



Leaver Reporting and Documentation Requirements and Best Practices

Self-Reported Data Unit
Office of Governance

Today's Presenters



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Office of
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Proactively support school systems, keep students safe, and uphold Texas education law with integrity, objectivity, and excellence

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 - Compliance Review Findings
 - Leaver Reporting Processing Change
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SRDU supports **multiple data-driven systems** and **TEA program areas** by analyzing TSDS PEIMS data as well as reviewing Performance-Based Monitoring (PBM) data validation indicators

We work to **improve the quality** of self-reported data the agency receives from LEAs through:

- **Collaborating with LEAs** to bring them into compliance and/or to establish better local practices for data reporting and any related practices (e.g., program implementation, maintenance of records); and
- **Collaborating with TEA program areas** to ensure LEAs have access to the information and tools necessary to establish better local practices and accurately report data to the agency



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- **Compliance reviews** are issued whenever data anomalies or concerns have been identified that necessitate a closer review of an LEA's data reporting and programmatic policies and procedures
- Compliance review letters are sent to the superintendent via email and **request documentation and other information** by a particular deadline
- SRDU reviews response to determine whether the LEA is in compliance with all relevant state and federal laws, rules, and regulations related to the review
- SRDU will work with LEAs to help bring them into compliance, if necessary
- SRDU also issues **local audit requests** to LEAs – encourage them to review agency guidance, evaluate their policies and procedures, and ensure compliance with all statutory requirements

- Leaver data concerns are identified through the **Leaver Records Data Validation (LRDV) system**, internal data analyses and monitoring, or external complaints
- LRDV system is being refreshed; compliance reviews directly tied to LRDV indicators will resume in 2027 and will apply to 2025–26 school year leavers
 - TAA - Leaver Records Data Validation Updates



Leaver Reporting Requirements



Leaver records, which provide information about why a student in attendance in a given school year did not return to school within the school start window the next fall, **are required to be submitted for all leavers** with few exceptions



Furthermore, districts **must document** the withdrawal of students **and maintain** on file the appropriate paperwork associated with student withdrawals. **Documentation is required for all leaver reasons**, except ExitWithdrawType '98'

The PEIMS Leaver Data – Documentation Requirements in TWEDS provide:

- General reporting and documentation requirements
- Expanded definitions and uses for each ExitWithdrawType
- Specific documentation requirements for each ExitWithdrawType





