

## leaver

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# 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:

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:  • 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 <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.

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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) Code table: C162	
	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., graduated).	
	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.	

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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:	
		raduation Type is 34 or 54-57, the Distinguished Coursework and ds must all be set to 0 or 2.
		raduation Type is <i>not</i> 34 or 54-57, the Distinguished Coursework fields must all be blank.

☐ Click **Save**.

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#### 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).

### State Stu ID

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.

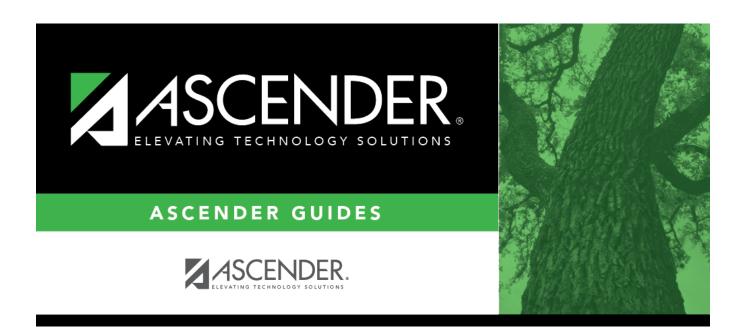
- The first character must start with S or 0-8.
- The first three characters cannot be 000, 666, or 900-999.
- The middle digits (4th and 5th digit) cannot be 00.
- The last four digits cannot be 0000.
- The number cannot be 123456789, 219099999, or 078051120.

selected.  Homeless Status  Asylee/Refugee  As of Status  Campus  Campus  Campus  Foundation Coursework  As of Status  Career and Technical Ed  Military Connected	The following fields are required:		
First Name Last Name  State Stu ID Sex First Name  Cade State Stu ID  Sex At least one race must be selected. Attribution Code Campus Campus Campus Campus Campus Campus Career and Technical Ed Caree Military Connected  Sex  State Stu ID  State Stu ID  State Stu ID  State Stu ID  Cate of Birth Cate Stu ID  Cate State Stu ID  Cat	Fall	Summer	Extended
Last Name  State Stu ID  Sex  First Name  Carde  At least one race must be selected.  At least one race must be selected.  Attribution Code  Sex  Attribution Code  Sex  Homeless Status  Campus  Camp		•	
State Stu ID Sex Tirst Name Date of Birth TX Unique Student ID Atleast one race must be selected. TX Unique Status TX Unique Student ID TX Unique Status TX Unique Student ID TX Unique Student ID TX Unique Status ID TX Unique Status I		•	
First Name  Date of Birth  At least one race must be selected.  TX Unique Student ID  Attribution Code  At least one race must be selected.  Attribution Code  Campus  Homeless Status  Campus  Campus  Campus  Career and Technical Ed  Foster Care  Millitary Connected  State Stu ID  Attribution  First Name  First Name  First Name  First Name  Career and Technical Ed  Campus  Career and Technical Ed  Campus  Cateer and Technical Ed  Campus  Career and Technical Ed	•	Last Name	
Last Name  Carade  At least one race must be selected.  TX Unique Student ID  Attribution Code  Sex  At least one race must be selected.  TX Unique Student ID  Attribution Code  Sex  At least one race must be selected.  Homeless Status  Asylee/Refugee  As of Status  Campus  TX Unique Student ID  Asylee/Refugee  As of Status  TX Unique Student ID  Campus  Campus  Foster Care  Military Connected	State Stu ID	Sex	
At least one race must be selected.  TX Unique Student ID  Attribution Code  Attribution Code  Economic Disadvantage  Homeless Status  TX Unique Student ID  Asylee/Refugee  As of Status  Campus  Unaccompanied Youth Status (if Homeless Status is not 0)  Career and Technical Ed  First Name  Last Name  Cary  Attribution Code  Attribution Code  Attribution Code  TX Unique Student ID  At least one race must be selected.  At least one race must be selected.  TX Unique Student ID  TX Unique Student ID  Foster Care  Military Connected	First Name	Date of Birth	
Date of Birth TX Unique Student ID  Attribution Code Sex  At least one race must be selected. Homeless Status TX Unique Student ID Asylee/Refugee As of Status  Campus Campus Campus  Campus Campus Campus Campus Career and Technical Ed Foster Care Millitary Connected	Last Name	Grade	State Stu ID
• Attribution Code • Attribution Code • Attribution Code • Attribution Code • Beconomic Disadvantage • Homeless Status • Asylee/Refugee • As of Status • Campus • Homeless Status • Campus • Foundation Coursework • As of Status • Career and Technical Ed • Foster Care • Military Connected	Sex	At least one race must be selected.	First Name
At least one race must be selected.  Homeless Status  Asylee/Refugee  As of Status  Campus  Ca	Date of Birth	TX Unique Student ID •	Last Name
selected.  Homeless Status  Asylee/Refugee  As of Status  Campus  Campus  Campus  Foundation Coursework  Unaccompanied Youth Status (if Homeless Status is not 0)  Career and Technical Ed  Military Connected	Grade Level	Attribution Code	Sex •
TX Unique Student ID  Asylee/Refugee  At least one race must be selected.  As of Status  Campus  Campus  Campus  Campus  Campus  Unaccompanied Youth Status (if Homeless Status is not 0)  Career and Technical Ed  Foster Care  Military Connected	At least one race must be selected.	Economic Disadvantage •	Date of Birth •
Attribution Code  As of Status  Campus  Career and Technical Ed  Career and Technical Ed  Military Connected	• TX Unique Student ID	Homeless Status	Grade Level
• As of Status • Campus • Foster Care • Unaccompanied Youth Status (if Homeless Status • Career and Technical Ed • Foster Care • Military Connected	•	Asylee/Refugee	
Campus  Campus  Compus  Compus  Compus  Compus  Compus  Coursework  Compus  Compus  Coursework  Companied Youth Status (if  Coreer and Technical Ed  Coursework  Military Connected	•	As of Status	•
Foundation Coursework  Asylee/Refugee  Unaccompanied Youth Status (if Homeless Status is not 0)  Career and Technical Ed  Foster Care  Military Connected	• Disadvantage	• Campus	TX Unique Student ID  •
Asylee/Refugee  Unaccompanied Youth Status (if Homeless Status is not 0)  Career and Technical Ed  Foster Care  Military Connected	Homeless Status •	• Foundation Coursework	Foster Care
As of Status  Homeless Status is not 0)  Career and Technical Ed  Foster Care  Military Connected	Asylee/Refugee	•	
• Foster Care • Military Connected	As of Status		
Military Connected		Career and Technical Ed	
		Foster Care •	
	Click <b>Save</b> .	Military Connected	

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<b>6</b>	Delete a row.
IIII	
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the
	record is saved.
	Click <b>Save</b> .
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.
	<b>3</b>
	Retrieve a student, and click <b>Change ID</b> . The <b>Change Student ID</b> section is displayed at the
	top of the page.
	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.
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## **Back Cover**

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