

PEIMS Leavers

Federal and State Compliance
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2021 – 2022

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Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Norms

- Please mute your microphone and camera.
- Place your questions in the chat.
- Do not record these sessions.

PEIMS Leavers

Agenda

- Objectives
- Data Integrity
- Leavers Overview
- Documentation Requirements by Leaver Code
- Movers
- General Documentation Requirements
- Timelines
- Campus Responsibilities
- Reports
- Required Forms and Documents
- Audits and Compliance Reviews
- Resources
- Contacts

Objectives

- Learn the basics of leaver codes and documentation requirements.
- Review the general guidelines for leaver coding.
- Become familiar with the campus responsibilities for acquiring and maintaining leaver documentation.
- Learn about the HISD Connect and TSDS PEIMS leaver reports.
- Review the requirements for a TEA audit or FSC compliance review.

Data Integrity

Principals, administrators, PEIMS coordinators, attendance clerks, data entry clerks and SIRs play an essential role in HISD's efforts to ensure that all data is timely, accurate and properly documented.

In no case should paraprofessional personnel be responsible for determining students coding information for attendance, program placement, or special services.

Leavers

Overview

2021 – 2022



TSDS Web-Enabled Data Standards

The TSDS Web-Enabled Data Standards outlines the PEIMS Leaver Codes and documentation requirements.

The screenshot shows the TSDS Web-Enabled Data Standards website. The header includes the title "TSDS Web-Enabled Data Standards" and a search bar with the text "Search. Drill. Find." Below the search bar, there are filters for "Year: 2021-22", "Collection: ALL", "Submission: ALL", "Submission Instance: ALL", and "Published Version: 2022.2.1". A "Search" button is also present. The main navigation bar includes links for "Introduction", "Data Components", "Code Tables", "Data Submission" (highlighted), "Rules", "Change Logs", and "Early Notice". The left sidebar lists various sections under "Data Submission" and "Technical Resources". The main content area, titled "Technical Resources contains some of the material from the TEDS Appendices.", lists several items including "PEIMS Leaver Data (formerly TEDS Appendix D)", "PEIMS Discipline Data (formerly TEDS Appendix E)", and "PEIMS Organization Code Reporting Guidelines (formerly TEDS Appendix H)". A blue box highlights two dropdown menus in the main content area: "PEIMS Leaver Data - Leaver Reason Codes and Documentation Requirements" and "PEIMS Leaver Data - Documentation Requirements by Leaver Reason Code".

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For: Search By: Data Elements Search

Year: 2021-22
Collection: ALL
Submission: ALL
Submission Instance: ALL
Published Version: 2022.2.1

Open

TEDS 2015-2019

Introduction Data Components Code Tables **Data Submission** Rules Change Logs Early Notice

Data Submission
2021-2022 TEDS

- Data Submission Purpose & Requirements
- Data Submission Summary
- Data Submission Specifications
- Data Submission Timelines
- Data Submission Responsibilities
- Technical Resources
 - PEIMS Leaver Data - Leaver Reason Codes and Documentation Requirements
 - PEIMS Leaver Data - Documentation Requirements by Leaver Reason Code
 - PEIMS Discipline Data - Questions and Answers
 - PEIMS Discipline Data - Disciplinary Action Reason Codes and Definitions

Technical Resources contains some of the material from the TEDS Appendices.

- PEIMS Leaver Data (formerly TEDS Appendix D):
 - Leaver Reason Codes and Documentation Requirements
 - Documentation Requirements by LEAVER-REASON-CODE
- PEIMS Discipline Data (formerly TEDS Appendix E):
 - Questions and Answers
 - Disciplinary Action Reason Codes and Definitions
 - Chart for Determining Mandatory and Discretionary DAEP Placements and Expulsions
- PEIMS Organization Code Reporting Guidelines (formerly TEDS Appendix H)
- PEIMS Career and Technical Education Indicator Code Calculation
- Industry-Based Certification (IBC) Approved Vendor Crosswalk
- TSDS Unique ID Specifications

PEIMS Leaver Data - Leaver Reason Codes and Documentation Requirements

PEIMS Leaver Data - Documentation Requirements by Leaver Reason Code

<https://tealprod.tea.state.tx.us/TWEDS/92/0/0/0/DataSubmission/TechnicalResources>

Categories of Leavers



LEAVER

- Leavers are students served by the district in grades 7-12 during the prior school year and who do not enroll in the district during the school-start window of the current year (from the first day of school through the last Friday in September). TEA requires HISD to submit leaver records for these students.
- **HISD is not required to report leavers and movers who were in grades EE-6 during the prior school year, unless a student was reported for even 1 day in grades 7-12 then later reclassified to 6th grade.**



MOVER

- Movers are students enrolled in grades 7-12 during the prior year but who are not enrolled on your campus in the current year during the school start window, due to: Moved to another HISD school (local code 88) OR Moved to another Texas Public School (local code 80).
- **HISD Requires verification for code 80s. Verification may include a records request, enrollment verification, or TREx request.**

IMPORTANT NOTE – The TSDS Unique ID/ Enrollment Tracking system establishes local movers. TSDS information is not proof of enrollment.

Categories of Leavers



DROPOUT

- A dropout is a student who attends Grade 7-12 in a public school in a particular school year, does not return the following fall, is not expelled, and does not: graduate, receive a High School Equivalency Certificate, continue school outside the public-school system, or begin college.



HIGH SCHOOL EQUIVALENCY CERTIFICATE RECIPIENT

- Received High School Equivalency Certificate by August 31, the year after expected graduation or after dropping out.



GRADUATE

- Students who graduated by August 31st of the prior school year. This includes Special Education students who graduate by means of an IEP(Individual Graduation Plan).

Leaver Overview

- Leaver records are not submitted for students who enroll in other Texas public school districts or charters and students who obtain High School Equivalency certificates at Texas examination sites by August 31. Students who move to other Texas public school districts are considered movers, not leavers.
- Documentation as described in **TWEDS** is not required for movers; districts may wish to develop local policy on documentation for movers. The Unique ID Enrollment Tracking may be used to establish tentative local documentation that students are movers.

Timeline for Establishing Leaver Reasons and Obtaining Documentation

Students who leave during the school year.

- For students who leave during the school year, leaver reasons apply at the time of withdrawal, and documentation should be obtained at that time. For example, for students who are withdrawn by Child Protective Services (CPS), LEAVER-REASON-CODE 66, documentation would be obtained when the student is removed.

Students who fail to return in the fall.

- For students who fail to return the following fall, leaver reasons apply on the first day of school or its approximation, the school-start window. The school-start window is the period of time between the first day of school and the last Friday in September. Districts should use the LEAVER-REASON-CODE that most appropriately describes the student's whereabouts during the school-start window. For example, to use LEAVER-REASON-CODE 60 student withdrew from/left school for home schooling, a district would establish that a student was being home schooled at some point during the school-start window. The district could obtain the documentation to support the leaver code at any time up until the PEIMS Submission 1 resubmission date.

Attribution

When is a leaver record generated?

- **A leaver record is generated to TSDS PEIMS only from the last HISD school the student attended.**
- Generally, once a student attends another school, your campus is no longer accountable for him/her.
- **Special notes/exceptions:**

1.

- Exception if new school is DAEP or JJAEP.

2.

- If he/she **was your dropout at the end of the School Start Window, he/she is still your dropout.**

3.

- Review your **TSDS Campus of Accountability Roster** (Fall and Summer PEIMS).

Attribution

Who is accountable for 8th grade students who finish the prior school year at the middle school, but are no shows at the high school?

- 8th grade students who finish the prior school year (SY) at the middle school, but are no-shows at the high school, are attributed to the middle school.
- Middle Schools should have a procedure at the end of the school year to identify students who will attend a different school or will move out of state, in order to obtain appropriate leaver status information before the start of the new year.

Who is accountable for 8th grade students who were promoted during the previous year while in a DAEP or JJAEP?

- 8th grade students who were promoted during the previous year to 9th grade while in a DAEP or JJAEP, are attributed to the high school.

Leavers

Documentation Requirements by Leaver Code

2021 – 2022



HISD Leaver Documentation Requirement

A district-approved leaver form AND supporting documentation are required for all leaver codes.

Leaver forms, documents and resources are on the Federal and State Compliance website.

Leaver Reason Codes

| | | | |
|-----|---|-----|---|
| L01 | <ul style="list-style-type: none"> Graduated from a high school in this district. | L81 | <ul style="list-style-type: none"> Left for Texas private school. |
| L03 | <ul style="list-style-type: none"> Died. | L82 | <ul style="list-style-type: none"> Left for public or private school out of state. |
| L08 | <ul style="list-style-type: none"> Student (female or male) withdrew from/left school because of pregnancy. | L83 | <ul style="list-style-type: none"> Withdrawn by district because student was not entitled to enrollment in the district. |
| L16 | <ul style="list-style-type: none"> Returned to family's home country or emigrated to another country.. | L85 | <ul style="list-style-type: none"> Graduated outside TX before entering a TX public school, entered a TX public school, and left again. |
| L20 | <ul style="list-style-type: none"> Student withdrew from/left school because of a medical injury. | L86 | <ul style="list-style-type: none"> Completed High School Equivalency certificate outside TX. |
| L24 | <ul style="list-style-type: none"> Entered college early to pursue degree. | L87 | <ul style="list-style-type: none"> Enrolled in an authorized Texas Tech Univ. High School Diploma program or UT-Austin High School Diploma program. |
| L60 | <ul style="list-style-type: none"> Withdrew for home schooling. | L88 | <ul style="list-style-type: none"> Ordered by a court to attend a High School Equivalency program and has not earned a High School Equivalency certificate. |
| L66 | <ul style="list-style-type: none"> Removed by Child Protective Services. | L89 | <ul style="list-style-type: none"> Incarcerated in a state jail or federal penitentiary as an adult and as a person certified to stand trial as an adult. |
| L78 | <ul style="list-style-type: none"> Expelled for criminal behavior under the provisions of TEC §37.007 and cannot return. | L90 | <ul style="list-style-type: none"> Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children. |
| | | L98 | <ul style="list-style-type: none"> Other. |

Graduated or Received an Out-of-State High School Equivalency Certificate

L01

| Code | Translation |
|------|--|
| 01 | <p>Student graduated from a campus in this district or charter school</p> <p>Definition and use: Use for students who meet all high school graduation requirements (which includes passing the exit-level TAAS or TAKS) at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>To graduate, a student must satisfy the requirements under 19 TAC Chapter 74, Subchapter B. Special education students must satisfy requirements under 19 TAC §89.1070. Students who complete all graduation requirements in one school year but do not pass the exit-level assessments until a later year, are reported as graduates in the school year in which the exit-level assessments are passed and the diploma is issued.</p> <p>Documentation requirement: Transcript showing sufficient credits, successful completion of the exit-level assessments (including testing dates), graduation seal, school official signature, and date of completion.</p> |

Use L01 for students who have met all graduation requirements

- Mid-Year (last school year December graduates)
- End of Last School Year
- Summer
- Folder is not required for a graduate. **Note:** Registrars are to keep graduate documentation in accordance with HISD guidelines.

Graduated or Received an Out-of-State High School Equivalency Certificate

L85

| | |
|----|--|
| 85 | <p>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</p> <p>Definition and use: This code may be used for students who graduated in another state or country before entering Texas public schools. This code may also be used for students who graduated from Texhoma High School, Texhoma, Oklahoma.</p> <p>Documentation requirement: Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.</p> |
|----|--|

Graduated or Received an Out-of-State High School Equivalency Certificate

L86

86

Student completed a High School Equivalency Certificate outside Texas

Definition and use: This code may be used for students who earned high school equivalency certificates outside Texas, including students living in Texas and earning high school equivalency certificates online from a testing company in another state, before enrolling or after leaving Texas public schools.

Documentation requirement: Acceptable documentation is a copy of the high school equivalency certificate or some other written document provided by the testing company showing completion of the high school equivalency. Written documentation from the testing company must include the date of high school equivalency completion, location, address, and contact information of the company.

L90

90

Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children

Definition and use: Per TEC §162.002, student lives in the household of an active-duty military service person, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.

Documentation requirement: Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal.

Moved to Other Educational Setting

L24

24

Student entered college and is working towards an Associate's or Bachelor's degree

Definition and use: This code is for students who leave secondary school to enter college early. It should be used for students who are enrolled full-time (at least 9 credit hours per semester). This code is also for students who leave school to enter a dual-credit program established by the Texas Legislature at the Texas Academy of Mathematics and Science at the University of North Texas, the Texas Academy of Leadership in the Humanities at Lamar University, the Texas Academy of Mathematics and Science at the University of Texas at Brownsville, and the Texas Academy of International Studies at Texas A&M International University.

Documentation requirement: Documentation of enrollment in a college or university must indicate that the student is enrolled full-time in an academic program. Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to enter a post-secondary educational setting. Beginning with students leaving in the 2011-12 school year, a district must document that the student has actually entered a post-secondary educational setting. One of the following types of documentation is required to verify enrollment:

Transcript request. Acceptable documentation of enrollment in college is a records request from the college in which the student is enrolled. Telephone requests must be documented in writing, including the date of the call, the name of the college requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).

Verification by an authorized representative of the college. A signed letter from the college verifying enrollment is also acceptable documentation. The letter must state the name and location of the college in which the student is enrolled and the date of enrollment. **Other** acceptable documentation is written documentation of an oral statement provided by a representative of the college, signed and dated by an authorized representative of the district. The statement should include the name and location of the college and verification that the student is enrolled.

Verification by the parent/guardian or qualified student. Acceptable documentation includes a letter, signed and dated from the parent, guardian, or qualified student stating that the student has enrolled in college in a program leading to an associate's or bachelor's degree.

Moved to Other Educational Setting

66

Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment

Definition and use: This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.

L66

Documentation requirement: Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official.

Applicable only for **Children Protective Services (CPS)**.

Moved to Other Educational Setting

L60

60

Student is home schooled

Definition and use: Student is being home schooled. This code may be used only for a student whose parent/guardian confirms that the student is pursuing, under direct supervision of the parent/guardian, a curriculum designed to meet basic education goals. The district is not required to obtain evidence that the program being provided meets educational standards.

Documentation requirement: A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to be home schooled. Beginning with students leaving in the 2011-12 school year, the following documentation is required to verify enrollment:

Verification by the parent/guardian. A letter, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Letters from parents/guardians must indicate the actual date home schooling began.

- **Schools should not suggest, encourage, or solicit home school enrollment. Only parent/guardian can complete documentation.**
- If documentation indicates that home schooling will be through a company or school, the proper leaver code should be “81” or “82”,

Moved to Other Educational Setting

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| 81 82 | <p>Student enrolled in a private school in Texas Student enrolled in a public or private school outside of Texas</p> <p>Definition and use: Student is enrolled in a private school in Texas (code 81), the Texas Job Corps Diploma Program (code 81), or a public or private school outside Texas (code 82). Documentation of actual enrollment is required. This code is also used when a student moves from the district without withdrawing but the district receives a records request.</p> <p>If the student enrolls in another school in the district or another public school district in Texas, a leaver record is not submitted.</p> <p>If the district did not assign code 81 or code 82 when the student stopped attending, the district can change the original code assigned to the student when the records request or communication from the parent/guardian or qualified student is received. If the original withdrawal date for the student is later than the date the student enrolled in the other school, the withdrawal date must be changed, and all attendance accounting records affected by this change must be updated.</p> |
|----------|---|

L81/82

Documentation requirement: Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to enter another educational setting. Beginning with students leaving in the 2011-12 school year, a district must document that the student has actually enrolled in a private school in Texas, the Texas Job Corps Diploma Program, or a private or public school outside Texas. One of the following types of documentation is required to verify enrollment:

Transcript request. Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled. Telephone requests are acceptable, but they must be documented in writing, including the date of the call, the name of the school requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).

Verification by the superintendent or authorized campus or district administrator of the receiving district. A signed letter from the receiving school verifying enrollment is acceptable documentation. The letter must state the name and location of the school in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the receiving school providing the name and location of and contact information for the school and verifying that the student is enrolled, signed and dated by an authorized campus or district administrator of the district.

Verification by the parent/guardian or qualified student. Acceptable documentation includes a letter, signed and dated, from the parent/guardian or qualified student stating that the student has enrolled in a private school in Texas or a private or public school outside of Texas leading to the completion of a high school diploma.

Moved to Other Educational Setting

L87

87

Student withdrew from/left school to enroll in the Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program

Definition and use: Student was withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student has enrolled in the State Board of Education-authorized Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program.

Documentation requirement: The district must receive either a) a records or transcript request from the high school diploma program or b) a letter from the high school diploma program stating that the student is enrolled.

Withdrawn by School District

L78

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| 78 | <p>Student was expelled under the provisions of TEC §37.007 and cannot return to school</p> <p>Definition and use: This code may only be used when:</p> <ul style="list-style-type: none">• the student was expelled under the provisions of TEC §37.007, and• the term of expulsion has not expired <u>or</u> the student's failure to attend school is due to court action. <p>This code may only be used for a student who was expelled for an offense included in TEC §37.007. This code is not intended for use by districts which assign students to a Juvenile Justice Alternative Education Program (JJAEP).</p> <p>Documentation requirement: Due process documentation supporting the expulsion.</p> |
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L78 IS NOT USED IN HISD. HISD EXPELS STUDENTS TO JJAEP.

Withdrawn by School District

L83

83

Student was attending and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was not entitled under other provisions of TEC §25.001 or as a transfer student, or c) was not entitled to public school enrollment under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services because the student was not immunized.

Definition and use: This code is for situations in which the district discovers when verifying enrollment information that the student is not entitled to enrollment in the district because the student is not a resident of the district or is not entitled under other provisions of TEC §25.001 or as a transfer student. It is not for a student who was a resident of the district and who stops attending because he/she has moved. This code is also for rare situations in which the student has not met the requirements under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services for immunization, provisional enrollment, or exemption.

