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Leaver data is reported for all students who were in grade level 7-12 in the prior year and were withdrawn or No Show in the current year, except for those who earned a GED, enrolled in another district in the school-start window, or were otherwise accounted for.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

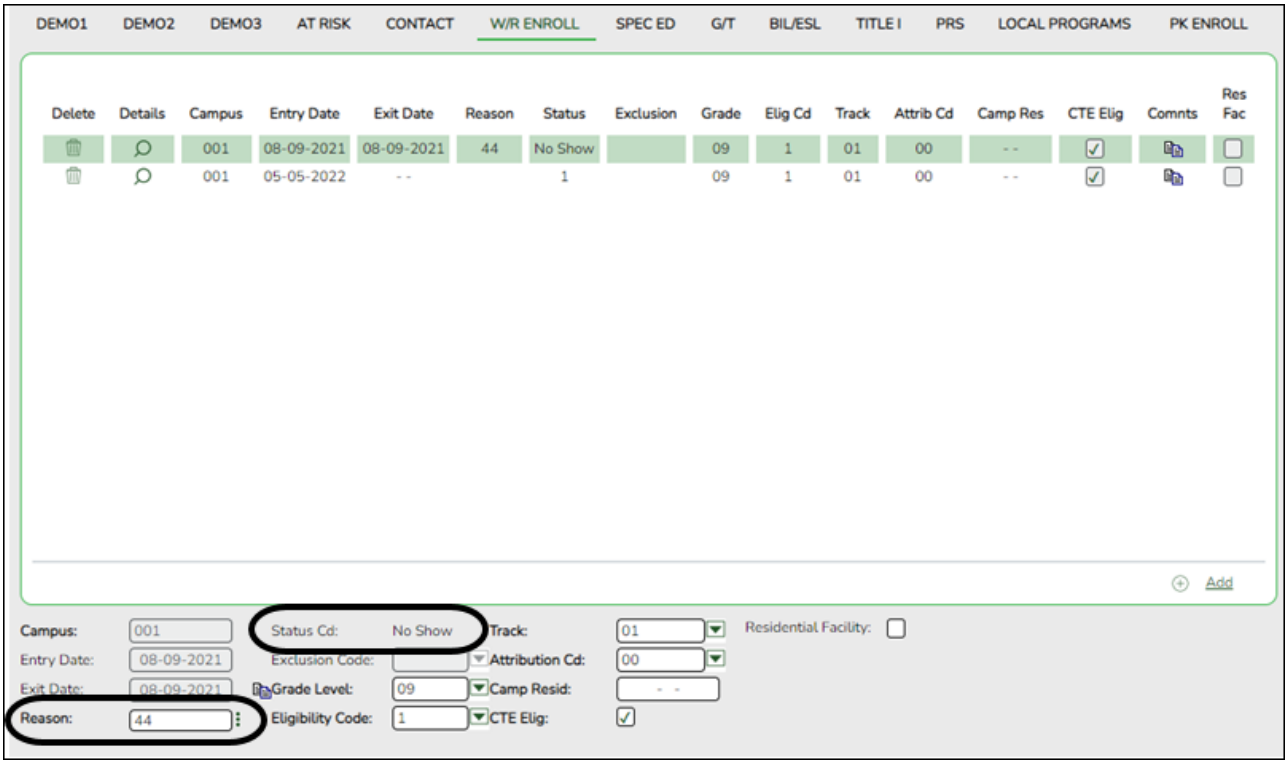
  Every student who is withdrawn with **Reason** code 44 (i.e., *No Show*) will automatically be set to code 98 (i.e., *Dropout*) when the fall data is extracted. If this is not correct for the student, you must change the student's status code from 44 to the appropriate code once the correct code is determined.

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.



