


# createleavertrackingrecords

# Table of Contents

**Create Leaver Tracking Records** ..... 1

# Create Leaver Tracking Records

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

This utility creates leaver tracking records (i.e., Maintenance > Prior Year Leaver Tracking) for the current school year for graduates, withdrawn students, and No Show students as part of the Move to Grade Reporting process.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.

Leaver Errors:

| Record Type | Conditions for Error | Record Written to Leaver Table | Error Written to Report | Error Type |
|---|---|---|---|---|
| Year-end Status | PEIMS Graduation Plan = 34, Year-end status code = Graduated, participating in FHSP, and one of the endorsements = 1 (STEM, Public Services, Business and Industry, Multi Disciplinary Studies, Arts and Humanities) | Yes | Yes | Warning |
| Year-end Status | State Student ID missing | No | Yes | Fatal |
| Year-end Status | Duplicate key (record already in table) | No | Yes | Fatal |
| Year-end Status | Any sort of error when attempting to insert row into sr_stu_leaver when the row is not a duplicate and the state ID is not blank | No | Yes | Fatal |
| Year-end Status | Year-end status code is 12 and student is not in grade level 12 | Yes | Yes | Warning |
| Withdraw Code | PEIMS Graduation Plan = 34, Year-end status code = Graduated, participating in FHSP, and one of the endorsements = 1 (STEM, Public Services, Business and Industry, Multi Disciplinary Studies, Arts and Humanities) | Yes | Yes | Warning |
| Withdraw Code | State Student ID missing | No | Yes | Fatal |
| Withdraw Code | Duplicate key (record already in table) | No | Yes | Fatal |
| Withdraw Code | Any sort of error when attempting to insert row into the leaver table when the row is not a duplicate and the state ID is not blank | No | Yes | Fatal |
| Withdraw Code | Year-end status code is 12 and student is not in grade level 12 | Yes | Yes | Warning |
| No-Show | District has historical records and student does not have an enrollment record for the prior year | No | No | |
| No-Show | Student's prior year grade level is 06 or lower (if district has historical records, grade level taken from prior year record. If district does not have historical records, prior year grade level is calculated | No | No | |

| Record Type | Conditions for Error | Record Written to Leaver Table | Error Written to Report | Error Type |
|---|---|---|---|---|
| No-Show | Student has a withdraw code leaver record for prior school year | No | No | |
| No-Show | State Student ID missing | No | Yes | Fatal |
| No-Show | Duplicate key (record already in table) | No | Yes | Fatal |
| No-Show | Any sort of error when attempting to insert row into sr_stu_leaver when the row is not a duplicate and the state ID is not blank | No | Yes | Fatal |

## Create records:

| | |
|---|---|
| **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.

---

| | |
|---|---|
| **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. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover