



leaver

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Update data for the *SchoolLeaverExtension* and *StudentGraduationProgramExtension* complex types as needed.

The *SchoolLeaverExtension* complex represents student leavers in grade levels 7-12 during the prior school year.

The *StudentGraduationProgramExtension* complex represents students who are pursuing or have completed a graduation program such as the Foundation High School Program.

Modify a record:

Select a student

To retrieve a student's records, select the student in one of the following ways:

Stu ID	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.
Stu Name	Begin typing the student's name in one of the following formats: • Last name, comma, first name • Last name initial, comma, first name initial As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.
Texas Unique Stu ID	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
Directory	Click Directory to select a student from the directory .

☐ Click **Retrieve** to retrieve the selected student.

Campus	CAMPUS-ID (E0266) Select the campus. Click  to add or change the code for the field.
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Local ID	LOCAL-STUDENT-ID (E0923) (Optional) Type the student's district-assigned local ID number, up to nine characters.
Graduation Type	GRADUATION-TYPE-CODE (E0806) Code table: C062 Select the type of plan under which the student graduated.
Graduation Date	DATE-OF-GRADUATION (E0791) Type the month-year when the student graduated from high school in the MMYYYY format.
Leaver Reason	LEAVER-REASON-CODE (E1001) Code table: C162 Select the reason the student has not enrolled in the district during the current school year. Rule 40203-0015: If the student's grade level is below 9, this field cannot be 01 (i.e., <i>graduated</i>). Rule 40203-0018: If this field is 01 (i.e., <i>Graduated from Campus in Dist/Charter</i>), IGC must be 00 or 02.
IGC	INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE (E1562) Code table: C201 Indicate if the student graduated as the result of an Individual Graduation Committee (IGC) review. Rule 40203-0018: If Leaver Reason is 01 (i.e., <i>Graduated from Campus in Dist/Charter</i>), IGC must be 00 or 02. Rule 40203-0019: If IGC is 02, the student's grade level must be 12. A student cannot be an IGC graduate before grade level 12.
Military Enlistment	MILITARY-ENLISTMENT-INDICATOR-CODE (E1589) Code table: C088 Select if the student has a leaver record and has enlisted in the United States Armed Forces after graduation.

Student Graduation Program	Distinguished Coursework	FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) Code table: C199 Select whether the student is not pursuing or participating or has completed distinguished coursework. Rule 48011-0008: If any value other than 0 or blank is selected, you must set at least one of the following endorsement fields to 1 or 2.
	endorsements	STEM-ENDORSEMENT-INDICATOR-CODE (E1544) PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546) BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545) MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE (E1548) ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547) Code table: C199 For each endorsement, select whether the student is participating, has completed, or is not pursuing the endorsement.
	Financial Aid Application	FINANCIAL-AID-APPLICATION-CODE (E1724) Code table: C230 Select how the student completed the graduation requirement of either completing a financial aid application (FAFSA or TASFA) or submitting an exception.
	Tx First Early HS Completion Pgm	TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM (E1736) Code table: C233 Select whether the student graduated early under the Texas First Early High School Completion Program.
	Edits: If the student's Graduation Type is 34 or 54-57, the Distinguished Coursework and endorsement fields must all be set to 0 or 2. If the student's Graduation Type is <i>not</i> 34 or 54-57, the Distinguished Coursework and endorsement fields must all be blank.	

☐ Click **Save**.

Add[Add a student.](#)

Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

State Stu ID	This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable. • The first character must start with S or 0-8. • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120.
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The following fields are required:

Fall	Summer	Extended
• State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status	• State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status • Campus • Foundation Coursework • Unaccompanied Youth Status (if Homeless Status is not 0) • Career and Technical Ed • Foster Care • Military Connected	• State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Foster Care

Click **Save**.

	Delete a row. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save.
Delete	Delete all of the student's records. Click Delete to delete all of the student's records. A confirmation message is displayed. Click OK to continue. Otherwise, click Cancel.
Change ID	Change the student's ID. The Change ID button is disabled until a student is retrieved on the page. Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page. In the New Student ID field, type a valid social security number that you would like to change the existing ID to, and then click Submit. The Change Student ID dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct. Click OK to continue. Otherwise, click Cancel.
Prev and Next	Scroll through students. Once a student is retrieved, click Prev or Next to scroll to the previous or next student alphabetically.



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