

Midland Independent School District

Leaver Procedures Manual

2026-2027



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## Purpose

The purpose of this section of the policies and procedures manual is to provide guidance and direction to district personnel charged with the maintenance and accuracy of student withdrawal/leaver records for the purposes of identifying student leavers; it does not replace the Texas Education Data Standards published by the Texas Education Agency.

The authority for the annual audit of leavers is provided in Texas Education Code (TEC), §39.055. The focus of the audit is to examine student records for purposes of verifying the accuracy of the leaver information reported through the Public Education Information Management System (PEIMS), using agreed-upon procedures.

This manual is designed in accordance with the Texas Education Agency's Student Attendance Accounting Handbook and PEIMS Leaver Data Requirements.

## Understanding Leavers

As mandated by the Texas Education Agency's Data Standards, districts must document the withdrawal of all students and maintain on file the appropriate paperwork associated with student withdraws. Each student served in the district in one school year must be accounted for the next fall either through TEA or district records. In Submission 1, districts submit an enrollment record for the new school year for each student who returned and a *leaver record* for each student served in grades 7-12 during the previous year who left the district, except for (1) students considered movers because they enrolled in other Texas public school districts; (2) students found by the TEA to have earned GED certificates at Texas examination sites by August 31<sup>st</sup>; and (3) students accounted for through other state reconciliation processes.

## Definition of a Leaver

**Leavers** are students who were served in grades 7 through 12 during the prior school year, but leave Texas public education. Leavers include:

- Graduates,
- Students who died,
- All dropouts,
- Students who fail to re enroll in the fall (no-shows),
- Students who enroll in Texas private school,
- Students who enroll in an out-of-state school (private or public),
- Students who leave for homeschooling,
- Students who return to their home country,
- Students withdrawn by the school district,
- Students who are expelled, and
- Other school leavers identified during the previous school year.      Student leavers in special education and other special, ungraded, or state-approved alternative programs are included.

## Definition of a Dropout

**Dropouts** are students who were enrolled in Texas public schools in grades 7-12, do not return to Texas public school the following fall within the school start window (i.e. by the last Friday in September), were not expelled, did not graduate, receive a GED certificate, continue school outside the Texas public school system, begin college or die. The leaver reason of '98' is a potential dropout.

(Exception: Migrant students reported through district migrant programs may return prior to resubmission in early January, if tracked through the federal migrant tracking system.) If more than one district reports a student as a dropout, and the last district of attendance cannot be determined, the student will be counted as a dropout for both districts.

Exclusions from the dropout and completion rate calculations include: (1) Previous Dropouts; (2) ADA Ineligible Students; (3) Court-ordered GEDs not earned; and (4) Incarcerated students in state/federal adult facilities (not county or juvenile).

## Definition of a Mover

**Movers** are students who were served during the prior school year who enroll in other Texas public school districts or state charters or students who transfer to and enroll in other schools within Midland ISD for the current school year. Movers include:

- Students enrolled in another Texas public or charter school district, and
- Students who are accounted for by other state reconciliation processes.

Note: The registrar must verify through the state database that a student has enrolled in another Texas public school.

## Definition of an Under-Reported Student

**Under-reported** students are those who were enrolled during the prior school year, but are not included in the Fall PEIMS Submission – as a currently active student or as a leaver. A list of under-reported students will be available after the completion of the Fall PEIMS submission deadline. Once the report is available, the PEIMS department will review and deliver the reports to the campuses to review. Campuses must clear all applicable students from its under-reported list. Any corrections that need to be made to student leaver data are to be made in PowerSchool. If needed, PEIMS leaver records will be sent to the TEA in mid-January with the Fall PEIMS re-submission.

## Definition of School-Start Window

The **school-start window** is the period between the first day of school and the last Friday in September. The end of the school-start window is the day that students in grades 7-12, served in the prior year, must return to public education in Texas or be classified with a leaver reason code. Students who **SHOULD** return to school in the fall, must do so by the end of the school start window.

**The act of not showing up the first day of school does NOT make a student a leaver/dropout.** A student has until the end of the school start window to be enrolled within public education in Texas, or to be classified with a Leaver Reason. It is especially important at the start of the year to identify and investigate students who do not return immediately. If they can be enrolled before the end of the school start window, then the designation of *dropout* can be avoided.

Even if a student returns after the school start window and graduates that same year, he or she will be counted as a dropout – (even though he/she may be attending class by the time the data is reported to the state) due to not being enrolled during the school-start window and not being classified under a non-dropout leaver reason.

Students who return after the school start window should be questioned regarding their enrollment status during the school start window. If an approved leaver reason can be documented prior to the January Fall PEIMS resubmission date, the student's last leaver record may be changed to reflect enrollment in another educational setting and avoid the designation of dropout.

## Campus of Accountability

Leavers are assigned to the campuses that they were attending when they left the Texas public school system. Middle schools are responsible for eighth grade students who do not show subsequent enrollment in ninth grade anywhere in the state. Middle school's responsibility ends the first day the student begins attending and appears on ADA for ninth grade.

