



fall_submission_verify_reg_leavers_no_shows

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A **graduate** is a student who met graduation requirements by August 31.

A **leaver** is a student who was enrolled at least one day at a Texas public school in grade level 7-12 during the prior year and did not enroll in a Texas public school the following Fall by the end of the school start window due to a specific reason defined by the leaver reason code table (C162).

A **No Show** is a student who did not withdraw last year but is not attending this year.

Ensure that all data is accurate for graduates, leavers, and No Shows.

- If the student has a prior year leaver tracking record only, update the existing record; do not add a new record. This record is extracted.
- If the student has a current year No Show record only, update the No Show record once the correct code is determined. You do not need to create a record on the Prior Year Leaver Tracking page. The No Show record is extracted unless the student has a re-entry date within the school start window.
- If a student has a prior year leaver tracking record and a current year No Show record, only the leaver record is extracted. Update only the leaver record; do not add a new leaver record. Do not update the current year No Show record.

NOTE:

Leaver data is reported for all students who were in grade level 7-12 in the prior year and were withdrawn or No Show in the current year, except for those who earned a GED, enrolled in another district in the school-start window, or were otherwise accounted for.

Graduation data is reported for all students who graduated during the prior school year, including summer graduates up through August 31.

- [No Show students](#)

Registration > Maintenance > Student Enrollment > W/R Enroll

Every student who is withdrawn with **Reason** code 44 (i.e., *No Show*) will automatically be set to code 98 (i.e., *Dropout*) when the fall data is extracted. If this is not correct for the student, you must change the student's status code from 44 to the appropriate code once the correct code is determined.

NOTE: The following withdrawal codes are also set to code 98 when the fall data is extracted: 02, 04, 09, 10, 14, 15, 19, 22, 30, 44, 61, 72, 79, and 84.

The following codes are set to blank and are not extracted: 31, 33, 49, 63, 64, 80, and EP.

Any user-defined codes that do not get set to blank will be set to code 98.

If the student met graduation requirements by August 31, change the **Reason** code from 44 (i.e., *No Show*) to 01 (i.e., *Graduated from a campus in this district or charter*) and enter the student's graduation date. It is not necessary to create a leaver record on the Prior Year Leaver Tracking page.

The screenshot shows the 'W/R ENROLL' tab in a software interface. At the top, there are tabs for DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL (selected), SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, and PK ENROLL. Below the tabs is a table with columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, Status, Exclusion, Grade, Elig Cd, Track, Attrib Cd, Camp Res, CTE Elig, Comnts, and Res Fac. Two rows of data are visible. Below the table is a form with fields for Campus, Entry Date, Exit Date, Reason, Status Cd, Exclusion Code, Grade Level, Eligibility Code, Track, Attribution Cd, Camp Resid, and CTE Elig. The 'Reason' field is set to 44 and the 'Status Cd' is set to No Show. There is an 'Add' button at the bottom right of the form area.

Registration > Reports > Registration Reports > Withdrawal > SRG2200 - Student No Show Report

Date Run: 		Student No Show Report					Program	
Cnty-Dist: 015-102		103 School - 2 - 4					Page:	
Campus: 103		Sch Year: 2020 For Campuses: 001, 041, 102, 103,						
Student Name	Grade	Track	Student ID	Actv Cd	Orig Entry Date	WD Code	WD Date	P
ACEVEDO, MICHAEL G.	03	01	100095	2	09/10/2019	44	09/10/2019	
APPEL, CHRISTIAN J.	03	01	101617	2	09/10/2019	44	09/10/2019	
AREVALO, ANIYAH M.	03	01	103970	2	09/10/2019	44	09/10/2019	
BANDY, RAUL L.	03	01	100953	2	09/10/2019	44	09/10/2019	
CHAVEZ, MADISON L.	03	01	102313	2	09/10/2019	44	09/10/2019	
CROFT, ANNE-MARIE E.	03	01	103860	2	09/10/2019	44	09/10/2019	
DELGADO, KENLEY B.	03	01	102149	2	09/10/2019	44	09/10/2019	
DOUGLAS, MARK N.	03	01	000183	2	09/10/2019	44	09/10/2019	

Use SRG2200 to determine the students for whom you need to update code 44. The **Ending School Year** parameter should be set to the ending year of the current school year.

- [Leaver tracking](#)

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 Leaver Tracking Records

This process will create student leaver tracking records for the current school year. Any existing leaver tracking records for the current school year will be deleted.

School Start Window (SSW) Date: MMDDYYYY

Create Records

This process will run automatically during Move-to-Grade Reporting.

For the for the 2023-2024 school year, type 09292023 for the **School Start Window (SSW) Date**.

☐ Click **Create Tracking Records** to run the utility.

- If errors are encountered, the number of errors is displayed. Otherwise, "No Leaver Tracking errors out of xxxx students" is displayed.

Create Leaver Tracking Records

This process will create student leaver tracking records for the current school year. Any existing leaver tracking records for the current school year will be deleted.

School Start Window (SSW) Date: MMDDYYYY

[Print Report](#)

This process will run automatically during Move-to-Grade Reporting.