Subject to the exceptions in TEC §38.001(c), a student is required to be fully immunized against disease as required by the Texas Department of State Health Services (TEC §38.001(a)). A student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible (TEC §38.001(e)). Except as provided by TEC §38.001(c) or by rule of the Department of State Health Services, a student who is not fully immunized and has not begun the required immunizations may not attend school. For further information about enrollment procedures, please see the *Student Attendance Accounting Handbook*. For further information about immunization requirements, immunization exemptions, and immunization documentation, please contact the Texas Department of State Health Services.

DO NOT USE L83 FOR AN ADMINISTRATIVE WITHDRAWAL. USE L98 FOR AN ADMINISTRATIVE WITHDRAWAL.

Withdrawn by School District

L83

Documentation requirement: Due process documentation supporting the withdrawal. All district actions to withdraw a student must be documented or the documentation for use of this leaver reason code may be considered insufficient. For purposes of leaver reason code 83, due process is defined as completion of the following steps:

1. District provides oral or written notice, appropriately documented, to the student's parent, guardian, or qualified student him- or herself of intent to withdraw the student, reasons for the withdrawal, effective date of withdrawal, and date of hearing or conference at which the parent, guardian, or qualified student will have an opportunity to respond to the allegations that the student is not entitled to be enrolled in the district. Steps 2 and 3 are not required for cases in which the parent, guardian or qualified student agrees that the student is not entitled to enrollment in the district. Step 4 is always required for charter schools.
2. District provides a hearing or conference at which the district presents the reasons for withdrawal, and the parent, guardian, or qualified student is given the opportunity to respond to the reasons for withdrawal.
3. District provides a written report to the parent, guardian, or qualified student that contains the findings of fact and district decision following the hearing or conference. The written report shall include notice of the parent's, guardian's, or qualified student's right to appeal the district's decision.
4. Charter schools shall notify the school district in which the student resides within three business days of withdrawing a student from a charter school, per Texas Administrative Code §100.1211.

- L83 is used in **RARE** situations in which enrollment information was falsified or there was a misunderstanding about which school district the student's residence was located in at the time of enrollment.
- Proof of identification was not provided
- Immunization records were not provided within 30 days (excl. boosters).
- **Not to be used to code possible dropouts when students move or cease to attend school. Attendance related issues should be referred to the Attendance Committee.**

Other Reasons

L03

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| 03 | <p>Student died while enrolled in school or during the summer break after completing the prior school year</p> <p>Definition and use: Self-explanatory.</p> <p>Documentation requirement: Acceptable documentation includes a copy of the death certificate or obituary, a program from the funeral or memorial service, a written statement from the parent or guardian, and written documentation of an oral statement by a parent or guardian stating that the student has died.</p> |
|----|---|

L08

| | |
|----|---|
| 08 | <p>Student (female or male) withdrew from/left school because of pregnancy</p> <p>Definition and use: This code should be used only if the parent, guardian, or student indicates verbally or in writing that the student is leaving school or left school because of pregnancy. This code should not be assigned based only on the fact that the student is pregnant at the time he or she leaves school. This code can be used for female or male students.</p> <p>Documentation requirement: Acceptable documentation is any written documentation, including documentation of oral statements by the parent, guardian, or student, indicating that the student is leaving school or left school because of pregnancy.</p> |
|----|---|

Other Reasons

L16

16

Student returned to family's home country or emigrated to another country

Definition and use: Use for students who are leaving the United States to return to their home country or emigrate to another country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in their home country or in another country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.

Documentation requirement: Acceptable documentation is a copy of the Transfer Document for Binational Migrant Student completed at the time the student withdraws from school, signed and dated by an authorized campus or district administrator. Acceptable documentation is also a copy of the withdrawal form signed and dated by the parent/guardian or qualified student and a campus or district administrator. The withdrawal form should indicate that the student is leaving school because the student is returning to their home country or emigrating to another country and should specify the destination. An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be physically signed by the parent/guardian or qualified student. A signed letter from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to their home country or emigrating to another country is also acceptable documentation. Acceptable documentation for foreign exchange students includes a written, signed, and dated statement from the student's host family or the foreign student advisor verifying the student's return to his or her home country or emigrating to another country. Other acceptable documentation is written documentation of an oral statement by a parent, adult neighbor, or other adult with knowledge of the family's whereabouts, signed and dated by an authorized campus or district administrator.

Other Reasons

20

Student withdrew from/left school because of a medical injury

Definition and use: Students who have suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility are entitled to receive educational services. This code may be used if educational services are refused by the qualified student or the student's parent or guardian and the student is withdrawn from school.

Local Education Agencies (LEAs) should be aware, however, that if the illness, condition, or injury suffered by the student leads the LEA to suspect that the illness, condition, or injury has resulted in a disability identified under the Individuals with Disabilities Education Act (IDEA), along with a corresponding need for special education and related services, the LEA must comply with federal law requiring public agencies to locate, evaluate, and identify students with disabilities who need special education and related services. In this situation, once the LEA obtains informed consent from the parent, guardian, or qualified student consistent with the consent requirements in 34 C.F.R. § 300.300, it must conduct a full and individual initial evaluation (FIE) for the student pursuant to the IDEA. The leaver code may be used in this situation if the parent, guardian, or qualified student denies the LEA's request for an FIE, refuses educational services, and withdraws the student from school.

Documentation requirement: For general education students, acceptable documentation includes a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered education services; and (e) the parent, guardian, or qualified student has refused those services.

With respect to students receiving special education and related services, the refusal to accept these services should be in writing pursuant to 34 C.F.R. § 300.300(b)(4). Acceptable documentation in this case, thus, includes a written statement or an oral statement by a parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; and (d) the student has been offered education services. A refusal or revocation of consent for special education services, however, should be in a written statement (rather than a documented oral statement) from the parent, guardian, or qualified student and maintained in the student's eligibility folder pursuant to 19 TAC § 89.1075(a). If the student was not identified as eligible for special education prior to the illness, condition, or injury at issue, and the LEA suspects that the illness, condition, or injury has resulted in a disability and corresponding need for special education and related services, the following documentation is acceptable: a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered an FIE and education services, and (e) the parent, guardian, or qualified student has refused both the FIE and education services.

L20

Other Reasons

L88

88

Student was ordered by a court to attend a High School Equivalency program and has not earned a Texas Certificate of High School Equivalency (TxCHSE)

Definition and use: This code is for students who are court-ordered to attend a high school equivalency program and have not earned a TxCHSE certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.

Documentation requirement: Acceptable documentation is a copy of the court order stating that the student has been ordered to attend a high school equivalency program. Documentation must include the name of the student, the date of the order, the name of the judge making the order, and the county in which the judge presides. The order should state that the court is ordering the student to attend a high school equivalency program or to take a high school equivalency exam.

A letter or document from a parent/guardian, qualified student, probation officer, or other adult is not sufficient documentation for L88.

Other Reasons

L89

89

Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult

Definition and use: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult.

Documentation requirement: Acceptable documentation is one of the following: 1) Oral notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district, that the student is incarcerated. The written statement of the oral notification shall be signed and dated by the authorized representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated.

L89 is not used for students who are incarcerated in the city or county jail.

Other Reasons

L98

98

Other (reason unknown or not listed above)

Definition and use: This code is used for students who are withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known. It is also used for students who withdrew from/left school for reasons not listed above.

- **Use L98 for student leavers that do not have a qualified leaver code.** This includes **students who have withdrawn to earn a High School Equivalency Certificate.** Encourage student to earn High School Equivalency Certificate by August 31.
- **NOTE: TEA will filter all 98s through the High School Equivalency certificate database. Students with certificates dated before August 31 will not be counted as dropouts, will remain members of the cohort, and do not count as completers.**
- Students who are withdrawn after a period because they quit attending school and their reason for leaving is not known.
- Students who have withdrawn from/left school for reasons not listed in other leaver codes.

Required documentation:

- **Documentation of oral statement**
- Efforts to locate student (within 10 days):
- Dropout Recovery Form

Exclusions from the Dropout and Completion Rate Calculations

Under Texas Education Code (TEC) §39.053(g-1), a student who meets at least one of the following criteria is excluded from campus and district rate calculations used for state accountability purposes:

1. Court-ordered GEDs, not earned;
2. Student previously reported as a dropout, re-enrolls and dropout again;
3. Students not eligible for state funding; not in Membership;
4. Students whose initial enrollment in U.S. schools was in grades 7-12 as unschooled refugees and asylees;
5. Incarcerated as adults in state jails or federal penitentiaries;
6. students who have suffered a condition, injury, or illness that requires substantial medical care and leaves the student: (A) unable to attend school; and (B) assigned to a medical or residential treatment.

Leaver Reason Codes

- **State Accountability**
 - School leavers with these leaver reason codes are counted as dropouts for state accountability purposes: **08 and 98.**
- **Federal Accountability**
 - Leavers with these leaver reason codes are counted as dropouts for federal accountability purposes: **08, 20, 88, 89 and 98.**

Leavers

Movers

2021 – 2022



80 – Enroll in Other TX Public School

Student withdrawn from school and parent/guardian, or qualified student indicated at time of withdrawal that the student would be enrolling in another **public school in Texas**

Documentation

- Document signed and dated by parent/guardian, or qualified student, and designated school administrator, OR
 - Specify the new school or district by name
 - Specify the destination (city)
- **Documentation of oral statement** (same as above), OR
- **Records Request from parents/guardians or new school**, OR
- **TREx Request / Records Request from new school**
- *TSDS Unique ID ET(Enrollment Tracking)Search is recommended as a tool only even if you have a records request. If Enrollment Tracking indicates enrollment was deleted, contact school to verify enrollment.*

88 – Enroll in Other HISD School (HISD Local Code)

Student withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student would be enrolling in another **HISD school**.