Students referred to the DAEP or DDEAP are assigned to a *campus of accountability* based on the campus that referred the student to DAEP or DDAEP. Midland ISD does not reassign students to a new campus for DAEP. The DAEP student will remain enrolled on the campus they attended when the incident occurred. Students expelled to DDAEP will be enrolled at the Midland Alternative Program campus and withdrawn from their home campus.

## Leaver Records

A leaver record is **NOT** required for grades 7-12 students who were enrolled during the prior year and are enrolled in the school start window of the current year. These students are continuers.

Leaver records are also **NOT** submitted for students who enroll and attend another Texas public school district or state charter, students who transfer to and enroll in another school within the same district, and students who obtain GED certificates at Texas examination sites by August 31<sup>st</sup>. Students who move to other Texas public school districts are considered movers, not leavers. All potential leavers will be processed through the Texas Student Data System (TSDS) Person Identification Database (PID) and Person Enrollment Tracking (PET) which will remove any student as having subsequently enrolled in another Texas public school or having completed graduation requirements or received a GED certificate by August 31 of the year of accountability. The final determination of whether students are movers will be made by the TEA.

Leaver records **ARE** submitted for students who left the district before the end of the school year, did not return in the same year, and did not return in the fall in the school-start window except for (1) students considered school-year movers because they enrolled and attending another Texas public school district; (2) students found by the TEA to have earned GED certificates at Texas examination sites by August 31<sup>st</sup>; and (3) students accounted for through other state reconciliation processes.

## Timeline 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.

### ***Students who fail to return in the fall (No Shows)***

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.

**For 2025-2026 Leavers-** The district could obtain the documentation to support the leaver code at any time up until the 2025-2026 PEIMS Submission 4 resubmission date.

**For 2026-2027 Leavers-** The district could obtain the documentation to support the leaver code at any time up until the 2026-2027 PEIMS Submission 4 resubmission date.

## GED Reporting

Students who leave to attend GED programs are not counted as dropouts if they earn their GED at a Texas Examination site by August 31<sup>st</sup> of the current school year.

### **Example #1: GED – NOT A DROPOUT**

Student leaves in February of the 2025-2026 school year and receives a GED on August 20, 2026. **Student is NOT a dropout.**

### **Example #2 GED – DROPOUT**

Student leaves in February of the 2025-2026 school year and received a GED on September 1, 2026. **Student IS a dropout.**

Students who withdraw or do not return and who indicate the intention to complete a GED Certificate from TEA, should have their status followed for possible change of Leaver Reason if the student happens to qualify under a different code (e.g. return to home country, enrolled in private school, etc.) Guidance should be offered for students in the successful completion of a certificate by the deadline date. **Students who complete the TEA GED Certificate after the deadline date and do not enroll in a Texas public secondary school within the school start window, or qualify to be coded under a different Leaver Reason, will be counted as a dropout.**

Students who receive a GED Certificate from out-of-state are assigned a Leaver Reason of 86. This code may be used for students who earned GED certificates outside Texas, **including students living in Texas and earning GED certificates online from a testing company in another state**, before enrolling or after leaving Texas public schools. The out-of-state GED Certificate should be issued on or before the end of the school start window.

## Graduates

By the TEA definition, students **MUST** have completed graduation requirements under 19 TAC Chapter 74, Subchapter B to be considered a graduate. Special education students must satisfy requirements under 19 TAC §89.1070. This includes passing the state assessments required for graduation. Students that graduate before August 31<sup>st</sup> of the new school year are considered to be graduating on time.

## Non-Graduates

Every effort should be made to recover and assist students who have met graduation requirements but have not passed the required state assessments. Seniors who completed all course requirements but did not graduate due to missing one or more portions of testing and need to finish the IGC process must enroll for a **minimum of one (1) day** during the school start window if they do not qualify under an approved Leaver Reason Code. Such students should enroll at the last campus of attendance and complete IGC projects or final IGC meetings. These students are eligible to generate funding if a signed Optional Flexible School Day contract is obtained on the day of enrollment.

Midland ISD may serve and generate FSP funding for a student who has met all graduation requirements other than passing required state assessments and who continues to attend school to participate in a study program for those assessments, provided a signed OFSDP contract is obtained at the time of enrollment. Time spent in the study program is considered instructional time for FSP funding purposes; that is, this time counts as instructional time for purposes of the 2-through-4-hour rule. This is the only time that enrollment in study hall may count as instructional time.

# Withdrawal Due to Non-Attendance

## 19 years of age and over

A person who voluntarily enrolls in school or voluntarily attends school after the person's nineteenth birthday shall attend school each school day for the entire period the program of instruction is offered. Midland ISD may revoke, for the remainder of the school year, the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087, except a school district may not revoke the enrollment of a person under this subsection on a day on which the person is physically present at school. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds for the purposes of Education Code 37.107 regarding trespassing.

**Students withdrawn under such conditions are coded with Leaver Reason 98. Such withdrawals may not be coded as an 83.** They may be denied re-enrollment during the same school year. 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.

