

createleavertrackingrecords

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This utility creates leaver tracking records for the current school year for graduates, withdrawn students, and No Show students as part of the Move to Grade Reporting process. When the utility is run, any existing leaver tracking records for the current school year are deleted.

Create records:

Field	Description
School Start Window (SSW) Date	Type the school-start window date set by the TEA for the current school year in the MMDDYYYY format. The date is used to determine if a No Show student who reentered the district is still considered a No Show. • If a No Show student reentered the district within the school-start window, he is not a No Show. • If a No Show student reentered the district after the school-start window, he is a No Show.

2. Click Create Trking Records to run the utility.

● If errors are encountered, a message is displayed indicating the number of errors.

● The Print Tracking Report button is displayed.

3. Click Print Tracking Report to view a list of students for whom records were not created. The report opens in a new window. Review, save, or print the report.


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