



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:

| | |
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| 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 | <p>Begin typing the student's name in one of the following formats:</p> <ul style="list-style-type: none">• Last name, comma, first name• Last name initial, comma, first name initial <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> |
| 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.

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| Campus | <p>CAMPUS-ID (E0266)</p> <p>Select the campus.</p> <p>Click  to add or change the code for the field.</p> |
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| Local ID | <p>LOCAL-STUDENT-ID (E0923)</p> <p>(Optional) Type the student's district-assigned local ID number, up to nine characters.</p> |
| Graduation Type | <p>GRADUATION-TYPE-CODE (E0806)</p> <p>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> |
| Leaver Reason | <p>LEAVER-REASON-CODE (E1001)</p> <p>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> |
| IGC | <p>INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE (E1562)</p> <p>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> |
| Military Enlistment | <p>MILITARY-ENLISTMENT-INDICATOR-CODE (E1589)</p> <p>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> |

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| Student 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**.

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).

| | |
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| State Stu ID | <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"> • 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 last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120. |
|---------------------|--|

The following fields are required:

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

Click **Save**.

| | |
|---|---|
|  | <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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