## Students under the age of 19

Midland ISD may initiate withdrawal of a student under the age of 19 for non-attendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

A campus administrator should be notified of any student who does not withdraw but quits attending school so that they can investigate. If no information is found on the student's whereabouts, then:

- a. Withdraw the student on the 11<sup>th</sup> school day after non-attendance using the withdraw code 84.
- b. Complete a Leaver Tracking form on the student.
- c. Access the state database to determine possible enrollment in other Texas public or charter schools.
- d. The principal or his/her designee must sign the withdrawal form.
- e. All documentation should be uploaded in PowerSchool.

## Importance of Contact Information

Every effort should be made during the school year to collect as much contact information for students and their guardians as possible. Multiple contact names and numbers of family members and other acquaintances that could be referenced should be gathered. Returned mail should be investigated for a change of address in accordance with the Midland ISD policies and procedures.

## Texas Education Data Standards References

To reference the Texas (web-enabled) Education Data Standard (TWEDS) Leaver Resource for SY 26-27, the following link may be used: <https://tealprod.tea.state.tx.us/TWEDSAPI/34/0/0/Overview>

### Other Texas School Enrolled

Students, who moved to and attend other Texas public school districts including state charters, are **NOT** reported as leavers. The state database will track students and assist with locating movers, leavers, and/or dropouts. If a student *intends* to enroll in another Texas school, and **does not enroll** within the school start window, then the student will count as a **dropout** (unless the district obtains documentation that the student has another valid leaver reason). If a student does enroll and attend another Texas school, including a state charter school, within the school start window, the student will be counted as a mover rather than a dropout.

School leavers with the leaver reason code 98 are counted as dropouts for state accountability purposes.

School leavers with the leaver reason code 88, 89, and 98 are counted as dropouts for federal accountability purposes.

### State Leaver Reason Codes

Midland ISD must enter appropriate leaver reason code in PowerSchool 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. Although the school-start window ends on the last Friday in September, schools are to continue to search for students to verify their educational status.

ALL leavers require documentation. Documentation supporting use of a leaver code must exist at the time the leaver data is submitted, i.e., no later than PEIMS Submission 4 resubmission date.

Leaver coding may not be changed after the final PEIMS Submission 4, nor may data be corrected through the appeals process. **If the school makes a mistake in coding, the school owns it.** After Submission 4 resubmission, under no circumstances should a leaver code for the previous school year be changed in PowerSchool.

Detailed leaver code information is available in the TWEDS References tab. A Summary of Leaver Reason and Required Documentation can be found below. The Summary below is not to be used as a substitute to the Texas Education Data Standards guidance. Midland ISD will use the **Leaver Reason Table** to aid in the gathering of necessary documentation for each leaver code. Every student withdrawn must have documentation to support their withdrawal code in PowerSchool.

## Leaver Reasons and Documentation Needed in Case of Audit

### Graduated or Received an Out-Of-State High School Equivalency Certificate

| Code | Translation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01   | <p><b>Student graduated from a campus in this district or charter</b></p> <p><b>Definition and use:</b> Use for students who meet all high school graduation requirements (which includes passing the exit-level TAAS or TAKS) 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 graduation requirements in one school year but do not pass the exit-level assessments until a later year, are reported as graduates in the school year in which the exit-level assessments are passed and the diploma is issued.</p> <p><b>Documentation requirement:</b> Transcript showing sufficient credits, successful completion of the exit-level assessments (including testing dates), graduation seal, school official signature, and date of completion.</p> |
| 85   | <p><b>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</b></p> <p><b>Definition and use:</b> 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><b>Documentation requirement:</b> Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 86   | <p><b>Student completed a High School Equivalency Certificate outside Texas</b></p> <p><b>Definition and use:</b> 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 or after leaving Texas public schools.</p> <p><b>Documentation requirement:</b> Acceptable documentation is a copy of the high school equivalency certificate or some other written document 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><b>Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children</b></p> <p><b>Definition and use:</b> 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><b>Documentation requirement:</b> Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal</p>                                                                                                                                                                                                      |

### Moved to Other Educational Setting

| Code | Translation                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24   | <p><b>Student entered college and is working towards an Associate's or Bachelor's degree</b></p> <p><b>Definition and use:</b> 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</p> |

| Code     | Translation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>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 at Brownsville, and the Texas Academy of International Studies at Texas A&amp;M International University.</p> <p><b>Documentation requirement:</b> 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. Beginning with students leaving in the 2011-12 school year, 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><b>Transcript request.</b> 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 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><b>Verification by an authorized representative of the college.</b> A signed letter from the college verifying enrollment is also acceptable documentation. The letter 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 by a representative of the college providing the name and location of the college and verifying that the student is enrolled, signed and dated by an authorized representative of the district.</p> <p><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes a letter, 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><b>Student is homeschooled</b></p> <p><b>Definition and use:</b> Student is being homeschooled. 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><b>Documentation requirement:</b> 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 homeschooled. Beginning with students leaving in the 2011-12 school year, the following documentation is required to verify enrollment:</p> <p><b>Verification by the parent/guardian.</b> 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 homeschooling began.</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><b>Definition and use:</b> 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><b>Documentation requirement:</b> 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<br>82 | <p><b>Student enrolled in a private school in Texas</b></p> <p><b>Student enrolled in a public or private school outside of Texas</b></p> <p><b>Definition and use:</b> 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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Code | Translation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|      | <p>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><b>Documentation requirement:</b> 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. Beginning with students leaving in the 2011-12 school year, 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><b>Transcript request.</b> 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><b>Verification by the superintendent or authorized campus or district administrator of the receiving district.</b> A signed letter from the receiving school verifying enrollment is acceptable documentation. The letter 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><b>Verification by the parent/guardian or qualified student.</b> Acceptable documentation includes a letter, 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><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><b>Definition and use:</b> 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><b>Documentation requirement:</b> The district must receive either a) a records or transcript request from the high school diploma program or b) a letter from the high school diploma program stating that the student is enrolled.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Withdrawn by School District