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

Date Run:
Cnty-Dist: 015-102
Campus: 103

Student No Show Report
103 School - 2 - 4
Sch Year: 2020 For Campuses: 001, 041, 102, 103,

Program
Page:

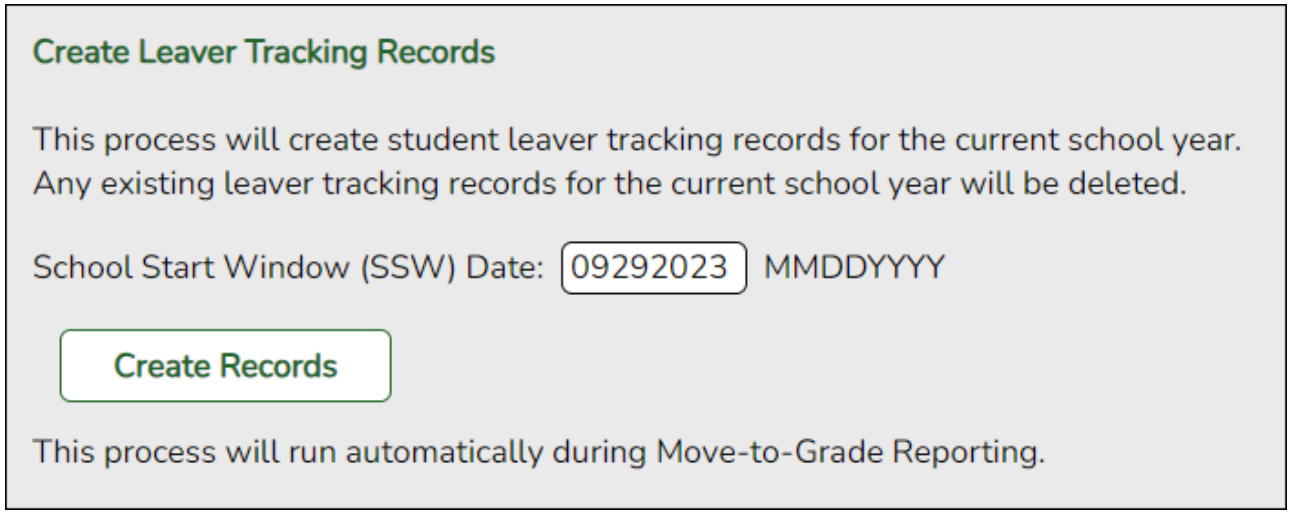
Student Name	Grade	Track	Student ID	Actv Cd	Orig Entry Date	WD Code	WD Date	P
ACEVEDO, MICHAEL G.	03	01	100095	2	09/10/2019	44	09/10/2019	
APPEL, CHRISTIAN J.	03	01	101617	2	09/10/2019	44	09/10/2019	
AREVALO, ANIYAH M.	03	01	103970	2	09/10/2019	44	09/10/2019	
BANDY, RAUL L.	03	01	100953	2	09/10/2019	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

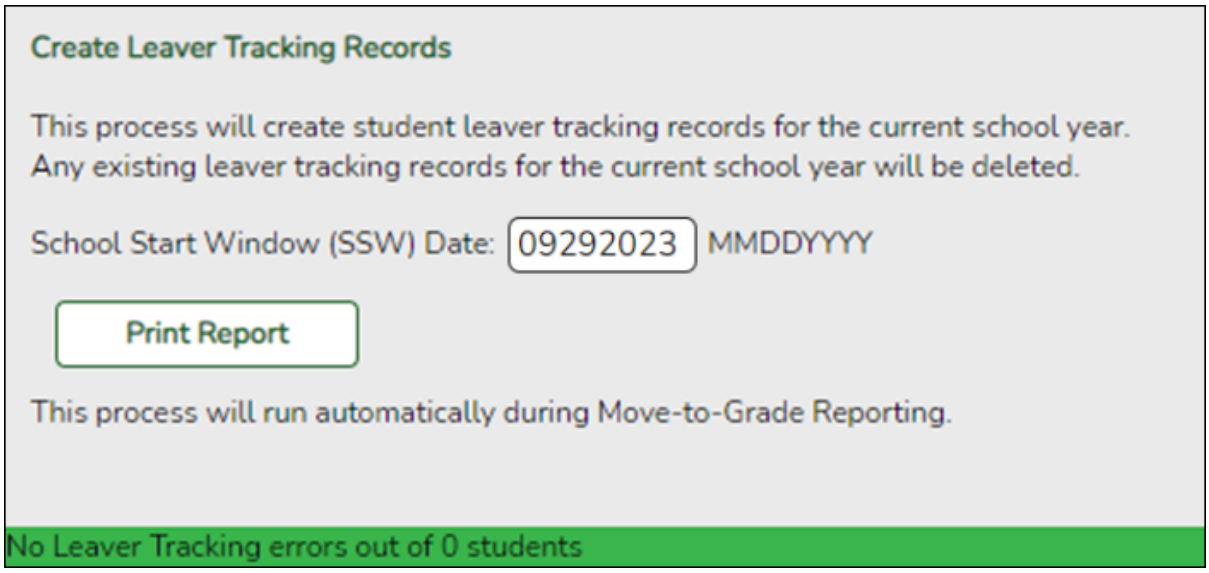
This utility creates leaver tracking records for the current school year for graduates, withdrawn students, and No Show students as part of the Move to Grade Reporting process. Any existing leaver tracking records for the current school year are deleted.



