



ASCENDER GUIDES



leaver

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Leaver (Fall)

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Update data for the *SchoolLeaverExtension* and *StudentGraduationProgramExtension* complex types as needed.

The *SchoolLeaverExtension* complex represents student leavers in grade levels 7-12 during the prior school year.

The *StudentGraduationProgramExtension* complex represents students who are pursuing or have completed a graduation program such as the Foundation High School Program.

Modify a record:

Select a student

To retrieve a student's records, select the student in one of the following ways:

Stu ID	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers 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.
Stu Name	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> • Last name, comma, first name • Last name initial, comma, first name initial As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.
Texas Unique Stu ID	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
Directory	Click Directory to select a student from the directory .

Click **Retrieve** to retrieve the selected student.

Field	Description
Campus	CAMPUS-ID (E0266) Select the campus. Click  to add or change the code for the field.

Field	Description
Leaver Reason	<p>LEAVER-REASON-CODE (E1001) Code table: C162</p> <p>Select the reason the student has not enrolled in the district during the current school year.</p> <p>Rule 40203-0015: If the student's grade level is below 9, this field cannot be 01 (i.e., <i>graduated</i>).</p> <p>Rule 40203-0018: If this field is 01 (i.e., <i>Graduated from Campus in Dist/Charter</i>), IGC must be 00 or 02.</p>
Graduation Type	<p>GRADUATION-TYPE-CODE (E0806) Code table: C062</p> <p>Select the type of plan under which the student graduated.</p>
Graduation Date	<p>DATE-OF-GRADUATION (E0791)</p> <p>Type the month-year when the student graduated from high school in the MMYYYY format.</p>
IGC	<p>INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE (E1562) Code table: C201</p> <p>Indicate if the student graduated as the result of an Individual Graduation Committee (IGC) review.</p> <p>Rule 40203-0018: If Leaver Reason is 01 (i.e., <i>Graduated from Campus in Dist/Charter</i>), IGC must be 00 or 02.</p> <p>Rule 40203-0019: If IGC is 02, the student's grade level must be 12. A student cannot be an IGC graduate before grade level 12.</p>
Local ID	<p>LOCAL-STUDENT-ID (E0923)</p> <p>(Optional) Type the student's district-assigned local ID number, up to nine characters.</p>

Field	Description
Graduation Program	<p>Distinguished Coursework FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) Code table: C199</p> <p>Select whether the student is not pursuing or participating or has completed distinguished coursework.</p> <p>Rule 48011-0008: If any value other than 0 or blank is selected, you must set at least one of the following endorsement fields to 1 or 2.</p>
	<p>endorsements STEM-ENDORSEMENT-INDICATOR-CODE (E1544) PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546) BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545) MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE (E1548) ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547) Code table: C199</p> <p>For each endorsement, select whether the student is participating, has completed, or is not pursuing the endorsement.</p>
Financial Aid Application	<p>FINANCIAL-AID-APPLICATION-CODE (E1724) Code table: C230</p> <p>Select how the student completed the graduation requirement of either completing a financial aid application (FAFSA or TASFA) or submitting an exception.</p>
Tx First Early HS Completion Pgm	<p>TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM (E1736) Code table: C233</p> <p>Select whether the student graduated early under the Texas First Early High School Completion Program.</p>
	<p>Edits:</p> <p>If the student's Graduation Type is 34 or 54-57, the Distinguished Coursework and endorsement fields must all be set to 0 or 2.</p> <p>If the student's Graduation Type is not 34 or 54-57, the Distinguished Coursework and endorsement fields must all be blank.</p>

Click **Save**.

Other functions and features:

Add	Add a student.
	<p>Delete a row.</p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Delete	<p>Delete all of the student's records.</p> <p>Click Delete to delete all of the student's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Change ID	<p>Change the student's ID.</p> <p>The Change ID button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page.</p> <p>In the New Student ID field, type a valid social security number that you would like to change the existing ID to, and then click Submit.</p> <p>The Change Student ID dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Prev and Next	<p>Scroll through students.</p> <p>Once a student is retrieved, click Prev or Next to scroll to the previous or next student alphabetically.</p>



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