Documentation

- Document, signed and dated by parent/guardian, OR qualified student, and school district administrator
 - *Specify the new school or district by name*
 - *Specify the new school by name*
- Documentation of oral statement (same as above), OR
- Records Request from parents/guardians or new school, OR
- **TSDS Unique ID** search and copy of HISD Connect Enrollment page may be used as tools only to indicate new school
- TREx Request / Records Request from new school

TSDS Texas Student Data Systems

Texas Student Data System (TSDS) search:

- **A TSDS search is a tool to locate a student. A TSDS printout is NOT proof that the student is attending a Texas Public school.**
- In situations where no other documentation is available, a search of the TSDS UID/ET file may be used to determine if the student might be enrolled in another district or charter school in Texas.
- There should be a follow-up call to the district / charter indicated by the UID/ET search. **Written documentation of the phone call to the other district would be the audit documentation.**

TSDS Enrollment Tracking (ET) process:

- Designed as an extension to TSDS UID. Offers an efficient way to dynamically track public school student enrollments and withdrawals.
- **TSDS PEIMS, not ET, is the official data submission for determining a subsequent student enrollment in another Texas public or charter school.**
- Districts will be sending ET files to TEA on a weekly basis, beginning the third week after school begins.
- Campuses must check and correct ET files weekly for the rest of the year.

The final determination of whether students are movers will be made by TEA.

Leavers

General Documentation Requirements

2021 – 2022



Signatures on Leaver Documentation

General Guidelines

All documentation must be signed and dated by an **authorized representative** of the district (In the schools, this is the campus administrator).

Who is authorized to sign leaver documentation?

Withdrawal Documentation

- Withdrawal documentation should also be signed by a parent or guardian; responsible adult, or qualified student. Original signatures are not required on withdrawal forms received by fax or e-mail.

Oral Statements

- Written documentation of oral statements made in person or telephone by the parent/guardian/qualified student is acceptable documentation in some situations if it is dated and signed by a district administrator.

Qualified Students

- A Qualified Student is one who, at the time he/she stops attending school: Is married, or Is 18 years or older, or Has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student.

Evaluation of Leaver Documentation

Who determines the acceptability of leaver documentation?

Merits of leaver documentation

- **Merits of leaver documentation** are assessed at the time the documentation is requested during a data inquiry investigation.

Determination of the acceptability of documentation

- **Determination of the acceptability of documentation** is made by the professional staff conducting the investigation.

Completeness of Leaver Documentation

Withdrawal documentation shall be considered **incomplete** without a date, signature(s), and destination.

NOTE – Leaver documents include the withdrawal forms, leaver forms and supporting documentation.

General Documentation Guidelines

- **Changing LEAVER-REASON-CODES**

Once a district meets the documentation standard that supports the leaver reason code used, the district is not required to obtain additional information on the student. Local policy will determine if an existing leaver reason code is updated for a student when additional information is received. The policy should be clearly stated in the district's published guidelines on leaver procedures.

For example, if a district assigned LEAVER-REASON-CODE 60 student withdrew from/left school for home schooling for a *student and later received a request for transcript information from a private school for the same student*, the district may change the LEAVER-REASON-CODE to 81 enroll in a Texas private school *but is not obligated to*.

Leavers

Timelines

2021 – 2022



Important Timelines

School Start Window

- **Last Friday in September (9/24/2021).**

Snapshot

(no relationship to leavers)

- **Last Friday in October (10/29/2021)**
- Presumed Under-Reported Students list*
(Students who were reported to PEIMS in the fall or summer of the previous year, but not reported anywhere during current year)
- The week before the winter break if TEA has it available.

Campus Data Entry Deadline (Fall PEIMS)

- **All campus data must be entered in HISD Connect by 11/9/2021.**

Fall Collection Resubmission

- **The HISD final Fall PEIMS Resubmission file will be submitted to TEA on 01/04/2022.**

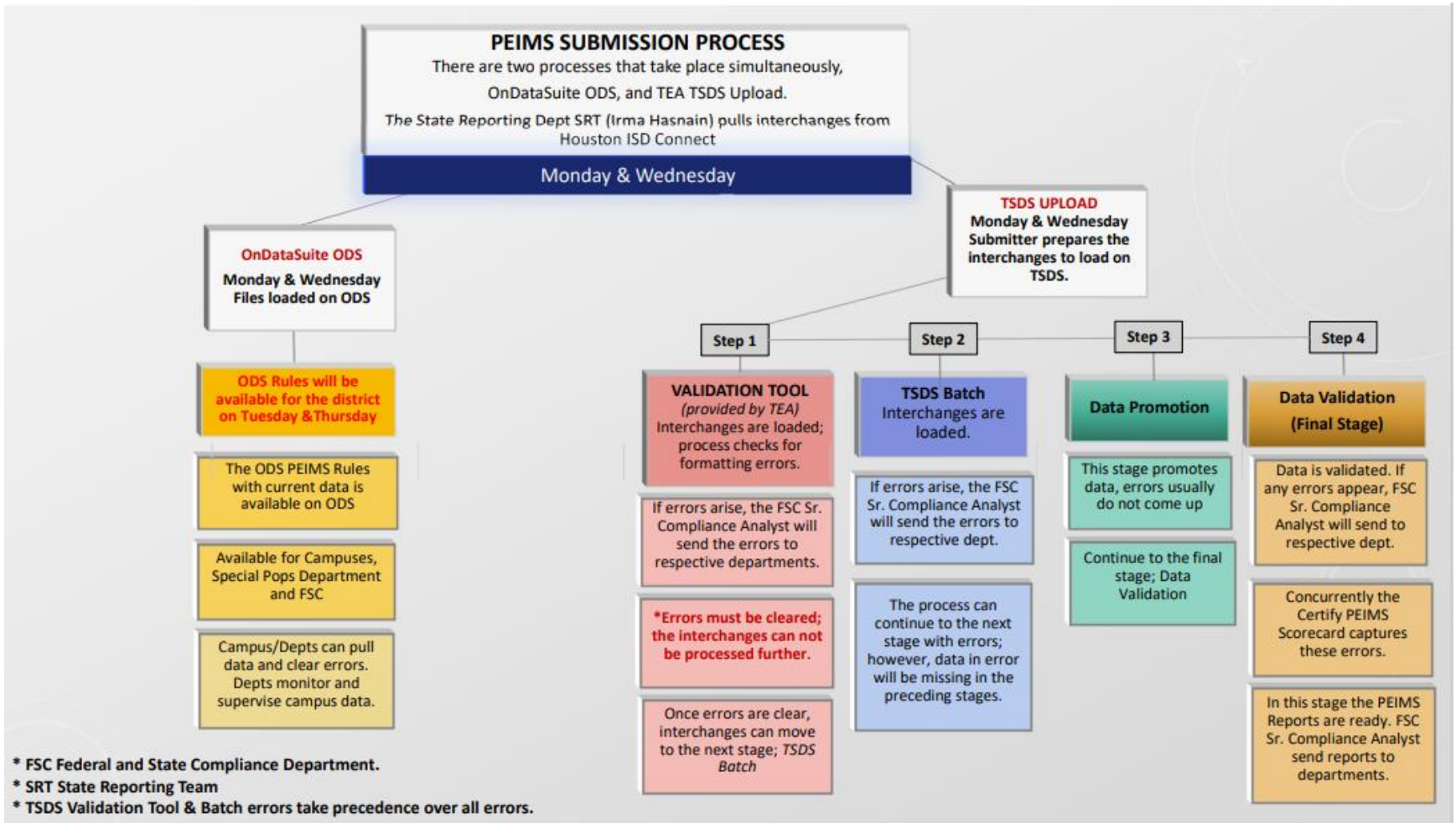
School Start Window

The School Start Window begins on the first instructional day and ends the last Friday in September (**September 24, 2021**).

A student must enroll and attend school during the school start window or be reported as a leaver and possible dropout.

Exception – Seniors who have completed course requirements but who have not graduated due to missing portions of the state exit-level assessment, MAY enroll during the School Start Window with ADA Code (0) if the student received a service through HISD. The date of enrollment should reflect the date the student received the service from a professional school staff member.

District PEIMS Process



Leavers

Campus Responsibilities

2021 – 2022



Campus Roles and Responsibilities

Campus PEIMS Coordinator

Responsibilities:

- Attend scheduled trainings and meetings related to PEIMS program areas. Consult with the Federal State and Compliance Analyst to schedule appropriate training for campus personnel.
- Collaborate with the principal to designate campus contacts for each data type that impacts, funding, compliance, and accreditation as well as contacts who are responsible for special program content knowledge.
- Identify, document and supply data reporting timelines and procedures to all personnel affected by them.
- Keep principal informed as to the accountability and accuracy of all PEIMS data.
- Oversee the reasonableness and accuracy of data by implementing procedures at the campus to ensure the data that affects funding, compliance, or accreditation is complete and correct by identifying areas of concern and determining corrective action.
- Work cooperatively with other campus personnel to collect, organize, and format data required for submitting campus PEIMS information in a timely manner.

