Prior Year Leaver Tracking

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This page allows you to add or update leaver data for prior year leavers. This data is initially created when you run Leaver records cannot be deleted.

NOTE: No Show leaver data, which is current year data, must be updated on Maintenance > Student Enrollment > W/R Enroll.

Leaver data is extracted for all students who withdraw during the school year. The data is extracted from the student demographic and enrollment tables during Move to Grade Reporting and saved to a leaver tracking table. In the fall of each school year, prior year leaver data is submitted to PEIMS along with No Show leaver data for the current school year. The prior year leaver data is extracted from the leaver tracking table, and current No Shows are written to the leaver tracking table when the fall PEIMS extract is run.

Update data:

Select a student

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

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters 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. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

| (photo) | If a photo exists for the student, the student photo is displayed.

From [Registration > Maintenance > Student Enrollment](), you can change the student photo:

1. Hover over the image, and click **Change**. The Change Student Photo window opens.

2. Click **Choose File**. Locate and open the file for the new image.

3. Click **Save**. The window closes, and the new image is displayed.

Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores. |
|---|---|
| **Field** | **Description** |
| **Leaver Year** | The ending year of the school year in which the student withdrew (i.e., became a leaver) is displayed. This is the year prior to the school year to which you are logged on. |
| **Name** | Type the student's first, middle, and last name. Select a generation code if applicable.
[Name Edits]()
In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages.

In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.

Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9. |
| **Campus** | The campus ID to which you logged on is displayed. |
| **SSN** | Type the student's nine-digit social security number. |
| **Texas Unique Student ID** | Type the student's ten-digit unique student ID. This ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID Application. This ID cannot be generated by an LEA and cannot begin with zero.

If the student does not have a Unique ID, run the [Process Texas Unique Student IDs (UIDs) utility](). |
| **Sex** | Select the student's gender. |
| **DOB** | The student's date of birth is displayed and cannot be modified.
TWEDS Data Element: BirthDate (E0006) |
| **Attribution Cd** | Indicate how the student attends school.

TWEDS Data Element: STUDENT-ATTRIBUTION-CODE (E1000) (Code table: C161) |
| **Hispanic/Latino** | Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |

Field	Description
Race	One or more of the following options is selected, regardless of whether the student is **Hispanic/Latino**.

	White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.
	Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.
	Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
	American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).
	Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Field	Description
Grade Level	Select the student's grade level (7-12) during the prior school year.
Campus of Residence	Type the nine-digit campus ID corresponding to the campus attendance area in which the student resided.
Exclude From PEIMS	Select to exclude this record from the PEIMS submission.
Military Enlistment	Select if the leaver student has enlisted in the United States Armed Forces after graduation. TWEDS Data Element: MILITARY-ENLISTMENT-INDICATOR-CODE (E1589) (Code table: C088)
Even Start	Indicate if the student was enrolled in an Even Start program.
Asylee/Ref	Indicate if the student's initial enrollment in a school in the United States in grade levels 7-12 was as an unschooled asylee or refugee. TWEDS Data Element: UNSCHOOLED-ASYLEE/REFUGEE-CODE (E1076) (Code table: C183)
Eco Disadvan	Indicate the student's economic disadvantage status. TWEDS Data Element: ECONOMIC-DISADVANTAGE-CODE (E0785) (Code table: C054)
Migrant	Select if the student participates in the migrant program. TWEDS Data Element: MIGRANT-INDICATOR-CODE (E0984) (Code table: C088)
Withdrawal Code	Click ⋮ to select the student's withdrawal reason.
Graduation Type	Select the plan under which the student graduated. TWEDS Data Element: GRADUATION-TYPE-CODE (E0806) (Code table: C062)
Graduation Date	Type the date on which the student graduated in the MMDDYYYY format.

Field	Description
IGC	Select if the student graduated as a result of an Individual Graduation Committee (IGC) review. Utilities > Create Leaver Tracking Records sets the **IGC** code to 02 for 12th grade students who are graduates and IGC. A student is considered IGC (Individual Graduation Committee) if he has a record on his most recent enrollment year on Maintenance > Student Enrollment > Local Programs with the **Othr Spc Pgms** field set to a code that matches the **Local Program for IGC Reporting** code on State Reporting > Options (even if there is a withdrawal date in the most recent record). If there is no value specified in State Reporting, the program will look for code *IGC* in the **Othr Spc Pgms** field on Maintenance > Student Enrollment > Local Programs.
Graduation Program	**This field is not displayed for the 2019-2020 school year and later.** For each endorsement, indicate if the student participated or completed the program. TWEDS Data Elements: • FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) • 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

Field	Description
Graduation Performance Acknowledgments	**These fields are not displayed for the 2019-2020 school year and later.** For prior school years, fields from Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement are displayed.

	AP/IB Examinations	Indicate if the student earned a performance acknowledgment for outstanding performance on a College Board AP test or IB examination.
	Bilingual/Biliteracy	Indicate if the student earned a performance acknowledgment for outstanding performance in bilingualism and biliteracy.
	Outstanding Performance Assessment	Indicate if the student earned a performance acknowledgment for outstanding performance on the PSAT®, ACT-PLAN®, SAT®, or ACT®.
	Dual Credit	Indicate if the student earned a performance acknowledgment for outstanding performance in a dual credit course.
	First-Third Industry Certification/License	Click ⋮ to select up to three nationally or internationally recognized business or industry certification or license earned by the student. At least one of the fields must have a value. TWEDS Data Elements: FIRST-POST-SECONDARY-CERTIFICATION-LICENSURE (E1586) (S1) SECOND-POST-SECONDARY-CERTIFICATION-LICENSURE (E1592) (S1) THIRD-POST-SECONDARY-CERTIFICATION-LICENSURE (E1593) (S1)

Click **Save**.

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