

# Leaver (Fall)

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#### State Reporting > Maintenance > Fall > Student > Leaver

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.

#### Cross reference for Student Leaver tab:

State Reporting Field	Element	ASCENDER Field(s)
Registration >	Maintenance > Student Enrollment (Directory)	
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)
Registration >	Maintenance > Prior Year Leaver Tracking	
Campus	CAMPUS-ID (E0266)	Campus
Graduation Type	GRADUATION-TYPE-CODE (E0806) (Code table: C062)	Graduation Type
Graduation Date	DATE-OF-GRADUATION (E0791)	Graduation Date
Leaver Reason	LEAVER-REASON-CODE (E1001) (Code table: C162)	Withdrawal Code
IGC	INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE (E1562) (Code table: C201)	IGC
Military Enlistment	MILITARY-ENLISTMENT-INDICATOR-CODE (E1589) (Code table: C088)	Military Enlistment
Distinguished Coursework	FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) (Code table: C199)	Distinguished Coursework
STEM	STEM-ENDORSEMENT-INDICATOR-CODE (E1544) (Code table: C199)	STEM
Public Services	PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546) (Code table: C199)	Public Services
Business and Industry	BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545) (Code table: C199)	Business and Industry

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State Reporting Field	Element	ASCENDER Field(s)
Multi Disciplinary Studies	MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE (E1548) (Code table: C199)	Multi Disciplinary Studies
Arts and Humanities	ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547) (Code table: C199)	Arts and Humanities
Texas First Early HS Completion	TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM (E1736) (Code table: C233) <b>NEW 2023-2024</b>	Texas First Early HS Completion

### 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	<ul> <li>Begin typing the student's name in one of the following formats:</li> <li>Last name, comma, first name</li> <li>Last name initial, comma, first name initial</li> <li>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.</li> </ul>
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 <b>Directory</b> to select a student from the directory.

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

Campus	CAMPUS-ID (E0266)
	Select the campus.
	Click • to add or change the code for the field.
Local ID	LOCAL-STUDENT-ID (E0923)
	(Optional) Type the student's district-assigned local ID number, up to nine characters.
Graduation Type	GRADUATION-TYPE-CODE (E0806) Code table: C062
	Select the type of plan under which the student graduated.

Graduation Date	DATE-OF-GRADUATION (E0791)
	Type the month-year when the student graduated from high school in the MMYYYY format.
Leaver Reason	LEAVER-REASON-CODE (E1001)
	Select the reason the student has not enrolled in the district during the current school year.
	Rule 40203-0015: If the student's grade level is below 9, this field cannot be 01 (i.e., <i>graduated</i> ).
	Rule 40203-0018: If this field is 01 (i.e., <i>Graduated from Campus in Dist/Charter</i> ), <b>IGC</b> must be 00 or 02.
IGC	INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE (E1562) Code table: C201
	Indicate if the student graduated as the result of an Individual Graduation Committee (IGC) review.
	Rule 40203-0018: If <b>Leaver Reason</b> is 01 (i.e., <i>Graduated from Campus in Dist/Charter</i> ), <b>IGC</b> must be 00 or 02.
	Rule 40203-0019: If <b>IGC</b> is 02, the student's grade level must be 12. A student cannot be an IGC graduate before grade level 12.
Military Enlistment	MILITARY-ENLISTMENT-INDICATOR-CODE (E1589) Code table: C088
	Select if the student has a leaver record and has enlisted in the United States Armed Forces after graduation.

□ Under Student Graduation Program:

Distinguished CourseworkFHSP-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	FINANCIAL-AID-APPLICATION-CODE (E1724)
Application	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	TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM (E1736)
Completion Pgm	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 *not* 34 or 54-57, the **Distinguished Coursework** and endorsement fields must all be blank.

Click **Save**.

**Other functions and features:** 

State Stu       This field is required with a studing a field studing a not editable.         ID       Otherwise, the ID is extracted from Registration and not editable.         • The first character must start with S or 0-8.       • The first three characters cannot be 000, 666, or 900-999.         • The middle digits (4th and 5th digit) cannot be 00.       • The middle digits (annot be 000.         • The number cannot be 123456789, 219099999, or 078051120.         The following fields are required:         Fall       Summer         Extended         • The state Stu ID         • The state Stu ID         • First Name         • Last Name         • State Stu ID         • State Stu ID         • First Name         • Last Name         • State Stu ID         • First Name         • Carde         • State Stu ID         • State Stu ID         • State Stu ID         • Grade         • At least one race must be selected.         • The first Name         • Grade Level         • At least one race must be selected.         • Carde Level         • At least one race must be selected.         • At least one race must be selected.         • State Status         • Gr	Add	Add a student. Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).				
The first three characters cannot be 000, 666, or 900-999.     The middle digits (4th and 5th digit) cannot be 00.     The last four digits cannot be 000.     The last four digits cannot be 123456789, 219099999, or 078051120. The following fields are required:     Fail     State Stu ID     First Name     Last Name     Last Name     Last Name     Last Name     Last Name     Last Name     Crade     Crade     Crade     Crade     Level     TX Unique Student ID     Last Name     Last one race must be selected.     TX Unique Student ID     Last Name     Crade Level     Attribution Code     Conomic Disadvantage     Crade     Campus		ID	• The first cha	<ul><li>This field is required only if you are adding a new student in State Reporting.</li><li>Otherwise, the ID is extracted from Registration and not editable.</li><li>The first character must start with S or 0-8.</li></ul>		
The last four digits cannot be 0000.     The number cannot be 123456789, 219099999, or 078051120.  The following fields are required: Fall  Fall  Summer  Fall  Fall  Summer  Fall  Fall  State Stu ID  First Name  State Stu ID  First Name  State Stu ID  First Name  Fast N			• The first thre • The middle o	ee characters cannot be 000, 666, or 900 digits (4th and 5th digit) cannot be 00.	)-999.	
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Foster Care  • Military Connected				Career and Technical Ed •		
Military Connected				Foster Care •		
		Click Save		Military Connected		

Click Save.

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



### **Back Cover**