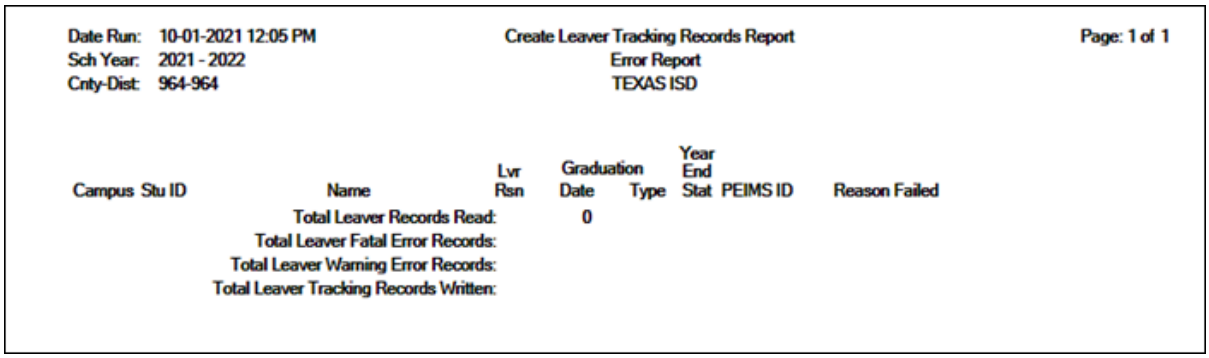
For the for the 2023-2024 school year, type 09292023 for the **School Start Window (SSW) Date**.

❑ 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.

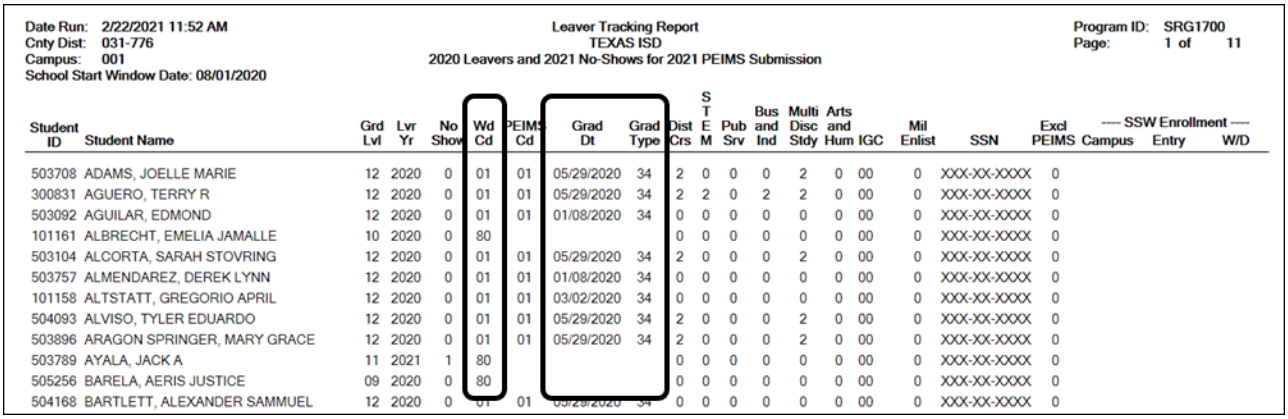


- The **Print Tracking Report** button is displayed. Click **Print Tracking Report** to view the errors and total leaver records created.



