Oral Communication

Processing a withdrawal of a student through oral communication or documentation of the refusal to provide communication should include the Documentation of Oral Communication form with the student withdrawal form.

- 1) Complete the [Documentation of Oral Statement form](#).
- 2) Record the Date and Time of the communication.
- 3) Identify the Student referenced in the communication.
- 4) Identify the individual(s) involved in the communication and their relationship to the student.
- 5) Record the factual details of the communication.
- 6) Obtain all required signatures and attach to the Student Withdrawal Form.

Verification of Enrollment

- 1) Complete the [Verification of Student Enrollment](#) form and send it to the receiving campus/district for completion.
- 2) Attach completed documentation to the Student Withdrawal Form.

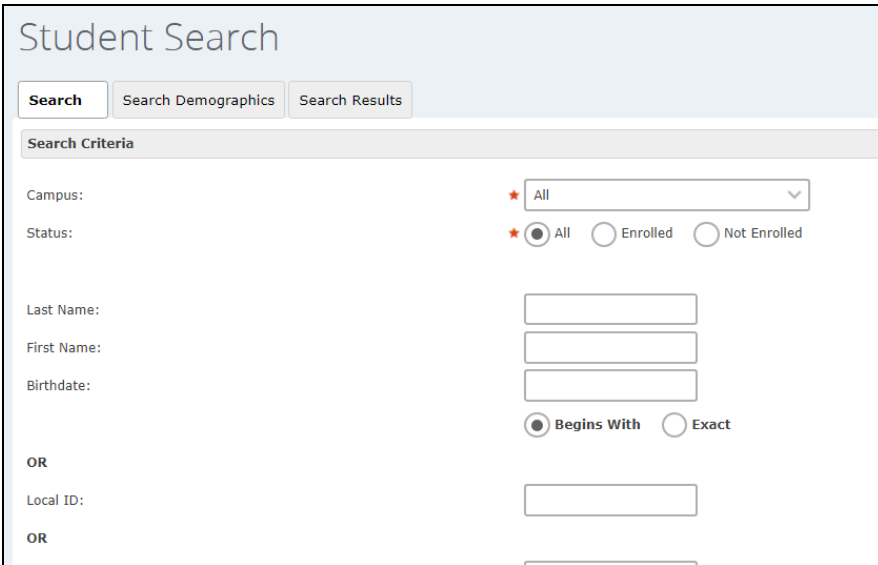
Request for Student Records

For students entering Waco ISD from Private, Charter, or Out-of-State institutions who come without records, work with the Parent/Guardian and complete the [Request for Students Records](#) form.

Documentation of Student Withdrawal Inside the Frontline Platform

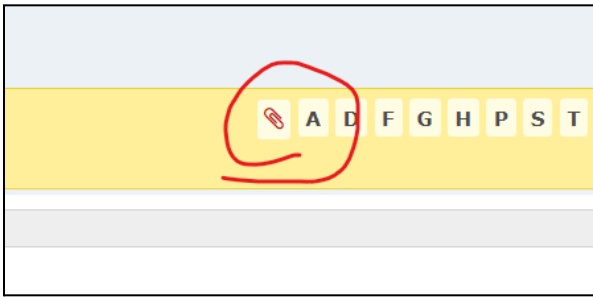
Upon completion of the student withdrawal process all information should be scanned and attached to the student profile under the student attachments icon.

- 1) Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to Maintain Student Entry point.

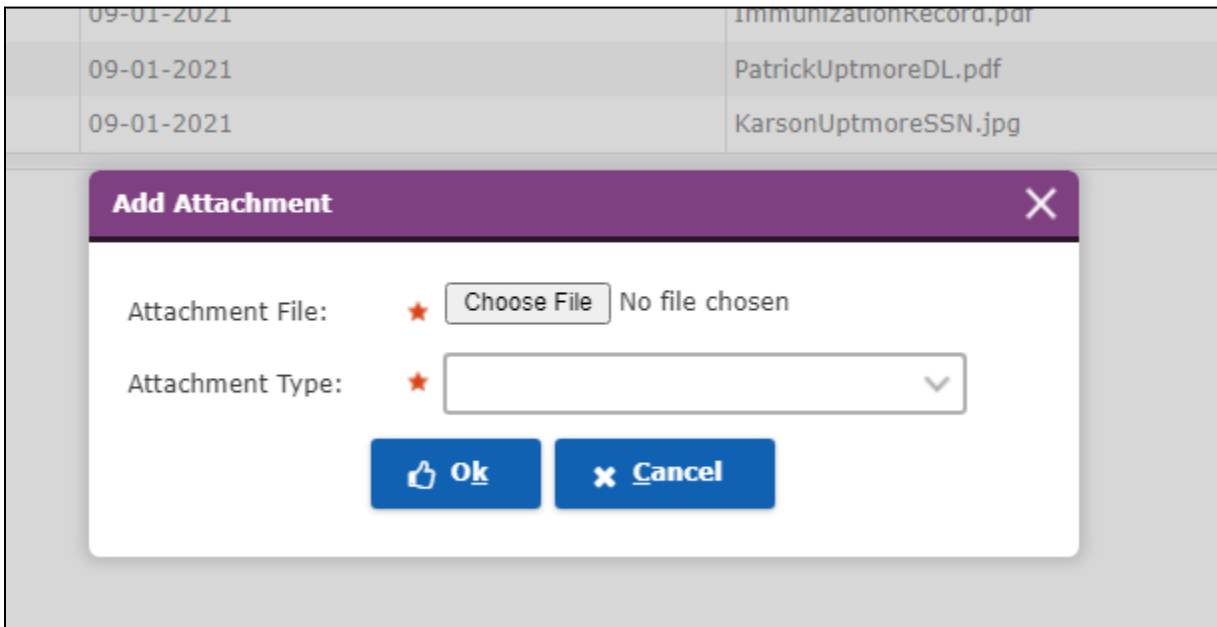


The screenshot shows the 'Student Search' interface. At the top, there are three tabs: 'Search', 'Search Demographics', and 'Search Results'. Below the tabs is a 'Search Criteria' section. It includes a 'Campus:' dropdown menu set to 'All', a 'Status:' section with radio buttons for 'All' (selected), 'Enrolled', and 'Not Enrolled', and three text input fields for 'Last Name:', 'First Name:', and 'Birthdate:'. Below these is a section for search criteria with radio buttons for 'Begins With' (selected) and 'Exact'. There are also two 'OR' labels and a 'Local ID:' text input field.

- 2) Search for the student by name or local id.
- 3) Select the Attachment Icon (Paperclip) at the top right-hand corner of the student header.



4) Select the Add option at the bottom of the window.



5) Select the file saved on your computer using the Choose File option.

6) Select the Attachment Type of Withdrawal and select the Ok option.

7) A copy of the completed Student Withdrawal Form should be provided to the Parent/Guardian and the original should be placed in the student's cumulative folder.