Campus Roles and Responsibilities

1. **Enter current, complete, and accurate leaver data in HISD Connect.** *Make sure No Shows have been coded.* **The No-Show date is 8/23/2021.**
2. **Locate students who did not return from previous school year.** Request and receive information and documentation about leavers and movers (including dropouts). Maintain sufficient documentation on file for all student leavers. **Documentation must meet TEA standards.**
3. **Change leaver codes (if applicable) through November 9, 2021, the Fall PEIMS First Submission Data Entry Deadline for Campuses.**
 - Use the **Leaver Code Change Form** if you are changing from one leaver code to another.
 - “No show” and “Left” are not leaver codes.
4. **Review HISD Connect and TSDS PEIMS First Submission reports to verify accuracy of data.**
 - This can be accomplished in your Campus Non-Instructional Data Team or Graduation Support Meetings.
5. **Correct all errors found during the Fall PEIMS submission on or before the due dates set by Federal and State Compliance.** See Important Timelines.

REMINDER: A leaver code is only reported for students in grades 7-12.

Campus Roles and Responsibilities

Seniors who have completed course requirements but who have not graduated due to missing portions of the state exit-level assessment, MAY enroll during the School Start Window with ADA Code (0) if the student received a service through HISD. The date of enrollment should reflect the date the student received the service from a professional school staff member.

List of Qualified Services:

1. • Registering for testing and receiving test preparation materials.
2. • Meeting with counselors/administrators to review testing dates.
3. • Meeting with the registrar to review student's transcripts.
4. • Scheduling for remediation classes less than 120 minutes per day.

iDelegate/Data Responsibilities Contacts

Campuses must keep this form updated so that FSC can contact the appropriate staff regarding training, data errors, compliance reviews and TEA data reviews.

Clerical staff should not be designated where Certified Professionals are required.

| Campus PEIMS and Data Responsibilities Contact | | | | | |
|--|---|-------------|-----------------------------------|----------------------|----------------------|
| Please submit a REVISED copy of the Campus PEIMS Program Contact Form when changes occur during the school year. | | | | | |
| Campus Name: | <input type="text"/> | | Principal: | <input type="text"/> | |
| School Phone: | <input type="text"/> | School Fax: | <input type="text"/> | SSO: | <input type="text"/> |
| Program | Certified Professional's HISD User Name | | Data Entry Clerk's HISD User Name | | |
| At-Risk | <input type="text"/> | | <input type="text"/> | | |
| Attendance | <input type="text"/> | | <input type="text"/> | | |
| Bilingual / ESL / LEP | <input type="text"/> | | <input type="text"/> | | |
| Career & Technology Education (Sec) | <input type="text"/> | | <input type="text"/> | | |
| Dyslexia | <input type="text"/> | | <input type="text"/> | | |
| Economically Disadvantaged (Free and Reduced Lunch) | <input type="text"/> | | <input type="text"/> | | |
| Enrollment | <input type="text"/> | | <input type="text"/> | | |
| Extended School Year Services (ESY) Summer School | <input type="text"/> | | <input type="text"/> | | |
| Special Education | <input type="text"/> | | <input type="text"/> | | |

Leavers

Reports

2021 – 2022



TSDS PEIMS and HISD Connect Reports

HISD Connect Reports:

- *Student PEIMS Leaver Verification Report*
- *Potential Dropouts*

TSDS FALL PEIMS Reports - Must be reviewed prior to Resubmission.

- Dropout Roster
- School Leaver Roster
- Graduate Roster by Graduation Type

Student PEIMS Leaver Verification Report (HISD Connect)

The Student PEIMS Leaver Verification Report is under **State Reports** in HISD Connect.

Student PEIMS Leaver Verification Report

| Report Information | |
|---|---|
| Description | Student PEIMS Leaver Verification Report |
| Version | 1.0.2 |
| Output File Name | [DistrictNum]_[campusID]_[collectionYear][collectionCode]_[Timestamp]_LeaverRecordVerification |
| Category | Data Verification and Supporting Reports |
| Published Date | 07/02/2020 01:07 AM |
| Teacher Safe | No |
| Comments | |
| Report Parameters | (Check box on the right to save as default value) Clear All ▼ |
| Select Schools | McReynolds Middle School <input type="checkbox"/> |
| (To select all schools, hold shift key while selecting. To select multiple schools, hold COMMAND (Mac) or CONTROL (Windows) key while selecting.)* | |
| Current Selection Students* | <input type="radio"/> The Selected 0 Students Only <input checked="" type="radio"/> All Students <input type="checkbox"/> |
| School Year* | 2020-2021 <input type="checkbox"/> |
| School Start Window* | 09/25/2020 <input type="checkbox"/> |
| October Snapshot Date* | 10/30/2020 <input type="checkbox"/> |

Scheduling

Please select when to run

☒ Run Now ☐ Schedule

Submit

Student PEIMS Leaver Verification Report (HISD Connect)

SIS



art Page > Report Queue (ReportWorks) - My Jobs

McReynolds Middle School

20-21 Semester 1

Report Queue (ReportWorks) - My Jobs

System ReportWorks

Refresh

Queued Reports

Pending: 0

| Created On | Report Name | Started | Ended | Created By | Status | Options |
|---------------------|--|---------------------|-------|-------------------|---------|---------|
| 09/12/2020 12:27 PM | Student PEIMS Leaver Verification Report | 09/12/2020 12:27 PM | | Martinez, Pablo A | Running | |

Report Queue (ReportWorks) - My Jobs

System ReportWorks

Refresh

Queued Reports

No reports running or pending!

Completed Reports

Delete All

| Created On | Report Name | Started | Ended | Created By | Status | Options |
|------------|--|---------------------|---------------------|-------------------|-----------|---------|
| 09/12/2020 | Student PEIMS Leaver Verification Report | 09/12/2020 12:27 PM | 09/12/2020 12:44 PM | Martinez, Pablo A | Completed | |

Student PEIMS Leaver Verification Report (HISD Connect)

Report Queue (ReportWorks) - My Jobs

System
ReportWorks

Refresh

Queued Reports

No reports running or pending!

Completed Reports

Delete All

| Created On | Report Name | Started | Ended | Created By | Status | Options |
|------------|---|---------------------|---------------------|-------------------|-----------|---------|
| 09/12/2020 | Enrollment Withdrawal Verification Report | 09/12/2020 02:12 PM | 09/12/2020 02:12 PM | Martinez, Pablo A | Completed | |

| K | L | M | N | O | |
|------------|------------|----------------------|-----------|-----------|--------------------------|
| Entry Date | Entry Code | Entry Comment | Exit Date | Exit Code | Exit Comment |
| 9/8/2020 | R | Promoted Next School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promoted Next School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promote Same School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promoted Next School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promote Same School | 9/8/2020 | NS | Miller JH - Pearland ISD |
| 9/8/2020 | R | Promoted Next School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promoted Next School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promote Same School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promoted Next School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promoted Next School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promote Same School | 9/8/2020 | NS | |
| 9/8/2020 | R | Promote Same School | 9/8/2020 | NS | |

Potential Dropouts

Dropout Year Selection:

- **Previous Year:**
Previous year Dropouts
- **Current Year:**
Potential dropouts, next year leavers

Attendance

Dashboard

Enrollment Summary

Health Management

Importing & Exporting

Incident Management

Master Schedule

Search Attachments

Special Functions

Sections Report

Special Programs

Teacher Schedules

Reports

Form Reports

System Reports

ReportWorks

PSCB Custom Reports

sqlReports

District Reports

State Reports

HISD Reports

People

Student Search

Staff Search

Contact Search

Enroll Student

Potential Dropouts

| Report Information | |
|--|--|
| Description | Potential Dropouts |
| Version | 1.0.3 |
| Output File Name | TX_PotentialDropouts.pdf |
| Category | Data Verification and Supporting Reports |
| Published Date | 08/15/2021 10:15 AM |
| Teacher Safe | No |
| Comments | |
| Report Parameters | (Check box on the right to save as default value) |
| Select Schools (To select all schools, hold shift key while selecting. To select multiple schools, hold COMMAND (Mac) or CONTROL (Windows) key while selecting.)* | |
| Bellaire High School | |
| Dropout Year* | Previous Year |
| School Start Window* | Previous Year |
| Source for Contacts* | Legacy Contacts |
| Current Selection Students* | <input type="radio"/> The Selected 0 Students Only <input checked="" type="radio"/> All Students |
| Dropout Year* | Previous Year |
| School Start Window* | 09/24/2021 |
| Source for Contacts* | <input checked="" type="radio"/> Legacy Contacts <input type="radio"/> Student Contacts |

Student PEIMS Graduate Verification Report

- **Report Location:** System Reports/State Reports > Student PEIMS Graduate Verification Report > Select Campus > Submit
- Report available in CSV format and PDF