| Code | Translation                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 78   | <p><b>Student was expelled under the provisions of TEC §37.007 and cannot return to school</b></p> <p><b>Definition and use:</b> This code may only be used when:</p> <ul style="list-style-type: none"> <li>the student was expelled under the provisions of TEC §37.007, and</li> <li>the term of expulsion has not expired <u>or</u> the student's failure to attend school is due to court action.</li> </ul> |

| Code | Translation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|      | <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><b>Documentation requirement:</b> Due process documentation supporting the expulsion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 83   | <p><b>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.</b></p> <p><b>Definition and use:</b> 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 the student is not a resident of the district or is not entitled under other provisions of TEC §25.001 or as a transfer student. It is not for a student who was a resident of the district and who stops attending because he/she has moved. This code is also for 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.</p> <p>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 <i>Student Attendance Accounting Handbook</i>. For further information about immunization requirements, immunization exemptions, and immunization documentation, please contact the Texas Department of State Health Services.</p> <p><b>Documentation requirement:</b> 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> <ol style="list-style-type: none"> <li>1. 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 districts.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. Charter districts 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.</li> </ol> |

## Other Reasons

| Code | Translation                                                                                                                                                               |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03   | <p><b>Student died while enrolled in school or during the summer break after completing the prior school year</b></p> <p><b>Definition and use:</b> Self-explanatory.</p> |

| Code | Translation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p><b>Documentation requirement:</b> Acceptable documentation includes a copy of the death certificate or obituary, a program from the funeral or memorial service, a written statement from the parent or guardian, and written documentation of an oral statement by a parent or guardian stating that the student has died.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 08   | <p><b>Student (female or male) withdrew from/left school because of pregnancy.</b><br/> <b>Definition and use:</b> 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. This code can be used for female or male students.<br/> <b>Documentation requirement:</b> 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><b>Student returned to family's home country</b><br/> <b>Definition and use:</b> Use for students who are leaving the United States to return to their home country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in the home country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.<br/> <b>Documentation requirement:</b> 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 the home country and should specify the destination. 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. A signed letter from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to the home country is also acceptable documentation. Acceptable documentation for foreign exchange students includes a written, signed, and dated statement 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 an 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><b>Student withdrew from/left school because of a medical injury</b><br/> <b>Definition and use:</b> 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.<br/> 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.<br/> <b>Documentation requirement:</b> 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.<br/> 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</p> |

| Code | Translation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | 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). 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. |
| 88   | <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><b>Definition and use:</b> 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><b>Documentation requirement:</b> 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><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><b>Definition and use:</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.</p> <p><b>Documentation requirement:</b> Acceptable documentation is one of the following: 1) Oral notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district, that the student is incarcerated. The written statement of the oral notification shall be signed and dated by the authorized representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 98   | <p><b>Other (reason unknown or not listed above)</b></p> <p><b>Definition and use:</b> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Leaver Reason Table

In addition to the leaver codes listed in the Texas Education Data Standards, Midland ISD also uses local leaver codes. All of those codes are listed on the table on the next page and color-coded to match documentation requirements listed at the bottom.

