



**leaver**



# Table of Contents

**Leaver (Fall)** ..... 1



# Leaver (Fall)

## 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.


### Modify a record:

#### Select a student

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

<b>Stu ID</b>	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.
<b>Stu Name</b>	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> <p>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.</p>
<b>Texas Unique Stu ID</b>	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.
<b>Directory</b>	Click <b>Directory</b> to select a student from the <a href="#">directory</a> .

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

<b>Campus</b>	CAMPUS-ID (E0266)  Select the campus. Click  to add or change the code for the field.
---------------	---

<b>Local ID</b>	<p>LOCAL-STUDENT-ID (E0923)</p> <p>(Optional) Type the student's district-assigned local ID number, up to nine characters.</p>
<b>Graduation Type</b>	<p>GRADUATION-TYPE-CODE (E0806) Code table: C062</p> <p>Select the type of plan under which the student graduated.</p>
<b>Graduation Date</b>	<p>DATE-OF-GRADUATION (E0791)</p> <p>Type the month-year when the student graduated from high school in the MMYYYY format.</p>
<b>Leaver Reason</b>	<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>), <b>IGC</b> must be 00 or 02.</p>
<b>IGC</b>	<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 <b>Leaver Reason</b> is 01 (i.e., <i>Graduated from Campus in Dist/Charter</i>), <b>IGC</b> must be 00 or 02.</p> <p>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.</p>
<b>Military Enlistment</b>	<p>MILITARY-ENLISTMENT-INDICATOR-CODE (E1589) Code table: C088</p> <p>Select if the student has a leaver record and has enlisted in the United States Armed Forces after graduation.</p>

<b>Student Graduation Program</b>	<b>Distinguished Coursework</b>	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.
	<b>endorsements</b>	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.
	<b>Financial Aid Application</b>	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.
	<b>Tx First Early HS Completion Pgm</b>	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.
	<p>Edits:</p> <p>If the student's <b>Graduation Type</b> is 34 or 54-57, the <b>Distinguished Coursework</b> and endorsement fields must all be set to 0 or 2.</p> <p>If the student's <b>Graduation Type</b> is <i>not</i> 34 or 54-57, the <b>Distinguished Coursework</b> and endorsement fields must all be blank.</p>	

Click **Save**.

**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).

<b>State Stu ID</b>	<p>This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.</p> <ul style="list-style-type: none"> <li>• The first character must start with S or 0-8.</li> <li>• The first three characters cannot be 000, 666, or 900-999.</li> <li>• The middle digits (4th and 5th digit) cannot be 00.</li> <li>• The last four digits cannot be 0000.</li> <li>• The number cannot be 123456789, 219099999, or 078051120.</li> </ul>
---------------------	--

The following fields are required:

<b>Fall</b>	<b>Summer</b>	<b>Extended</b>
<ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> <li>• <b>Campus</b></li> <li>• <b>Foundation Coursework</b></li> <li>• <b>Unaccompanied Youth Status</b> (if <b>Homeless Status</b> is not 0)</li> <li>• <b>Career and Technical Ed</b></li> <li>• <b>Foster Care</b></li> <li>• <b>Military Connected</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Foster Care</b></li> </ul>

Click **Save**.

	<p><a href="#">Delete a row.</a></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 <b>Save</b>.</p>
<b>Delete</b>	<p><a href="#">Delete all of the student's records.</a></p> <p>Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>
<b>Change ID</b>	<p><a href="#">Change the student's ID.</a></p> <p>The <b>Change ID</b> button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click <b>Change ID</b>. The <b>Change Student ID</b> section is displayed at the top of the page.</p> <p>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>.</p> <p>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.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>
<b>Prev and Next</b>	<p><a href="#">Scroll through students.</a></p> <p>Once a student is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next student alphabetically.</p>



## Back Cover