


# prioryearleavertracking

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# Prior Year Leaver Tracking

***Registration > Maintenance > Prior Year Leaver Tracking***

This page provides the master list for prior year leaver students. This data is initially created when you run the ***Create Leaver Tracking Records*** utility. Leaver records cannot be deleted.

Leaver data is sent submitted to TEA via API for all students who withdrew during the school year. The data is extracted from the student demographic and enrollment tables during ASDR 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.

If a student was excluded from leaver tracking by mistake, the Prior Year Leaver Tracking page can be used add the student. **Use this page carefully.**

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

Prior Year Leaver and Graduate data, which is prior year data, must be updated in prior year or current year leaver tracking depending on the element.

Additional Guidance

## PriorYearLeaverEntity

| Data Element | PYL Historical Year UI | PYL Current UI |
|---|---|---|
| StudentUID | Demo1 | —- |
| School | —- | Prior Year Leaver Tracking Screen |
| Grade Level | Demo1-W/R Enroll | Prior Year Leaver Tracking Screen |
| ExitWithdrawDate | —- | —- |
| ExitWithdrawType | —- | Prior Year Leaver Tracking Screen |
| LocalStudentID | —- | —- |
| StudentID | —- | Prior Year Leaver Tracking Screen |
| Generation | Demo1 | Prior Year Leaver Tracking Screen |
| Sex | —- | Prior Year Leaver Tracking Screen |
| HispanicLatinoEthnicity | Demo1 | —- |
| Race | —- | Prior Year Leaver Tracking Screen |
| AssociateDegreeIndicator | PGP/Graduation | —- |

| Data Element | PYL Historical Year UI | PYL Current UI |
|---|---|---|
| FinancialAidApplication | PGP/Graduation | —- |
| AsOfStatusLastFridayFridayOctober | —- | Prior Year Leaver Tracking Screen |
| ParentalPermission | Bil/ESL | —- |
| EndorsementCompleted | PGP/Graduation | —- |
| LangInstruProgramSvc | —- | —- |
| StudentCharacteristic | —- | —- |
| TitleIPartAParticipant | Title 1 | —- |
| EconomicDisadvantage | —- | Prior Year Leaver Tracking Screen |
| EmergentBilingualIndicator | BIL/ESL | —- |
| FosterCareType | Demo1 | —- |
| HomelessStatus | Demo1 | —- |
| MilitaryConnectedCode | Demo1 | —- |
| SpecialEducationStudent | Spec Ed | —- |

## BirthData

| Data Element | Historical Year | Current Year |
|---|---|---|
| BirthDate | Demo1 | —- |

## Name

| Data Element | Historical Year | Current Year |
|---|---|---|
| FirstName | Demo1 | —- |
| MiddleName | Demo1 | —- |
| Last Surname | Demo1 | —- |

## Language

| Data Element | Historical Year | Current Year |
|---|---|---|
| Language | Bil/ESL | —- |
| LanguageUse | Bil/ESL | —- |

## IndustryBasedCertificationSet

| Data Element | Historical Year | Current Year |
|---|---|---|
| DateCertTaken | PGP/Graduation | —- |
| PostSecondaryCertificationLicensure | PGP/Graduation | —- |
| PostSecondaryCertLicensureResult | PGP/Graduation | —- |
| IBCExamFeeAmount | PGP/Graduation | —- |
| IBCVendor | PGP/Graduation | —- |

## GraduationSet

| Data Element | Historical Year | Current Year |
|---|---|---|
| DiplomaAwardDate | PGP/Graduation | —- |
| DiplomaType | —- | —- |

| Data Element | Historical Year | Current Year |
|---|---|---|
| IndividualGraduationCommitteeGraduateIndicator | —- | Prior Year Leaver Tracking |
| MilitaryEnlistmentIndicator | Demo1 | —- |
| TexasFirstEarlyHSCompletionProgram | PGP/Graduation | —- |
| DistingLevelAchievementGraduate | —- | Prior Year Leaver Tracking |

### Address

| Data Element | Historical Year | Current Year |
|---|---|---|
| Address Type | Stu Enroll/Demo1 | —- |
| StreetNumberName | Stu Enroll/Demo1 | —- |
| ApartmentRoomSuiteNumber | Stu Enroll/Demo1 | —- |
| City | Stu Enroll/ Demo1 | —- |
| StateAbbreviation | Stu Enroll/Demo1 | —- |
| PostalCode | Stu Enroll/Demo1 | —- |

### ElectronicMail

| Data Element | Historical Year | Current Year |
|---|---|---|
| ElectronicMailAddress | Stu Enroll/Demo1 | —- |
| ElectronicMailType | —- | —- |

### Telephone

| Data Element | Historical Year | Current Year |
|---|---|---|
| TelephoneNumber | Stu Enroll/Demo1 | —- |
| TelephoneNumberType | —- | —- |

## 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.<br><br>The student can also be located by typing the name in one of the following formats:<br><br>• Last name, comma, first name (smith, john)<br>• Last name initial, comma, first name initial (s,j)<br>• Comma, first name (,j) |

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| **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.<br><br>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.<br>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.<br><br>From Registration > Maintenance > Student Enrollment, you can change the student photo:<br><br>1. Hover over the image, and click **Change**. The Change Student Photo window opens.<br><br>2. Click **Choose File**. Locate and open the file for the new image.<br><br>3. Click **Save**. The window closes, and the new image is displayed.<br><br>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. |