## MISD Leaver Reason Table and Documentation Requirements

|  <b>School leavers with these codes are counted as dropouts.</b> |                                                                                  |  <b>School leavers with these codes are <u>not</u> counted as dropouts.</b> |                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| MISD WD Code                                                                                                                                      | Description                                                                      | MISD WD Code                                                                                                                                                 | Description                                                                                            |
| 08*^                                                                                                                                              | Pregnancy (Parent, Male or Female)                                               | 01                                                                                                                                                           | Graduated                                                                                              |
| 19                                                                                                                                                | Failed exit TAKS/STAAR - met grad requirements                                   | 03                                                                                                                                                           | Died                                                                                                   |
| 20^                                                                                                                                               | Medical Injury                                                                   | 16                                                                                                                                                           | Return to home country or emigrate to another country                                                  |
| 22                                                                                                                                                | Alt. Program, working toward diploma/GED certificate                             | 21                                                                                                                                                           | Transfer to other campus in district (MISD)                                                            |
| 47                                                                                                                                                | Incarcerated receiving no services                                               | 30                                                                                                                                                           | Enter health care facility in TX and receiving educational services                                    |
| 79                                                                                                                                                | Expelled, can return, has not                                                    | 31**                                                                                                                                                         | Completed GED                                                                                          |
| 84                                                                                                                                                | Academic performance (using for truancy)                                         | 60                                                                                                                                                           | Home schooling                                                                                         |
| 88^                                                                                                                                               | Court Ordered GED, GED Not Yet Eamed                                             | 61                                                                                                                                                           | Incarcerated outside district in TX and receiving educational services                                 |
| 89^                                                                                                                                               | Incarcerated State Jail/Fed Penitentiary as Adult                                | 66                                                                                                                                                           | Removed/child protective service                                                                       |
| 98*^                                                                                                                                              | Other (unknown or not listed)                                                    | 78                                                                                                                                                           | Expelled, cannot return <b>(Use this code when a student is expelled to DDAEP or without services)</b> |
|                                                                                                                                                   |                                                                                  | 80                                                                                                                                                           | Enrolled in other TX public School                                                                     |
|                                                                                                                                                   |                                                                                  | C80                                                                                                                                                          | Enrolled in other public School in Midland                                                             |
|                                                                                                                                                   |                                                                                  | 81                                                                                                                                                           | Enrolled in a Texas private school                                                                     |
|                                                                                                                                                   |                                                                                  | M81                                                                                                                                                          | Enrolled in a private school in Midland                                                                |
|                                                                                                                                                   |                                                                                  | 82                                                                                                                                                           | Enrolled in school outside of Texas                                                                    |
|                                                                                                                                                   |                                                                                  | 83                                                                                                                                                           | Not Entitled to Enroll/No Immunizations/Non Resident                                                   |
|                                                                                                                                                   |                                                                                  | 85                                                                                                                                                           | Graduated outside of Texas/returned, left again                                                        |
|                                                                                                                                                   |                                                                                  | 86                                                                                                                                                           | GED outside of Texas                                                                                   |
|                                                                                                                                                   |                                                                                  | 87                                                                                                                                                           | Enrolled in Univ HS diploma program                                                                    |
|                                                                                                                                                   |                                                                                  | 90                                                                                                                                                           | Grad from another state for military children                                                          |
| 44                                                                                                                                                | No-Show (Does not count as a mover or leaver code. Serves as an identifier only) |                                                                                                                                                              |                                                                                                        |

\* State Accountability    ^Federal Accountability    \*\*Not included in calculation of graduates for both state and federal accountability

|                                                             |                                                  |
|-------------------------------------------------------------|--------------------------------------------------|
| <b>Home School Verification Form</b>                        | <b>Verification Form</b>                         |
| <b>Records Request, Verification Form, or Parent Letter</b> | <b>Due Process Documents</b>                     |
| <b>Leaver Tracking Form</b>                                 | <b>See TSDS Documentation Requirements Table</b> |

Codes in white have no documentation requirements

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## Leaver Records:

### Important Dates

|                                                    |                    |                                                                                                                                                                                                                                          |
|----------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Begin School Start Window                          | August 18, 2026    | Any student not returning by this date from last year will be reported in Extended Year PEIMS if not enrolled <i>in another Texas school</i> or if GED (see below date).                                                                 |
| GED/ Graduation Date                               | August 31, 2026    | Any student that withdrew/dropped out from 2025-2026 and has not enrolled and has earned a GED can be coded with a leaver reason GED. Students from the previous school year that finish their graduation requirements graduate on-time. |
| Close School Start Window                          | September 25, 2026 | Last date for student from 2025-2026 to enroll or else he/she will be reported as leaver/dropout if not enrolled at another Texas school district, state charter or other MISD school.                                                   |
| Summer PEIMS Submission                            | June 18, 2026      | Submission deadline for 2025-2026 school year leaver data.                                                                                                                                                                               |
| Extended Year PEIMS Final Submission for 2025-2026 | October 1, 2026    | All corrections to leaver data from 2025-2026 for students that did not return by the PEIMS Extended Year resubmission deadline. After this date, no leaver codes may be changed for the previous school year.                           |
| Fall Enrollment Snapshot Date                      | October 2, 2026    | LEAs will report special education and demographic data for students enrolled on the first Friday in October and for students in grade levels 7-12 enrolled at least one day on or before the first Friday in October.                   |
| Fall Enrollment Submission                         | October 15, 2026   | Date fall Enrollment data submission is due.                                                                                                                                                                                             |
| Summer PEIMS Submission for 2026-2027              | June 17, 2027      | Submission deadline for 2026-2027 school year leaver data.                                                                                                                                                                               |
| Extended Year PEIMS Final Submission for 2026-2027 | September 30, 2027 | All corrections to leaver data from 2026-2027 for students that did not return by the PEIMS Extended Year resubmission deadline. After this date, no leaver codes may be changed for the previous school year.                           |

## Responsibilities

Accurate reporting of leavers results from a campus level coordination of administration, PEIMS and attendance personnel, registrars, data clerks, counselors, teachers, and contacts with the student or the student's family and acquaintances, as well as any other parties with knowledge of the student's status, location or intentions. Campuses should have designated personnel who supervise and audit the withdrawal and leaver records for all students who withdraw or do not return.

While student withdrawal data originates at the campus level, the importance of accurate reporting and the possible impact on accountability ratings attached to completion and dropout ratings on a district level cannot be overstated. Complex situations require cooperative teamwork and a high degree of organization to resolve. Since withdrawals occur throughout the school year, regular collaboration must be used for accurate coding and research and identification of dropouts and possible dropouts.