Attendance
Dashboard
Enrollment Summary
Health Management
Importing & Exporting
Incident Management
Master Schedule
Search Attachments
Special Functions
Sections Report
Special Programs
Teacher Schedules

Student Transfers

Manage Exception Types
Manage Requests

Reports

Form Reports
System Reports
ReportWorks
PSCB Custom Reports
sqlReports
District Reports
State Reports
HISD Reports

People

Student Search

Student PEIMS Graduate Verification Report

Report Information

| | |
|------------------|--|
| Description | Student PEIMS Graduate Verification Report |
| Version | 1.0.5 |
| Output File Name | TX_GraduateRecordVerification |
| Category | Data Verification and Supporting Reports |
| Published Date | 08/15/2021 10:15 AM |
| Teacher Safe | No |

Comments


Report Parameters (Check box on the right to save as default value)

Select Schools
(To select all schools, hold shift key while selecting. To select multiple schools, hold COMMAND (Mac) or CONTROL (Windows) key while selecting.)*

DCW Biotech Academy At Risk
Bell Elementary School
Bellaire High School
Belfort Early Childhood Center
Benavidez Elementary School
Benbrook Elementary School

Current Selection ☐ The Selected 0 Students Only ☒ All Students

School Year* 2021-2022 ▼

School Start Window* 09/25/2020 

October Snapshot Date* 10/30/2020 

TSDS PEIMS Dropout Roster

Report availability: Fall PEIMS First Submission and Fall PEIMS Resubmission

Texas Education Agency

PDM1-124-002

v21.1.1

*** CONFIDENTIAL ***

LEA: 101912 - HOUSTON ISD

TSDS PEIMS DROPOUT ROSTER

LEA-level Data

Campuses: All

2020 - 2021 Fall Collection, First Submission

Thursday 12/03/2020 5:37 PM

Page 1 of 117

Grade: 07

- Prior Year Data -

| Student Name | Unique ID | Student ID | Local ID | S e x | E t h | Leaver Reason Code | Econ Disadv | Special Education | Econ Disadvantage | LEP | Bil | ESL | Alt Lang | Mig | CTE | GT | At Risk |
|--------------|-----------|------------|----------|-------------|-------------|--------------------------|----------------|----------------------|----------------------|-----|-----|-----|-------------|-----|-----|----|------------|
| | | | | F | H | 98 | 99 | 0 | 99 | 0 | 0 | 0 | 00 | 0 | 0 | 0 | 1 |
| | | | | M | H | 98 | 00 | 0 | 99 | 1 | 0 | 3 | 00 | 0 | 0 | 0 | 1 |
| | | | | M | W | 98 | 99 | | | | | | | | | | |
| | | | | F | H | 98 | 99 | 0 | 99 | 1 | 0 | 3 | 00 | 0 | 0 | 0 | 1 |
| | | | | M | H | 98 | 00 | 0 | 99 | 0 | 0 | 0 | 00 | 0 | 0 | 0 | 0 |
| | | | | M | H | 98 | 99 | | | | | | | | | | |
| | | | | F | A | 98 | 99 | 0 | 99 | 1 | 0 | 3 | 00 | 0 | 0 | 0 | 1 |
| | | | | F | A | 98 | 00 | 0 | 99 | 1 | 0 | 3 | 00 | 0 | 0 | 0 | 1 |

TSDS PEIMS School Leaver Roster

Report availability: Fall PEIMS First Submission and Fall PEIMS Resubmission

Texas Education Agency

PDM1-124-004

v21.1.2

*** CONFIDENTIAL ***

LEA: 101912 - HOUSTON ISD

TSDS PEIMS SCHOOL LEAVER ROSTER

LEA-level Data

Campuses: All

2020 - 2021 Fall Collection, First Submission

Thursday 12/03/2020 5:34 PM

Page 1 of 500

| Student Name | Unique ID | Local ID | Student ID | Migrant Code | Economic Disadvantage Code | Leaver Reason Code | Dropout | Associate Degree | Date of Graduation | Graduation Type | Post Secondary Certification | Date Cert Earned |
|--------------|-----------|----------|------------|--------------|----------------------------|--------------------|---------|------------------|--------------------|-----------------|------------------------------|------------------|
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 99 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 99 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |
| | | | | 0 | 00 | 01 | N | 0 | 06/2020 | 34 | | |

TSDS PEIMS Graduate Roster by Graduate Type

Description:

Report availability: Fall PEIMS First Submission and Fall PEIMS Resubmission

Texas Education Agency

PDM1-124-007

v21.1.2

*** CONFIDENTIAL ***

LEA: 101912 - HOUSTON ISD

TSDS PEIMS GRADUATE ROSTER BY GRADUATE TYPE

LEA-level Data

Campuses: All

2020 - 2021 Fall Collection, First Submission

Thursday 12/03/2020 5:31 PM

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Grad Type: 04

| | | | | | | | | | | | Prior Year Data | | | | | | | | | |
|-------|-----|-----------|--------------|--------------|--------------|---------------------|-----------|------------------|-------------------------------|------------------|-----------------|-----|-----|----------|-----|-----|---------|----|---------|----------|
| Grade | Sex | Ethnicity | Migrant Code | As-of Status | Date of Grad | Military Enlistment | IIGC Code | Associate Degree | Post Secondary Cert Licensure | Date Cert Earned | LEP | Bil | ESL | Alt Lang | Mig | CTE | Spec Ed | GT | At Risk | ADA Elig |
| 12 | M | H | 0 | A | 12/2019 | 0 | 00 | 0 | | | 4 | 0 | 0 | 00 | 0 | 0 | 1 | 0 | 1 | 0 |
| 12 | M | T | 0 | A | 06/2020 | 0 | 00 | 0 | | | 0 | 0 | 0 | 00 | 0 | 2 | 1 | 0 | 1 | 1 |
| 12 | M | B | 0 | A | 06/2020 | 0 | 00 | 0 | | | 0 | 0 | 0 | 00 | 0 | 0 | 1 | 0 | 1 | 1 |
| 12 | F | H | 0 | A | 06/2020 | 0 | 00 | 0 | | | 0 | 0 | 0 | 00 | 0 | 0 | 1 | 0 | 1 | 1 |
| 12 | F | H | 0 | A | 12/2019 | 0 | 00 | 0 | | | | | | | 0 | | | | | |

OnDataSuite



OnDataSuite is a 4 piece data warehouse solution that allows districts to securely view student information and create custom research queries based on their uploaded PEIMS, State Student Assessment, ACT, AP, PSAT, TSI, SAT files and more.

OnPoint enables users to pull data from files across years, test administrations and collections, to provide unprecedented access to multiple data sets in one system. It features PEIMS and Assessment data, but crosses over into Accountability, Federal Programs, CCMR and PBM/RDA.

OnDataSuite is currently available to:

- Campus PEIMS Coordinators
- Campus Principals

OnDataSuite

View Campus Dashboards by Submission

Campus : Austin H S

Year 2020 - 2021

Fall Information

Summer Dashboard

Campus Dashboard

Academic

1700 Dumble
Houston, TX 77023-3139
(713) 924-1600 Phone
(713) 923-3157 Fax

District Information
Offers the ASVAB test

Programs of Study
(001) - Accounting and Financial Services
(004) - Animal Science
(006) - Architectural Design

Gifted and Talented Programs
(01) - Pull-out
(02) - Push-in
(03) - Full-time gifted only

Administration ⓘ (2020 - 2021 Fall PEIMS file loaded 01/21/2021)
Principal Orlando Reyna
Assistant Principal Tracy Cooper
Assistant Principal Dytonya Maryland
Assistant Principal Ivonne Rodriguez
Assistant Principal Sarah Moore

School Population (2020 - 2021 Fall PEIMS file loaded 01/21/2021)

| | | |
|---------------|-------|---------|
| Student Total | Count | Percent |
| 9th Grade | 1,520 | 100% |
| 10th Grade | 447 | 29.41% |
| 11th Grade | 407 | 26.78% |
| 12th Grade | 336 | 22.11% |
| | 330 | 21.71% |

More +

More +

Student Demographics (2020 - 2021 Fall PEIMS file loaded 01/21/2021)

| | | |
|--------|-------|---------|
| Gender | Count | Percent |
| Female | 680 | 44.74% |
| Male | 840 | 55.26% |

Ethnicity

| | | |
|-----------------|-------|--------|
| Hispanic-Latino | 1,381 | 90.86% |
|-----------------|-------|--------|

Race

| | | |
|------------------------------------|-----|-------|
| American Indian - Alaskan Native | 2 | 0.13% |
| Asian | 1 | 0.07% |
| Black - African American | 125 | 8.22% |
| Native Hawaiian - Pacific Islander | 1 | 0.07% |
| White | 7 | 0.46% |
| Two-or-More | 3 | 0.20% |

Special Services (2020 - 2021 Fall PEIMS file loaded 01/21/2021)

Primary Disabilities

| | | |
|-------------------------|-------|---------|
| No Disability | Count | Percent |
| No Disability | 0 | 0.00% |
| Orthopedic impairment | 2 | 1.12% |
| Other health impairment | 17 | 9.50% |
| Auditory impairment | 4 | 2.23% |
| Visual impairment | 0 | 0.00% |
| Deaf-Blind | 0 | 0.00% |
| Intellectual disability | 33 | 18.44% |
| Emotional disturbance | 6 | 3.35% |
| Learning disability | 95 | 53.07% |
| Speech impairment | 3 | 1.68% |
| Autism | 18 | 10.06% |
| Developmental delay | 0 | 0.00% |

OnDataSuite

View Data Validation and Custom Reports

OnPoint®

DashboardsMy DashboardsStudentAssessmentStaffFinanceAccountabilityTSDS Rules

ManualsSubmit Ticket

Focus List

All Students

Report Search

Search for a Report

Report Commands

Create Report

Load Last Report

Data Source Information

Please choose a data source from the Report Center.