No Leaver Tracking errors out of 0 students

- The **Print Tracking Report** button is displayed. Click **Print Tracking Report** to view the errors and total leaver records created.

Date Run: 10-01-2021 12:05 PM	Create Leaver Tracking Records Report	Page: 1 of 1
Sch Year: 2021 - 2022	Error Report	
Cnty-Dist: 964-964	TEXAS ISD	

Campus	Stu ID	Name	Lvr Rsn	Graduation Date	Type	Year End Stat	PEIMS ID	Reason Failed
Total Leaver Records Read: 0								
Total Leaver Fatal Error Records:								
Total Leaver Warning Error Records:								
Total Leaver Tracking Records Written:								

Registration > Reports > Registration Reports > Withdrawal > SRG1700 - Leaver Tracking Report

SRG1700 reflects the changes made when the Create Leaver Tracking Records utility is run. It provides a list of all students who will potentially be reported as leavers.

Date Run: 2/22/2021 11:52 AM		Leaver Tracking Report										Program ID: SRG1700								
Cnty Dist: 031-776		TEXAS ISD										Page: 1 of 11								
Campus: 001		2020 Leavers and 2021 No-Shows for 2021 PEIMS Submission																		
School Start Window Date: 08/01/2020																				
Student ID	Student Name	Grd Lvl	Lvr Yr	No Show	Wd Cd	PEIMS Cd	Grad Dt	Grad Type	Dist Crs	S T E M	Pub Srv	Bus and Ind	Multi Disc Sdy	Arts and Hum	IGC	Mil Enlist	SSN	Excl PEIMS	SSW Enrollment Entry	W/D
503708	ADAMS, JOELLE MARIE	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0		
300831	AGUIERO, TERRY R	12	2020	0	01	01	05/29/2020	34	2	2	0	2	2	0	00	0	XXX-XX-XXXX	0		
503092	AGUILAR, EDMOND	12	2020	0	01	01	01/08/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0		
101161	ALBRECHT, EMELIA JAMALLE	10	2020	0	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0		
503104	ALCORTA, SARAH STOVING	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0		
503757	ALMENDAREZ, DEREK LYNN	12	2020	0	01	01	01/08/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0		
101158	ALTSTATT, GREGORIO APRIL	12	2020	0	01	01	03/02/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0		
504093	ALVISO, TYLER EDUARDO	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0		
503896	ARAGON SPRINGER, MARY GRACE	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0		
503789	AYALA, JACK A	11	2021	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0		
505256	BARELA, AERIS JUSTICE	09	2020	0	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0		
504168	BARTLETT, ALEXANDER SAMMUEL	12	2020	0	01	01	05/29/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0		

- Any students on this list will be extracted when the fall extract is run.
- Review the graduation type and graduation date for all students. Note that graduation type code is specific by year.
- Refer to TWEDS for additional information.

Registration > Maintenance > Prior Year Leaver Tracking

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

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.

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**.

IMPORTANT: If you change any data for a student on the Prior Year Leaver Tracking page, you must also change the data in the prior year records on the **Registration > Maintenance > Student Enrollment** tabs.

Student

Save
Retrieve
Directory

Student: 002667 : ALEMAN JONATHAN

LEAVER TRACKING

Leaver Year: 2021

Name: JONATHAN SUZANNE ALEMAN ▼

First Name Middle Name Last Name Generation

Campus: 001 SSN: 773-55-2596 Texas Unique Student ID: 7172983798

Sex: F ▼ DOB: 01-29-2002 Attribution Cd: 00 ▼

Hispanic/Latino: ☐

Race(Select All that apply)
 White: ☒ Black/African American: ☐ Asian: ☐ American Indian/Alaskan Native: ☐ Hawaiian/Pacific Isl: ☐

Grade Level: 12 ▼ Campus of Residence: Exclude From PEIMS: ☐ Military Enlistment: ☐

Even Start: ▼ Asylee/Ref: 0 ▼ Eco Disadvan: ▼ Migrant: ☐

Withdrawal Code: 01 ⋮ Graduation Type: 34 ▼ Graduation Date: 05-27-2021 IGC: 00 ▼

Associate Degree: ☐ Adult Prev Attend: ☐

Last Friday of October Status: : No As-of status (Sub 4) ▼

Homeless Status: ▼

Unaccompanied Youth: ▼

Parental Permission: ▼

Achievement Category: ▼

Add a student to leaver tracking:

1. Type the student ID and click **Retrieve**. A message is displayed indicating that the student is not a leaver.
2. Click **Yes** to continue.
3. The **Leaver Year** field is set to the ending year of the prior school year.
4. Update data as needed.
5. Click **Save**.

Note that you cannot delete a student from leaver tracking, but you can exclude the student from being extracted.

Reported Elements from Leaver Tracking:

Element	Code Table	Data Element	ASCENDER Name
E1589	C088	MILITARY-ENLISTMENT-INDICATOR-CODE	Military Enlistment
E1001	C162	LEAVER-REASON-CODE	Withdrawal Code
E0806	C062	GRADUATION-TYPE-CODE	Graduation Type
E0791	---	DATE-OF-GRADUATION	Graduation Date
E1562	C201	INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE	IGC



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