The central administration responsibilities include compliance reporting and dropout prevention. The district PEIMS department collects and reports Leaver Records to the TEA. Annual Leaver training will be completed for elementary and secondary PEIMS and attendance staff. The training will include a review of leaver codes, documentation expected in student folders, and data-entry training for withdrawals.

## General Documentation

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 supporting use of a leaver reason code must exist in the district at the time the leaver data is submitted, i.e., no later than the PEIMS Submission 4 resubmission date.

## Signatures on Documentation

Documentation must be signed and dated by an authorized representative of the district. A campus principal or assistant principal is the authorized representative for purposes of signing withdrawal forms.

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 19 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 or email. Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is acceptable documentation for students returning to their home country if the district **Leaver Tracking Form** is completed in full and signed by the district representatives.

## 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 guardian refuses 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. (***Leaver Tracking Form***)

## Changing Leaver-Reason-Codes

Per the Texas Education Data Standards, 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. While we're not required by TEA to update the leaver code for a student when additional information is received, it can be in our best interest to do so. As a result, we always want to upload/save any new information we receive into PowerSchool at the time it was received.. **During the current school year**, Midland ISD will change leaver codes as necessary based on the received documentation.

**Campus-level personnel will never change leaver codes for students from the previous school year. Only the Director of Leadership will update leaver codes from the previous school year.**

If it is discovered that the leaver code from the previous school year is incorrect based on valid documentation:

1. Upload the documentation to PowerSchool
2. Alert the Director of Leadership

## Verification

At the time of withdrawal or during the Six-Weeks Leaver Audits, as much information as possible should be gathered concerning the destination of movers as well as information for multiple contacts so that data can continue to be gathered if necessary. Students who are identified with Mover Codes should be checked against the state database to verify subsequent enrollment in a public school in Texas by the end of the school start window. Records should be kept from any TREx (Texas Record Exchange System) requests and any other records requests which assist in identifying the district and campus of subsequent enrollment. Follow up verifications should be made in the state database to assure actual enrollment. If no such verification can be made, schools should continue to investigate the enrollment status of the students for possible changes to the Leaver Reason (e.g. student decided to enroll in private or home school). The TEA will determine all unaccounted movers to be dropouts for accountability purposes.

**Note: A TREx request should be followed by a Student Verification Form. It is possible that a student for whom a TREx request was received then no-showed or failed to attend the school which sent the request. It is also possible the new district enrolled the student under a different name or other identifying information.**

## Six Weeks Leaver Audit

Each campus will, assisted by the Dropout Prevention and Intervention Coordinator, conduct an audit of leaver documentation and coding at the end of each six weeks.

The following are some of the things that will be looked at during the audit:

- Leaver code discrepancies caused by not following TEDS guidelines.
- No documentation to support leaver codes.
- No verification of home school enrollment
- No documented verification of students returning to their home country.

- Requests for transcripts/records must be maintained so that the proper leaver codes can be assigned to students who do not show up at the assigned school. These students may have enrolled at a different Midland ISD school, another Texas district, or in another state.
- Code 21 was used for a student transfer in the district but the student never enrolled at the new campus. **Students should not be withdrawn as a 21 until the new campus calls and requests the withdrawal of the student for enrollment at their campus.**

Regular communication between the campus, parents, and central office is essential so that students are located in a timely manner. As with all student information, data must be kept confidential in accordance with FERPA. If you do share information regarding a student of the district, make sure there is an educational need for that information to be disclosed. **Confidentiality is imperative.**

# Leaver Records Data Validation

The Performance-Based Monitoring (PBM) system(s), which was developed in response to state and federal statutes, is a comprehensive system designed to improve student performance and program effectiveness. The PBM system is a data-driven system that relies on data submitted by local education agencies (LEAs); therefore, the integrity of LEAs' data is critical. To ensure data integrity, the PBM system includes annual data validation analyses that examine LEAs' leaver and dropout data.

A leaver records data validation indicator typically suggests an anomaly that may require a local review to determine whether the anomalous data are accurate. For example, an LEA may report all of its leavers as intending to enroll in a private school. This single use of a leaver reason code for all leavers within a given year suggests a potential data anomaly. However, the LEA may determine, after a local review and verification process, the exclusive use of one particular leaver reason code can be validated.

The following are the data validation indicators (current as of time of publication):

1. Leaver Data Analysis
2. Underreported Students
3. Use of Leaver Reason Codes by LEAs with No Dropouts
4. Use of One or More Leaver Reason Codes
5. Use of Certain Leaver Reason Dropout Codes
6. Missing UID1 Enrollment Tracking Submission (First day of school through September 13, 2024)
7. Missing UID Enrollment Tracking Submissions (2023-2024 Reporting Year)
8. Continuing Students' Dropout Rate (Class of 2022), as of Fall 2023

The data source for Indicators #1-5 and #8 is the TSDS PEIMS 40203 Sub-Category<sup>2</sup> (See Appendix A of the Leaver Data Validation Manual for a list of the leaver reason codes used in these indicators.) This data is part of MISD's' annual extended year TSDS PEIMS submission and reflect the 2024-2025 leaver data submitted by MISD in the fall of 2025. Indicators #1 and #8 also include TSDS PEIMS data submitted by LEAs in the fall of 2024; additionally, Indicator #1 includes TSDS PEIMS data submitted by LEAs in the fall of 2023. The data source for Indicators #6 and #7 is UID Enrollment Tracking reports.