Student Report Center

General

4-Year Longitudinal Student Listing

5-Year Longitudinal Student Listing

6-Year Longitudinal Student Listing

Prelim Longitudinal Cohort

Fall PEIMS

CTE Enrollment

Fall Enrollment

Fall SPED Program Enrollment

Leaver

Not Enrolled on Snapshot

Summer PEIMS

Attendance

Course Completion

CTE Attendance

CTE Flexible Attendance

Disciplinary Incidents

Flexible Attendance

Graduation Program

SPED Attendance

SPED Flexible Attendance

Student Restraint

Student Section Association

Summer Enrollment

Summer SPED Program Enrollment

Title I Part A Program Enrollment

Truancy

Extended Year PEIMS

Extended Year - Enrollment

Extended Year - ESY Services

Extended Year - Course Completion

Extended Year - Attendance

Extended Year - SPED Attendance

Extended Year - Flexible Attendance

Extended Year - SPED Flexible Attendance

Accountability

CCMR Early Warning System

Class Roster

Class Roster Fall Enrollment

Class Roster Winter Enrollment

ECDS

ECDS PK Enrollment

ECDS KG Enrollment

Residential Facilities

Student Residential Facilities

Student Data Validation

Fall Pre-Validation Limited Scope Attendance Audit Review (TEA Desk Audit)

LSA Of Kindergarten Students Enrolled Under The Age Of Five

LSA Of Prekindergarten Students Enrolled Without Proper PEIMS Code

LSA Of Early Education Students With No SPED Setting Or Speech Therapy Only

LSA Of Early Education Students With A Special Education Setting Of Mainstream

LSA Of Bilingual ESL Education Eligibility Coding On The Snapshot

Summer Limited Scope Attendance Audit Review (TEA Desk Audit)

Funding Data Validation

Students With Perfect Attendance And No Course Completion Indicator

Fall CTE Class Service IDs With Less Than 45 Minutes

Students With Homebound Or Hospital Code And CTE Hours In Same Six Weeks Period

PK Students With September 1st Age Of 5 Years Old Or Older Showing Eligible Days

Students With September 1st Age Over 21 And Showing Eligible Days

Students Coded Ineligible Or Not In Membership On Snapshot And Showing Eligible Days

Students Expelled To A County JJAEP That Do Not Report Ineligible Attendance

Student Excess Contact Hour Summary

CTE/Tech Apps Course Completion Matrix with No CTE Contact Hours

Course Completion Validation

Enrolled Students Without A Course Completion Record

No High School Fine Arts Courses

Course Credit Duplicates

Discipline Validation

Discipline Incidents For Mutual Fighting Only 1 Offender

Discipline Records Without A Matching Attendance Record

Unauthorized Suspensions For Grade Levels Less Than 3rd Grade

Homeless Out of School Suspensions

FHSP Validation

FHSP No Endorsements

Leaver Validation

Leaver Graduates Without Fall or Summer Enrollment Records

OnDataSuite

View FataIs, Warnings and Special Warnings

| Data Category Type | Data Category Code | FataIs | Warnings | Special Warnings |
|---|--------------------|---------|----------|------------------|
| All | All | 4 / 227 | 8 / 14 | 29 / 67 |
| Organization | | | | |
| Local Education Agency | 10010 | 0 / 6 | | |
| Shared Service Arrangement Fiscal Agent | 10011 | 0 / 7 | 0 / 1 | |
| Campus | 10020 | 0 / 6 | | 2 / 5 |
| Course | 10070 | 0 / 2 | | |
| Student | | | | |
| Student Basic Information | 40100 | 1 / 88 | 4 / 5 | 6 / 14 |
| Student Program Extension | 40110 | 0 / 57 | 2 / 4 | 9 / 28 |
| School Leaver | 40203 | 1 / 13 | 1 / 2 | 4 / 6 |
| Special Education Program | 41163 | 2 / 36 | 1 / 2 | 6 / 9 |
| Title I, Part A Program | 41461 | 0 / 5 | | 0 / 1 |
| Student Graduation Program | 48011 | 0 / 7 | | 2 / 4 |

OnDataSuite

Resources

Training

- Register for Online 1456070 in One Source

Tools from OnDataSuite

- **Manuals**
<https://manuals.ondatasuite.com/>
- **Training Modules**
<https://manuals.ondatasuite.com/index.php/training/>

Contact **Arian Sadri**, Arian.Sadri@houstonisd.org, if you have questions regarding access to OnDataSuite.

Presumed Underreported Student List



This report provides a listing of students who attended or were enrolled in grades 7-12 during the prior school year and assists districts with identifying students for whom a 203 School Leaver record might need to be submitted in the Fall submission.



A student listed in the report can be flagged as a Summertime Mover, a Presumed Returned Student, Presumed Leaver, School Year Mover, Prior Texas Graduate, or Texas-High School Equivalency Certificate recipient. If at least one of these indicators is listed, the student is *not* presumed under-reported at the point in time the district generates the report.

If a student *is* presumed under-reported (as indicated by an asterisk to the left of the Student ID), *none* of the indicators is listed at the point in time the district generates the report. The report is grouped by campus and by grade within campus.

Leavers

Required Forms and Documents

2021 – 2022



Leaver Folders– Required Documents

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals.

Every student leaver folder – including folders for students who leave during the summer – **must have the leaver documentation**. Each student leaver must have an individual folder.

1. District-Approved Leaver Form(s)

- Exit Information/Leaver Code Assignment Form (Updated)
- Leaver Code Change Form (Updated)
- Home School Questionnaire
- Oral Statement Form
- CPS/L66 Form

2. Supporting Documentation

- Authentic documentation for the assigned leaver code.
- Sufficient documentation per TWEDS-Enabled Data Standards.



Revised for 2020-2021

Exit Information/Leaver Code Assignment Form

HOUSTON INDEPENDENT SCHOOL DISTRICT
EXIT INFORMATION AND LEAVER CODE ASSIGNMENT FORM

CAMPUS ID#: _____ CAMPUS NAME: _____ DATE: _____

STUDENT INFORMATION PORTION: Please print
STUDENT'S NAME (Last, First, Middle): _____

ID NUMBER: _____ BIRTH DATE: _____ GRADE LEVEL: _____ GENDER: ☐ M ☐ F

EXIT INFORMATION PORTION: This portion is NOT supporting documentation for a Leaver Code.

PARENT/GUARDIAN or QUALIFIED STUDENT NAME: _____ RELATIONSHIP TO STUDENT: _____

E-MAIL ADDRESS: _____ PHONE NUMBER: _____
☐ CURRENT OR ☐ NEW
MAILING ADDRESS: _____ CITY: _____ STATE: _____

IF APPLICABLE PLEASE PROVIDE
NEW SCHOOL DISTRICT & CAMPUS: _____
NEW SCHOOL CITY & STATE: _____
HOME COUNTRY (INCLUDE CITY): _____
REASON FOR WITHDRAWAL: _____

EXIT CODE ASSIGNMENT SECTION (REQUIRED): (Type/print the appropriate leaver code.)

| | | |
|---|---|---|
| L03 - Died | L82 - Enroll Outside TX | ADMINISTRATOR'S INFORMATION SIGNATURE: _____ PRINTED NAME: _____ TITLE: _____ DATE: _____ |
| L08 - Student (female or male) withdrew from/left school because of pregnancy | L83 - Falsification of Enrollment (RARE) | |
| L16 - Student returned to family's home country or emigrated to another country | L86 - Student Completed GED outside of Texas | |
| L20 - Student withdrew from/left school because of a medical injury | L87 - Texas Tech/UT HS Diploma | |
| L24 - Pursue college degree | L88 - Court Ordered GED - not earned | |
| L60 - Home Schooling | L89 - Incarcerated in State or Federal Facility | |
| L66 - CPS | L90 - Military Grad - Outside of Texas | |
| L81 - Enroll TX Private School | L98 - Unknown / Dropout | |

POSTING CLERK'S SIGNATURE _____ PRINTED NAME & TITLE _____ DATE OF POSTING _____

OFFICE USE ONLY: LEAVER DOCUMENTATION ON FILE. ATTACH ALL SUPPORTING DOCUMENTS TO THIS FORM.