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.



- 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

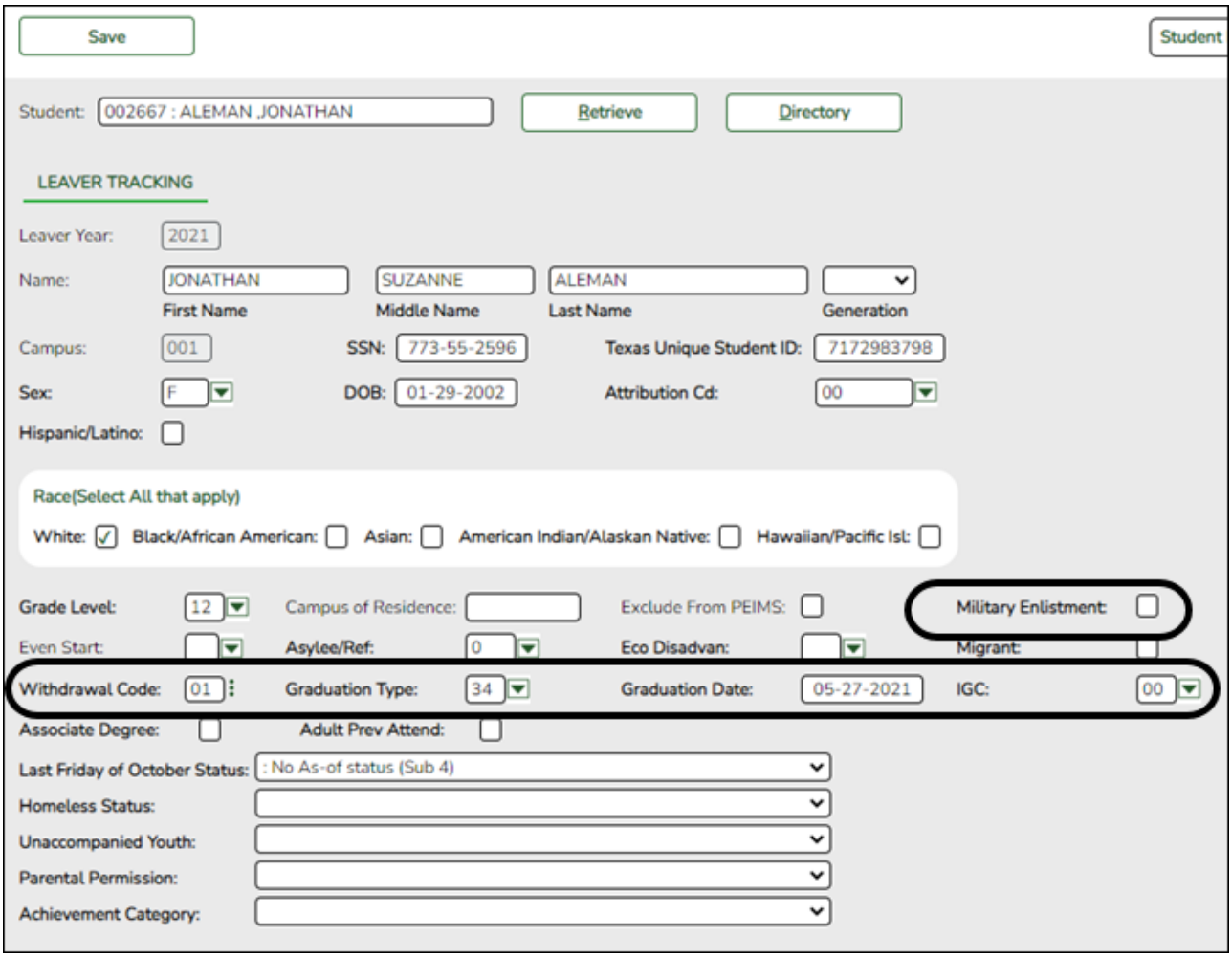
This page allows you to add or update leaver data for prior year leavers. This data is initially created when you run the ***Create Leaver Tracking Records*** utility. Leaver records cannot be deleted.

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.



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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