Additional information on the TEA Data Reporting Compliance Unit and links to manuals can be located on TEA's website.

<https://tea.texas.gov/student-assessment/monitoring-and-interventions/data-validation-monitoring/data-validation-manuals>

**MISD LEAVER TRACKING FORM**  
**Oral Requests and Information**

**Date:** \_\_\_\_\_

|                                                                      |                       |                           |  |
|----------------------------------------------------------------------|-----------------------|---------------------------|--|
| Name of Student _____                                                |                       |                           |  |
| Last Name                                                            | First Name            | Middle Name               |  |
| Campus _____                                                         | Student ID _____      | Current Grade Level _____ |  |
| Withdrawal Code _____                                                | Withdrawal Date _____ |                           |  |
| Is withdrawal information given via phone _____ or home visit _____? |                       |                           |  |
| Person Contacted and Relationship to Student: _____                  |                       |                           |  |
| School Representative Making Home Visit/ Phone Contact: _____        |                       |                           |  |
| Information requested or obtained: _____                             |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| Additional comments (Optional): _____                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |
| _____                                                                |                       |                           |  |

**SIGNATURE OF AUTHORIZED**

**MISD REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

For Office Use Only:

|                                                     |
|-----------------------------------------------------|
| Date uploaded into Skyward and placed in PRC: _____ |
|-----------------------------------------------------|

20210107AD



OFFICE OF SCHOOL LEADERSHIP

615 W. Missouri Avenue Midland, Texas 79701

Office: 432-240-1301 | [amber.day@midlandisd.net](mailto:amber.day@midlandisd.net)

STUDENT VERIFICATION FORM

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

Receiving Campus: \_\_\_\_\_

City, State: \_\_\_\_\_

Contact office & fax #: \_\_\_\_\_

Please verify that the following student has enrolled at your school/institution **and** has attended at least **one day of class**.

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Receiving campus please complete the following, sign and return.

\_\_\_\_\_ The above named student **has enrolled and is attending** our campus for the **2026-2027** school year.

First day of Attendance: \_\_\_\_\_  
MM/DD/YEAR



\_\_\_\_\_ The above named student **is not currently attending** our campus, *but* was most recently enrolled from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ The above named student **has never attended** our campus.

Receiving district verifier: \_\_\_\_\_  
Please print name and title

Receiving district verifier signature: \_\_\_\_\_

Please return this completed document to the campus where the student was last enrolled, the Midland ISD School Leadership office at 615 W. Missouri Ave. (6<sup>th</sup> Floor) Midland, TX 79701 or by email: [leaver@midlandisd.net](mailto:leaver@midlandisd.net).

Thank you for your assistance and cooperation in assuring student success.

*Amber Day*

Director of Leadership

20260727



**OFFICE OF SCHOOL LEADERSHIP**

615 W. Missouri Avenue, Midland, Texas 79701

Office: 432-240-1301|amber.day@midlandisd.net

**HOME SCHOOL VERIFICATION FORM**

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

I, \_\_\_\_\_, am withdrawing my student:  
Please print name of Parent/Guardian

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

to begin homeschooling as of the date on this form.

Parent/Guardian signature: \_\_\_\_\_

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## Midland ISD's Back to School No-Show Process Overview

Midland ISD wants every student in our community to succeed. Recovering students that have failed to return to school is a part of ensuring that success.

When a student withdraws from the district, TEA requires that we track their enrollment in another educational setting and obtain appropriate documentation supporting their enrollment. If we do not receive appropriate documentation or the student fails to attend another educational setting by the end of the School Start Window, then they are considered dropouts and impact our accountability.

***Leaver-*** students that do not return to enroll in Midland ISD and begin school in another educational setting.  
***Dropout-*** students that do not return to enroll in Midland ISD and have no verifiable information of enrollment in another educational setting.

### ***Identify Students***

Each secondary campus will receive a student find list.

This list will be for campuses to attempt contact with students and help document the whereabouts of and re-enroll these potential dropouts. The list will have your **no-show students** as well as your **coded 84** (Administrative Withdrawals) and **98** (Unknown whereabouts) students that did not re-enroll this school year.

**Once you receive it, please assign the list to the appropriate staff on your campus so they can start locating students.** *It is essential that this list be monitored for progress. I am available to support schools in the process, but please remember that your campus is responsible for meeting submission deadlines.*

All work needs to be documented on the shared document. Do not make a copy and work from there. It is a live document so that the Director of Leadership and campus personnel can see updates in real-time.

### ***Research and Documentation***

Contact parents and students to find out information. Assign lists to campus personnel and establish roles and responsibilities for finding student information. Scripts are available starting on page 27.

### ***Communication to Parents and Students***

Find out where students may be attending school. Use the last contact information available in PowerSchool to call parents, guardians, and emergency contacts to *confirm information about the student's current education status*. Ask parents to provide the school name, city and state.

