



leaver

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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 | Distinguished Coursework FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) Code table: C199 Select whether the student is not pursuing or participating or has completed distinguished coursework. 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. |
| | 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 For each endorsement, select whether the student is participating, has completed, or is not pursuing the endorsement. |
| | Financial Aid Application FINANCIAL-AID-APPLICATION-CODE (E1724) Code table: C230 Select how the student completed the graduation requirement of either completing a financial aid application (FAFSA or TASFA) or submitting an exception. |
| | Tx First Early HS Completion Pgm TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM (E1736) Code table: C233 Select whether the student graduated early under the Texas First Early High School Completion Program. |
| | Edits: 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. If the student's Graduation Type is <i>not</i> 34 or 54-57, the Distinguished Coursework and endorsement fields must all be blank. |

Click **Save**.

Other functions and features:

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

| | |
|----------------------|---|
| 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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