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| **Leaver Year** | Select to exclude this record from the PEIMS submission. |
| **Name** | Type in the student's first, middle, and last name.<br>Select a generation code if applicable.<br>First and last name are required.<br><br>First and last name are required. |
| **Campus** | Enter the campus ID for which the student is applying. |
| **SSN** | Type the student's 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.<br><br>If the student does not have a Unique ID, run the Process Texas Unique Student IDs (UIDs) utility. |
| **Sex** | Select the student's gender.<br>Sex is required. |
| **DOB** | Type the student's date of birth (MM-DD-YYYY). |
| **Attribution Cd** | Edits:<br>If set to 00, 12, 22, 24, 26, or 28, the **Camp Id Resid** (or **Camp Resid** or **Campus of Residence**) field must be blank.<br><br>If set to 03, 06, 07, or 10, the **Camp Id Resid** (or **Camp Resid** or **Campus of Residence**) field cannot be blank, and the first six characters of the **Camp Id Resid** (or **Camp Resid** or **Campus of Residence**) cannot match the district ID.<br><br>Edits do not apply to charter schools. |

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| **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. |

## Under Race:

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| **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. |

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| **Grade Level** | Select the student's grade level for the current school year. The grade levels listed are according to values entered in the **Low Grade Level** and **High Grade Level** fields on Maintenance > Campus Profile > Campus Information Maintenance > Control Info.<br><br>If the student has more than one enrollment record for the campus, this field is disabled. The data must be updated on the W/R Enroll tab. |
| **Campus of Residence** | Type the nine-digit campus ID of the campus attendance area in which the student currently resides.<br>If the student has more than one enrollment record for the campus, this field is disabled. The data must be updated on the W/R Enroll tab. |
| **Exclude from PEIMS** | Select to exclude this record from the PEIMS submission. |
| **Even Start** | Indicate if the student is enrolled in an Even Start program. An Even Start program can provide services to both parents and their children who are school age (PK-18), or ages 0-3 and coded as EE. |
| **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. |

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| **Eco Disadvan** | Indicate the student's economic disadvantage status.<br><br>**NOTE:** When the Registration > Utilities > Cafeteria Import is run, the data in this field is overwritten by data in the import file.<br>**NOTE:** National School Lunch Program (NSLP) is an optional program. However, the Economic Disadvantage data is collected for TSDS PEIMS reporting (submissions 1 and 3). Campuses that do not offer NSLP to enrolled students must set the **Eco Disadvan** code for all students to either *00-Not identified as Economically Disadvantaged* or *99-Other Economic Disadvantage*, based on the results of a locally developed income survey form.<br><br>**NOTE:** If you change the following demographic information for a student making that student ineligible for Census Block reporting, the census block data will be cleared for the student on ***State Reporting > Maintenance > Fall > Student > Demo***:<br>• **Eco Disadvan** (Demo1) is not 00, and<br>• **Elig Code** (Demo1 or W/R Enroll) is 1-3, 6, or 7, and<br>• **Homeless Status Cd** (Demo3) is 0, and<br>• **Attribution Cd** (Demo1 or W/R Enroll) is not 21 or 23<br>• **Physical Address** (Demo1) |
| **Migrant** | Select if the student participates in the migrant program. |
| **Withdrawal Code** | Click ⋮ to select the student's withdrawal reason. |
| **Graduation Type** | Click in the field, and then click ⋮ to select the PEIMS grad type code associated with the graduation plan. |
| **Graduation Date** | Type the date on which the student graduated or is expected to graduate in the MMDDYYYY format. |
| **IGC** | Select if the student graduated as a result of an Individual Graduation Committee (IGC) review.<br><br>Utilities > Create Leaver Tracking Records sets the **IGC** code to 02 for 12th grade students who are graduates and IGC.<br><br>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. |
| **Associate Degree** | Select if the student has earned an associate degree. |
| **Adult Prev Attend** | Select whether an adult student (age 18-25), who is currently enrolled in a high school equivalency program, dropout recovery school or other adult education program (under TEC Section 29.259), has or has not attended school in the previous nine months prior to enrolling. |
| **Last Friday of October Status** | Select the student's status as of the last Friday in October. |

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|---|---|
| **Homeless Status** | Select the student's homeless status.<br><br>Edits:<br><br>• **Unaccomp Youth Status Cd** cannot be 0 if **Homeless Status Cd** is 1, 2, 3, or 4.<br><br>• **Unaccomp Youth Status Cd** must be blank if **Homeless Status Cd** is 0.<br>**NOTE:** If you change the following demographic information for a student making that student ineligible for Census Block reporting, the census block data will be cleared for the student on ***State Reporting > Maintenance > Fall > Student > Demo***:<br>• **Eco Disadvan** (Demo1) is not 00, and<br>• **Elig Code** (Demo1 or W/R Enroll) is 1-3, 6, or 7, and<br>• **Homeless Status Cd** (Demo3) is 0, and<br>• **Attribution Cd** (Demo1 or W/R Enroll) is not 21 or 23<br>• **Physical Address** (Demo1) |
| **Unaccompanied Youth** | Select the student's unaccompanied youth status. |
| **Parental Permission** | Select which permission the student has been given. |
| **Achievement Category** | Select the achievement level the student has earned. |

❑ Click **Save**.


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