## Documentation Requirements

TREX requests, Withdrawal Forms, and PowerSchool comments are not acceptable forms of documentation for TEA (*\*with one exception below for students returning to their home country*).

- If a student doesn't end up enrolling at a campus that requested records through TREX, they are still considered a dropout for MISD. We have to confirm their enrollment, most commonly with a [Student Verification form](#) for public schools/charters in Texas.
- **For private schools and schools outside of Texas**, we can accept a records request, a parent letter/email with the name of the school and date of enrollment, or a Student Verification form.
- **For homeschooling**, we can accept a parent letter/email with the date homeschooling began or a signed [Homeschool Verification form](#).
- **\*For students that return to their home country**, a withdrawal form signed by a parent or guardian indicating they are returning to their home country can serve as documentation. If discovered after withdrawal, a [Leaver Tracking form](#) can be filled out to document verbal conversations with any adult with knowledge of the family's whereabouts, or we can accept an email or letter.
- All of these forms of documentation need to be uploaded into the Enrollment section of the student's Portfolio in Powerschool once obtained.

Please see pages 10-16 for more detailed information about requirements for the less common situations.

### Questions? Contact Amber Day:

432-240-1301, [amber.day@midlandisd.net](mailto:amber.day@midlandisd.net)

# Phone Call Scripts

## **SPEAKING WITH PARENTS**

Hello, I am calling from Midland ISD, may I please speak with (name of the person on the list)? My name is (name of volunteer), and I'm calling on behalf of (school name).

We are concerned that your (daughter / son) did not show up for school for the 2026-2027 school year. Has (name of student) enrolled in school somewhere else?

**Yes:** Where is the student attending? Get as much information as possible- Name of School, City, and State

**No:** Is there any way we can support you so that (name of student) can return to school at MISD. Can we schedule a time for someone to talk to you about re-enrolling?

**Home School or Online:** Have parents fill out the Home School Verification Form (include the date that they began classes)

Thank you very much for your time, have a good day!

## **SPEAKING WITH EMERGENCY CONTACTS**

Hello, I am calling from Midland ISD, may I please speak with (name of the person on the list)? My name is (name of volunteer), and I'm calling on behalf of (school name).

We are locating students that have not returned to school, will you help me? I just have two questions. Are you familiar with (name of student and/ or parent) we have you listed as a contact on their record?

**Yes:** I would like to contact them about where they are enrolled in school, what is the best way to reach them?

### ***Will provide information:***

(Collect any information that the contact is willing to provide. Make sure to get any phone numbers, emails, or addresses they may know)

### ***Will not provide information:***

Please have them contact (name of campus representative) about their enrollment status. (Provide name and number). We want the student to succeed.

**No:** End Call

Thank you very much for your time, have a good day!

## **HABLANDO CON LOS PADRES O TUTOR DEL ALUMNO**

Hola, muy buenas (tardes, días), le estoy llamando de Midland ISD. ¿Puedo hablar con (nombre de persona en la lista)? Mi nombre es (nombre del voluntario), y le estoy llamando por parte de la escuela (nombre de la escuela).

Estamos preocupados que su (hijo / hija) no regresó a la escuela para el año escolar 2026-2027. ¿(Nombre del alumno) está matriculado en otra escuela?

**Sí:** ¿A qué escuela está asistiendo? Tome la mayor cantidad de información posible, como ser: nombre de la escuela, ciudad, estado.

**No:** ¿Hay alguna manera en la que podamos apoyarle para que (nombre del alumno) vuelva a la escuela en MISD? ¿Podemos hacer una cita para que alguien pueda hablar con usted para reinscribirlo(a)?

**Escuela en casa o escuela en línea:** Pida a los padres que completen el formulario de verificación de educación en el hogar (incluya la fecha en que comenzaron clases).

Muchas gracias por su tiempo, que tenga un buen día.

## **HABLANDO CON CONTACTOS DE EMERGENCIA**

Hola, muy buenas (tardes, días), le estoy llamando de Midland ISD. ¿Puedo hablar con (nombre de persona en la lista)? Mi nombre es (nombre del voluntario), y le estoy llamando por parte de la escuela (nombre de la escuela).

Estamos trabajando para ubicar los alumnos que no han regresado a la escuela. ¿Puede ayudarme? Solo serán pocas preguntas.

¿Conoce usted a (nombre del alumno o del padre)? En nuestros registros, usted aparece como contacto de emergencia para (nombre del alumno).

**Si:** Nos gustaría poder hablar con los padres de (nombre del alumno) para saber en qué escuela se encuentra matriculado. ¿Cuál es la mejor manera de contactar a sus padres?

### ***Persona provee información:***

Tome toda la información que el contacto quiera proveerle. Asegúrese que le provean números de teléfono, correo electrónico, o domicilios que la persona conozca.

### ***Persona no provee información:***

Por favor indíquele a la persona que es importante que los padres del alumno se comuniquen con la escuela para hablar sobre el alumno. Proveer números de contacto. Queremos que (nombre del alumno) tenga éxito.

**No:** Finalice la llamada.

¡Muchas gracias por su tiempo! ¡Que tenga un lindo día!