



Leaver Form 2025-2026

Campus Name: _____

Section 31.104 of the Texas Education Code states "If instructional materials or technological equipment is not returned in an acceptable condition or paid for, the district or school may withhold the student's records." KISD requires all borrowed instructional materials, textbooks, electronic devices, or outstanding fines to be returned and/or cleared, prior to the release of academic records.

Student Name: _____ ID Number: _____

Birth Date: _____ Grade Level: _____ ☐ Male ☐ Female

Parent/Guardian/ Qualified Student Name: _____ Relationship with Student: _____

E-mail: _____ Phone Number: () - _____

☐ Current or ☐ New Mailing Address: _____

City: _____ State: _____ Zip: _____

Last Date of Attendance at Present School: _____

New School District & Campus: _____ Virtual Program ☐ Yes ☐ No

New School City, State & Country: _____ Is this HOME Country? ☐ Yes ☐ No

Start Date for New School: _____

Reason for Withdrawal: _____

Parent/Guardian/Qualified Student Signature: _____ Date: _____

Exit/Leaver CODE ASSIGNMENT (REQUIRED for each withdrawn student on both Leaver Forms and in eSchoolPlus)

01 – Graduated Grad Transcript w/credits, exit tests, seal, date, signed and/or diploma. 03 – Deceased Death certificate, obituary, funeral program, or written / oral statement. 08 - Left due to Pregnancy (98) male or female student (*dropout for State and Federal) – Oral or written statement acceptable	85- Outside of TX/US Grad, entered TX public school, and left w/o our diploma proof of credits, seal, signed, dated, diploma. 86-Student earned GED outside of TX w/copy of Cert; returned to high school, left documentation from testing company showing completion, date, cert.#, location, and contact info. 87- Texas Tech/UT High School ISD Diploma Program Transcript / records request or letter confirmation from ISD
16- Return to student/parent Home Country Oral / written statement by qualified student, parent, relative or adult neighbor re: student's return to home country. Must include name of home country. Students do not need to have been born there. 20- Medical/Residential Facility written or oral statement by the guardian, or qualified student properly documented by a designated LEA staff member 24- College w/ 9 hours college/university transcript request, verification by college representative or written statement from guardian/qualified student confirming enrollment	88- Court Ordered GED—not earned - w/Case # & Judge Must include case #, court, Judge name, date. Considered *Federal 98. 89- Incarcerated as an adult in State or Federal Facility Oral/written notification from law enforcement, prosecuting attorney, or State/Federal incarceration institution. *Federal dropout. 90- Military Grad—Out of TX -grad from sending State Military Interstate Compact Agreement Grad= Official Transcript w/credits, seal, signed, sending State
60- Home school w/ started date by guardian Written statement, from parent/guardian stating student is being home schooled. Letters from parents/guardians must indicate the actual date home schooling began. 66- CPS removal written statement signed by officer 78- Expulsion and cannot return – not for JJAEP due process documentation supporting the expulsion.	98- Dropout/Unknown Status/GED or Other Intent 99 no longer a code, please see Subgroups • 99CH- Enrolled in TX Charter School • 99CHV- Enrolled in TX Charter School (Virtual) • 99PS- Enrolled in TX Public School • 99PSV- Enrolled in TX Public School (Virtual) • 99GED- Earned GED Certificate
81- Private school in Texas –includes Job Corps request for records, oral or written statement from school, written notice from guardian, or qualified student to authorized District representative. • 81V- Enrolled in TX Private School (Virtual) 82- Private or public school outside of TX out of State request for records, oral or written statement from school, written notice from guardian, or qualified student to authorized District representative. • 82V- Enrolled in Public/Private Out of TX (Virtual) 83- Not Entitled to Enrollment (Due process w/Admin and/or Legal) 83 no longer a code, please see Subgroups • 83I--- Immunizations missing • 83F—Falsification of Enrollment	Type/print the appropriate Leaver Code _____ Note: The Leaver Code may need to be determined by an Administrator, Registrar, District Coordinators for Dropout Prevention or PEIMS Dept; please confer/consult if necessary. Person and title assigning Code: _____ Date of Posting: _____ Additional Notes: _____