

createleavertrackingrecords

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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 Prior Year Leaver Tracking) for the current school year for graduates, withdrawn students, and No Show students as part of the Move to Grade Reporting process.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. 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.

❑ 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. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. 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. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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