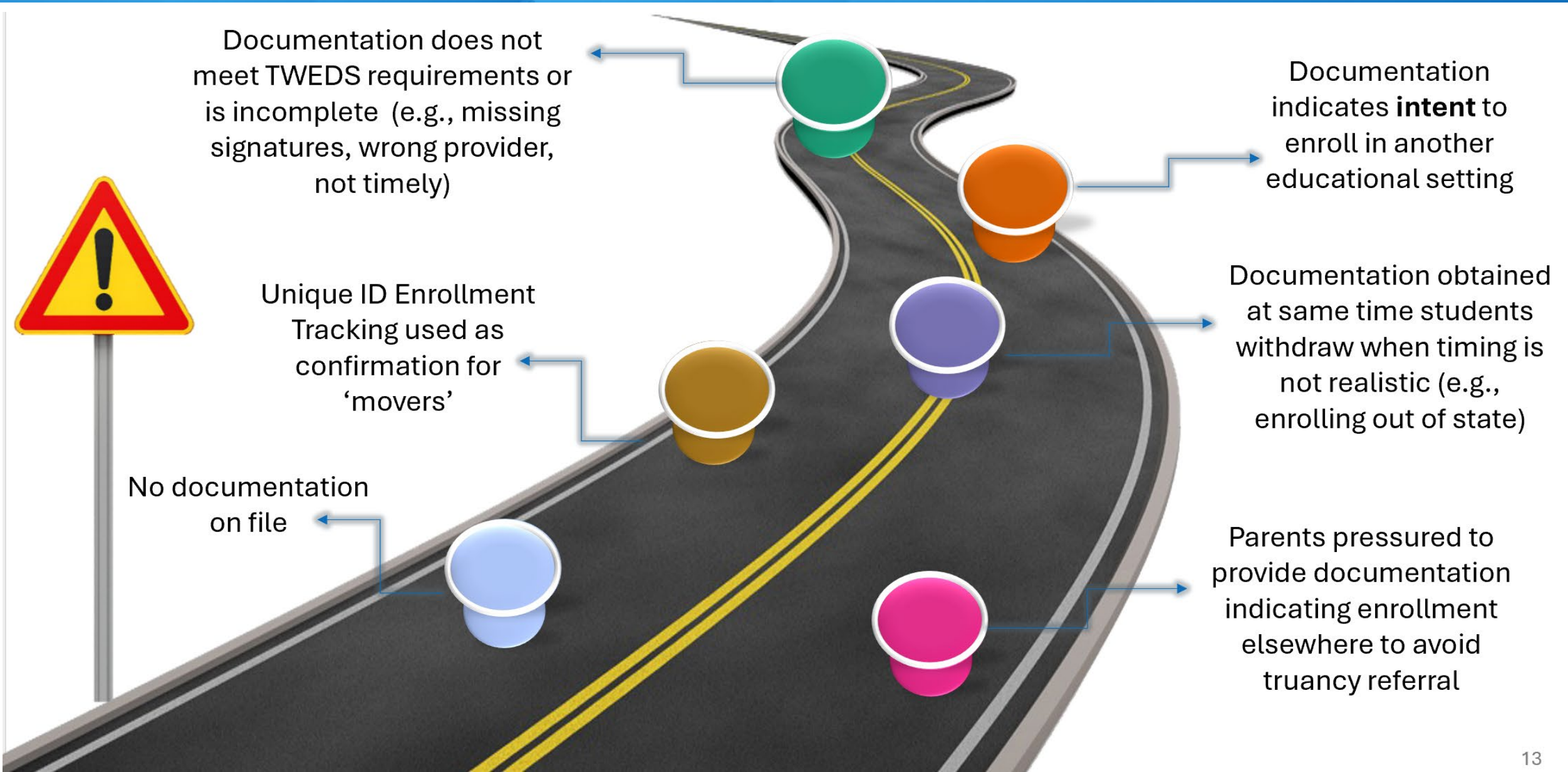
Supporting Documentation must be:

- ✓ Reflective of the reported leaver reason
- ✓ Timely
- ✓ Written (even oral statements)
- ✓ Signed and dated
- ✓ From an appropriate source
- ✓ Maintained on file

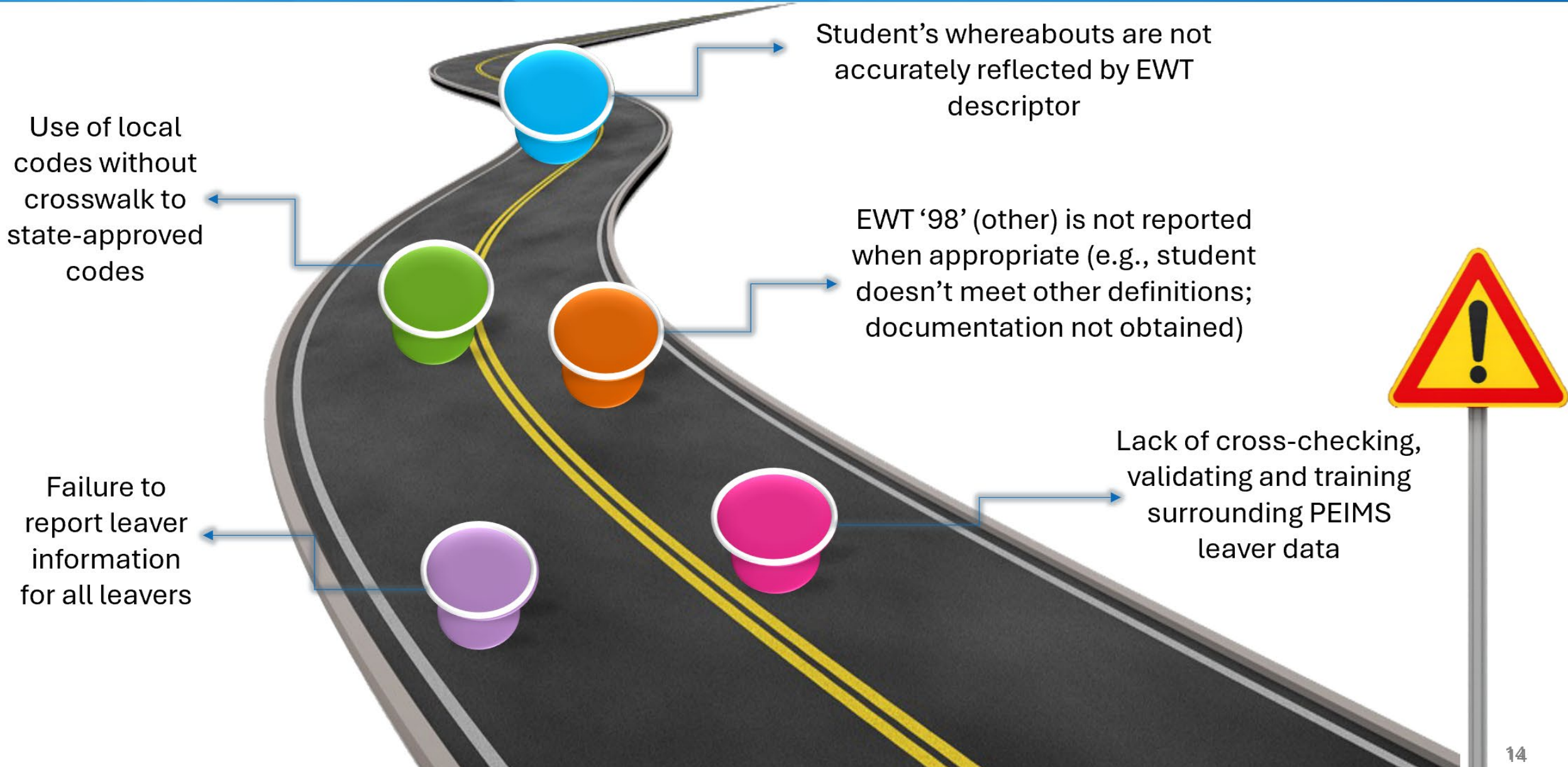


Compliance Review Findings

