

DOCUMENTATION REQUIREMENTS 2021-22 AND 2022-23 LEAVERS and NO SHOWS

CODE	DESCRIPTION	DOCUMENTATION - THIS ONLY APPLIES TO LEAVERS - NOT MOVERS
Graduated or received an out-of-state GED		
01	Graduated	Transcript showing sufficient credits, successful completion of TAKS (if required)
85	Non TX Graduate	including testing dates, graduation seal, school official signature & completion date (TX) .
86	Completed GED outside Texas	Copy of the GED certificate or some other written document provided by the testing company showing completion of the GED; to include date of GED completion, location, address, or contact information of the company. (Includes on-line company.)
90	Grad-ICEOMC	Transcript showing sufficient credits, date, school official signature and diploma w/grad seal.
Moved to other educational setting (Documentation for 24, 60, 66, 81, 82 & 78 is shown below)		
24	Entered College	Documentation must indicate student is enrolled full-time (at least 9 credit hours in Fall session)
60	Home School	Signed, dated letter from parent. Indicate date started home schooling.
81	Private School in Texas	1. Intent can be established at the time the student withdraws. 2. Records request is not required.
82	Enroll in School outside Texas	3. The district is not required to follow up with the receiving school. INTENT must be established within 10 days or for no shows by first day of next school year. 4. Job Corp must have documentation supporting enrollment in High School diploma prog.
66	Removed by CPS	Used only in removal by CPS not private agencies. Documentation: Due process documentation supporting this withdrawal or written documentation of oral statement by CPS .
87	Enroll in Univ HS Prg	Records or transcript request from the high school diploma program.
Documentation Standards for 24, 60, 81 & 82 fall into 3 categories. <u>Transcript Requests documented by: (Telephone requests require standardized district approved form.)</u>		
1. Written Transcript Requests or telephone requests documented in writing to include; date of call, name of school requesting, name of person making request, name of person receiving the call. OR		
2. A signed letter from the receiving school verifying enrollment is also acceptable documentation. The letter must state; name & location of the school or program in which the student is enrolled and the date of enrollment . OR		
3. Written documentation of an oral statement by a representative of the receiving school providing; name & location of the school & verifying that the student is enrolled signed & dated by an authorized representative of the district.		
OR Written Statements from parents/qualified students:		
1. Written signed statement from a parent/guardian or qualified student (obtained within 10 days of student leaving). OR		
2. A copy of the withdrawal form completed at the time the student left, signed & dated by the parent/guardian or qualified student (signature must be on same page as destination .) Form must indicate either where the student will be moving, the name of the private school, or that the student will be home schooled. OR		
3. Oral statement by the parent/guardian or qualified student signed & dated by an authorized representative of the district.		
OR Verification by the superintendent or authorized representative		
1. Superintendent or authorized representative may verify that the student has been enrolled in a private school (Texas or non-Texas), is being home schooled, or has entered college. Verification includes documentation in-person or telephone conversations between the superintendent or authorized representative and the parent, guardian or qualified student.		
Withdrawn by School District		
78	Student expelled & cannot return	Expelled under 37.007, term of expulsion has not expired, or the student cannot return due to court action. Documentation: Due process supporting the expulsion.
83	Administrative withdrawal	Falsification of documentation, lack of immunizations. Documentation: Due process supporting the withdrawal.
Other Reasons		
03	Student Died	Copy of death certificate or obituary, memorial service program, written statement from parent/guardian, documentation of oral statement by parent/guardian.
08	Pregnancy	Student (female or male) withdrew from/left school because of pregnancy. Document on leaver form.
16	Return to Home Country Or Emigrate To Another Country	Used when student (including exchange student) leaves the US - include destination. 1. Copy of the Transfer Document for Bi-national Migrant Student completed at the time of withdrawal signed & dated by an authorized representative of the district. OR 2. Copy of the withdrawal form signed and dated by the parent/guardian or qualified student and an authorized representation of the district. Reason must be on form. OR 3. A signed letter from the parent/guardian or qualified student stating that the student is leaving school to return home. OR 4. Written documentation of an oral statement by the parent/guardian, qualified student, or other adult with knowledge of the family's location, signed and dated by an authorized representative of the district. Foreign Exchange: Documentation from host family.
20	Medical Injury	Student has suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility. Medical note
88	Court Ordered GED	Copy of the court order stating that the student has been order to attend a high school or GED pr.
89	Incarcerated as adult (state jail/fed pent)	1. Oral notification from law enforcement agency, prosecuting attorney to dist authorized rep 2. Written notification from law enf, prosecuting attorney, jail/pent that student is incarcerated
98	Other	Leaving Tracking Form or similar standardized form including authorized signature and date.
NOTE: Documentation is considered incomplete without dates, all required signatures and destination		

Documentation requirements based on Appendix F of 2017-18 Data Standards (may change)
School leavers with this LEAVER-REASON-CODE are counted as dropouts for state accountability purposes: code 98.
School leavers with this LEAVER-REASON-CODE are counted as dropouts for federal accountability purposes: codes 88, 89, 98.