


# createleavertrackingrecords

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# Create Leaver Tracking Records

***Registration > Utilities > Create Leaver Tracking Records***

This utility creates leaver tracking records for the current school year for graduates, withdrawn students, and No Show students as part of the Move to Grade Reporting process. 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.<br><br>The date is used to determine if a No Show student who reentered the district is still considered a No Show.<br><br>• If a No Show student reentered the district within the school-start window, he is not a No Show.<br><br>• If a No Show student reentered the district after the school-start window, he is a No Show. |

Click **Create Trking Records**.

When completed, a message displays the number of errors.

## Other functions and features:

| | |
|---|---|
| **Print Tracking Report** | Click to view a list of students for whom records were not created.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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