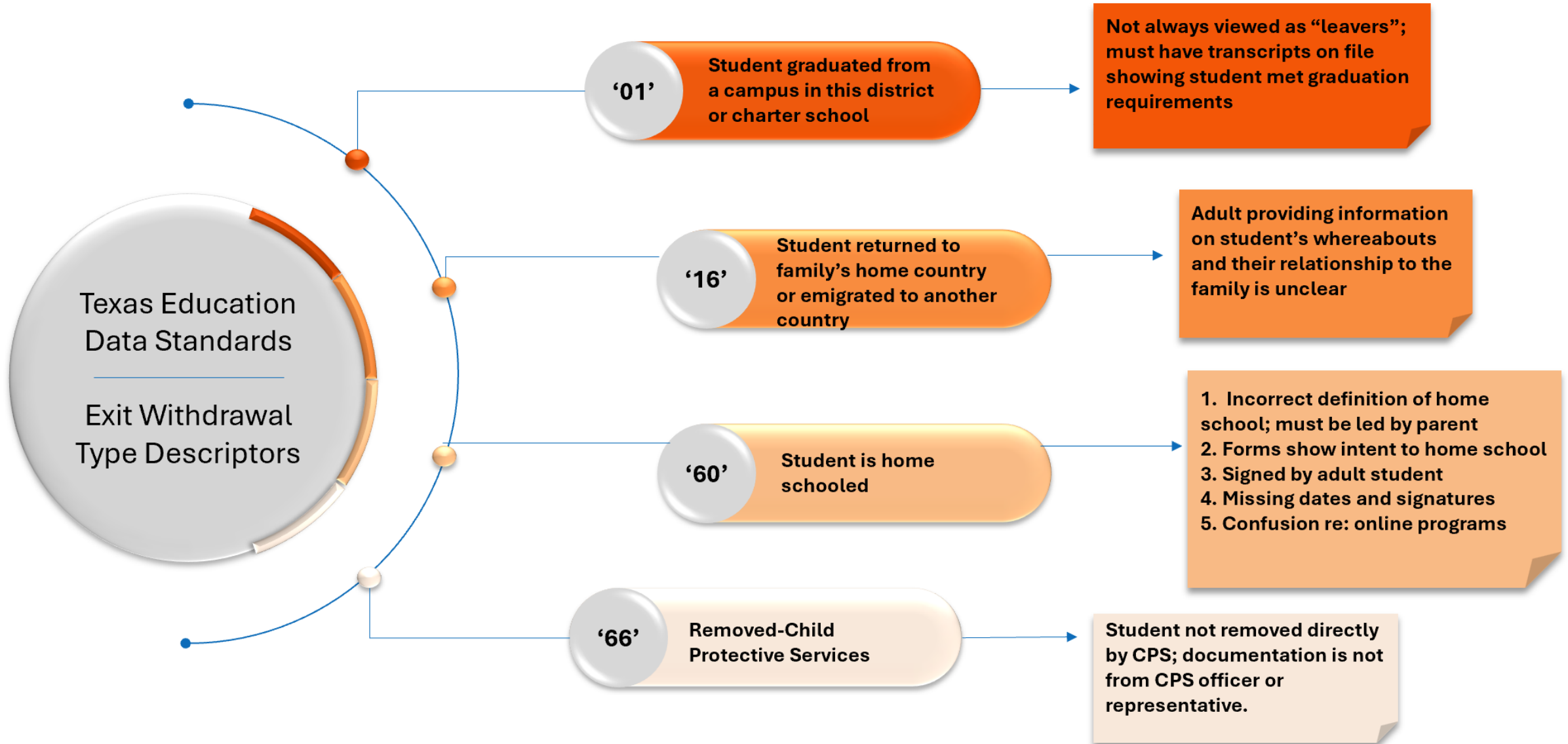
Common Documentation Issues (Roadblocks)



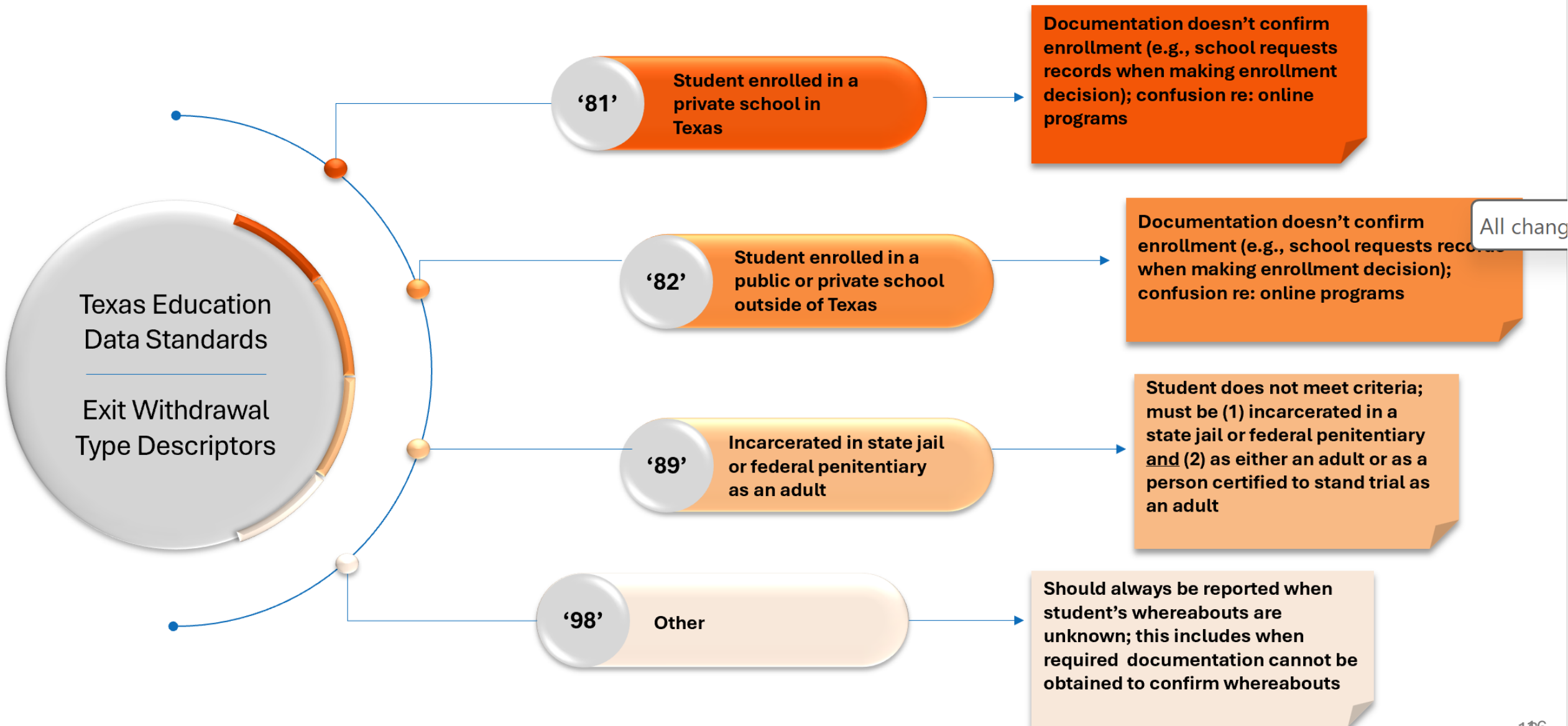
Common Reporting Issues



Other Issues Across Frequently Reported Leaver Reasons



Other Issues Across Frequently Reported Leaver Reasons



When trying to determine whether an online program is a private school vs. home school, review the website to see:

- Does the program have instructors, instructional materials, and an academic calendar?
- Does the program have an established curriculum and/or a required number of credits?
- Does the program mention “homeschool” (not necessarily “school at home”) and/or does it emphasize parental involvement?
- Is the diploma offered by the school similar to one offered by a Texas public school and sufficient to pursue post-secondary education?

Students who enroll in a Texas public school virtual program will be identified by TEA as movers, not leavers



Leaver Reporting Processing Change

- LEAs are required to report the reason for withdrawal for students who leave the Texas public school system
- When students are not reported as required (i.e., underreported), they may not be actively recovered and re-enrolled
- Additionally, there are implications for graduation and dropout rate calculations used in the state accountability system





To address this non-compliance, **TEA will begin defaulting any missing required leaver records to ExitWithdrawType '98'** (*Other – reason unknown or not listed above*) starting with 2026-27 annual leavers

- This change will be reflected in the **2028 state accountability system** and will be applied to:
 - 2026-27 annual dropouts
 - Class of 2027 four-year cohort
 - Class of 2026 five-year cohort
 - Class of 2025 six-year cohort



This processing change impacts future data submissions *and* data that have already been reported to the agency

- Since this change may impact accountability ratings, an LEA will have the opportunity to **submit an appeal**
- When submitting an appeal, an LEA **must be able to provide the required supporting documentation** outlined in TWEDS to validate that these students should not be classified as *ExitWithdrawType* '98'





Recommended Local Actions

Leaver Reporting Tips



Strengthen Processes & Training

- Submit TIMS tickets promptly for questions about leaver reason definitions or documentation requirements
- Review and update local leaver manuals annually to align with current TEA requirements and agency best practices
- Provide annual training for staff on withdrawals, leaver reasons, documentation, and PEIMS reporting

Audit & Validate Student Records

- Implement data validation checks to ensure *ExitWithdrawType* is submitted for all leavers (except graduates, TxCHSE earners, or movers)
- Use TSDS Portal data validation reports in TEAL before final submission to identify missing leaver records
- Review local "mover" identification practices; update SIS local codes to state-approved TEDS codes if student doesn't enroll elsewhere
- Report *ExitWithdrawType* '98' when student whereabouts are unknown or required documentation cannot be obtained
- Verify students returning by TEA school-start window are reported with accurate *AsOfStatusFirstFridayOctober* descriptor

Documentation Requirements & Best Practices

- Ensure documentation meets TWEDS requirements: provider, signatures, dates, written vs. oral statements
- Collect required documentation separately from withdrawal process
- Obtain documentation shortly after withdrawal, do not wait until PEIMS submission window
- Do not pre-refill parent/guardian's name or other related information on the documentation
- Capture contact information for documentation provider for audit purposes

- TEA encourages LEAs to reach out to independent parties, such as ESCs, to help with local audits and reviews. Therefore, **ESCs are welcome to provide assistance if requested by the LEA.**
- Help ensure your LEAs are aware of underreported processing change (TAA will be released in April)
- **Share common findings and recommended actions** from TEA's compliance reviews and **assist LEAs in identifying similar issues** when reviewing their data and related policies and procedures
- Encourage LEAs to regularly check and update **AskTED** to ensure contact information for all district staff is up-to-date



For questions related to **local audits, corrective actions, or compliance reviews**, email the SRDU team at DataComplaints@tea.texas.gov



For questions related to the **underreported processing change or leaver reporting and documentation requirements**, please contact the Research and Analysis division at research@tea.texas.gov