| | | |
|---|---|--|
| <input type="checkbox"/> L008 Verification of Enrollment in another Texas Public School or HISD school | <input type="checkbox"/> L60 Completed Home School Questionnaire/ Written statement from parent/guardian, including the date home schooling began | <input type="checkbox"/> L85/L90 Transcript showing sufficient credits, or diploma with seal (Military Interstate Compact Agreement) |
| <input type="checkbox"/> L03 Death Certificate; Obituary; Funeral Program; Written/Oral statement | <input type="checkbox"/> L66 Written Statement from CPS Officer, includes badge number and phone number | <input type="checkbox"/> L86 GED certificate/written documentation from testing company showing completion, must include date, location, contact information |
| <input type="checkbox"/> L08 Oral/Written Statement by parent, guardian or student indicating that student is withdrawing or has withdrawn due to pregnancy | <input type="checkbox"/> L81/L82/L87 Transcript/Records Request from receiving private school, school outside of Texas or HS Diploma program | <input type="checkbox"/> L88 Court Order from a JUDGE requiring completion of a GED |
| <input type="checkbox"/> L16 Oral/Written Statement by relative or adult neighbor of student's return to family's home country or emigrated to another country | <input type="checkbox"/> L81/L82/L87 Oral/Written notice from parent or guardian to authorized District representative | <input type="checkbox"/> L89 Oral/Written notification from law enforcement, prosecuting attorney, or state / federal penitentiary |
| <input type="checkbox"/> L20 Written/oral statement from parent, guardian, or qualified student that student has suffered a condition/injury/illness that requires substantial medical care; the student is unable to attend school | <input type="checkbox"/> L81/L82/L87 Verification of Enrollment in a private school, school outside of Texas or HS Diploma program | <input type="checkbox"/> L98 DROPOUT/GED/OTHER |
| <input type="checkbox"/> L24 Verification by authorized college rep. or student schedule; at least 9 hours per semester | <input type="checkbox"/> L83 Falsification of Enrollment / Not Immunized (include due process documentation) | <input type="checkbox"/> HISD Withdrawal Form |

Revised August 9, 2021

- This form **IS NOT** supporting documentation for any leaver code. Supporting documentation must be attached to this form. This form will be reviewed for accuracy, completeness and validity.
- This district-approved form is used for an original leaver code assignment (i.e., changing a student record from a "No Show" status to a leaver code). The Exit Information section may have limited information if the parent did not visit the school to withdraw the student.
- Administrator must type or print information in black or blue ink:
 - Date Form Completed, Student's information, and Campus information
 - Parent/Guardian or Qualified Student Information (Signatures are not required.)
 - School Information
 - Leaver Code
 - Administrator's printed name and title (blue or black ink only)
- Administrator must complete in black or blue ink only: Administrator's signature and date (No signature stamps or copies of signatures).


Revised for 2020-2021

Leaver Code Change Form

- This form **IS NOT** supporting documentation for any leaver code. Supporting documentation must be attached to this form. This form will be reviewed for accuracy, completeness and validity.
- This district-approved form is used for changing an original leaver code assignment (i.e., changing a student record from one leaver code to another leaver code).
- Administrator must type or print information in black or blue ink:
 - Date Form Completed, Student's information, and Campus information
 - Parent/Guardian or Qualified Student Information (*Signatures are not required.*)
 - School Information
 - Leaver Code
 - Administrator's printed name and title (blue or black ink only)
- Administrator must complete in black or blue ink only: Administrator's signature and date (**No signature stamps or copies of signatures**).
- Indicate reason for code change.

| HOUSTON INDEPENDENT SCHOOL DISTRICT LEAVER CODE CHANGE FORM | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---|--|---|---|--|----------------------|--------------------------------|-----------------------------|--------------------------------------|----------------------|---|-----------|--|--------------------------------|-------------------------|--|--|-----------------------------|---|------------------|---------------------|--------------|-------------|
| CAMPUS ID#: _____ | | CAMPUS NAME: _____ | | | | | | | | | | | | | | | | | | | | | | | |
| DATE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| STUDENT'S NAME (Last, First, Middle): _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| ID NUMBER: _____ | BIRTH DATE: _____ | GRADE LEVEL: _____ | GENDER: <input type="checkbox"/> M <input type="checkbox"/> F | | | | | | | | | | | | | | | | | | | | | | |
| FORMER LEAVER CODE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| WITHDRAWAL DATE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| NEW LEAVER CODE: _____ (Print/type the appropriate leaver code.) | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><tr><td>L03 - Died</td><td>L82 - Enroll Outside TX</td></tr><tr><td>L08 - Pregnancy</td><td>L83 - Falsification of Enrollment (RARE)</td></tr><tr><td>L16 - Student returned to family's home country or emigrated to another country</td><td>L86 - Student Completed GED outside of Texas</td></tr><tr><td>L20 - Medical Injury</td><td>L87 - Texas Tech/UT HS Diploma</td></tr><tr><td>L24 - Pursue college degree</td><td>L88 - Court Ordered GED - not earned</td></tr><tr><td>L60 - Home Schooling</td><td>L89 - Incarcerated in State or Federal Facility</td></tr><tr><td>L66 - CPS</td><td>L90 - Military Grad - Outside of Texas</td></tr><tr><td>L81 - Enroll TX Private School</td><td>L98 - Unknown / Dropout</td></tr></table> | | L03 - Died | L82 - Enroll Outside TX | L08 - Pregnancy | L83 - Falsification of Enrollment (RARE) | L16 - Student returned to family's home country or emigrated to another country | L86 - Student Completed GED outside of Texas | L20 - Medical Injury | L87 - Texas Tech/UT HS Diploma | L24 - Pursue college degree | L88 - Court Ordered GED - not earned | L60 - Home Schooling | L89 - Incarcerated in State or Federal Facility | L66 - CPS | L90 - Military Grad - Outside of Texas | L81 - Enroll TX Private School | L98 - Unknown / Dropout | <table border="1"><tr><td>ADMINISTRATOR'S INFORMATION</td></tr><tr><td>The Leaver code is determined by the administrator, not the clerk</td></tr><tr><td>SIGNATURE: _____</td></tr><tr><td>PRINTED NAME: _____</td></tr><tr><td>TITLE: _____</td></tr><tr><td>DATE: _____</td></tr></table> | | ADMINISTRATOR'S INFORMATION | The Leaver code is determined by the administrator, not the clerk | SIGNATURE: _____ | PRINTED NAME: _____ | TITLE: _____ | DATE: _____ |
| L03 - Died | L82 - Enroll Outside TX | | | | | | | | | | | | | | | | | | | | | | | | |
| L08 - Pregnancy | L83 - Falsification of Enrollment (RARE) | | | | | | | | | | | | | | | | | | | | | | | | |
| L16 - Student returned to family's home country or emigrated to another country | L86 - Student Completed GED outside of Texas | | | | | | | | | | | | | | | | | | | | | | | | |
| L20 - Medical Injury | L87 - Texas Tech/UT HS Diploma | | | | | | | | | | | | | | | | | | | | | | | | |
| L24 - Pursue college degree | L88 - Court Ordered GED - not earned | | | | | | | | | | | | | | | | | | | | | | | | |
| L60 - Home Schooling | L89 - Incarcerated in State or Federal Facility | | | | | | | | | | | | | | | | | | | | | | | | |
| L66 - CPS | L90 - Military Grad - Outside of Texas | | | | | | | | | | | | | | | | | | | | | | | | |
| L81 - Enroll TX Private School | L98 - Unknown / Dropout | | | | | | | | | | | | | | | | | | | | | | | | |
| ADMINISTRATOR'S INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Leaver code is determined by the administrator, not the clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| SIGNATURE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRINTED NAME: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| TITLE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| REASON FOR CODE CHANGE (Select one): | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><tr><td><input type="radio"/> ORIGINALLY CODED INCORRECTLY</td></tr><tr><td><input type="radio"/> DUE TO T.E.A. / REGION 4 / OR HISD DOCUMENTATION REVIEW</td></tr><tr><td><input type="radio"/> INSUFFICIENT OR NO DOCUMENTATION (Dropout)</td></tr><tr><td><input type="radio"/> RECEIVED OTHER DOCUMENTATION SUPPORTING A CODE CHANGE</td></tr><tr><td><input type="radio"/> OTHER CHANGE CODE REASON</td></tr></table> | | <input type="radio"/> ORIGINALLY CODED INCORRECTLY | <input type="radio"/> DUE TO T.E.A. / REGION 4 / OR HISD DOCUMENTATION REVIEW | <input type="radio"/> INSUFFICIENT OR NO DOCUMENTATION (Dropout) | <input type="radio"/> RECEIVED OTHER DOCUMENTATION SUPPORTING A CODE CHANGE | <input type="radio"/> OTHER CHANGE CODE REASON | Comment: _____ | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> ORIGINALLY CODED INCORRECTLY | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> DUE TO T.E.A. / REGION 4 / OR HISD DOCUMENTATION REVIEW | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> INSUFFICIENT OR NO DOCUMENTATION (Dropout) | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> RECEIVED OTHER DOCUMENTATION SUPPORTING A CODE CHANGE | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> OTHER CHANGE CODE REASON | | | | | | | | | | | | | | | | | | | | | | | | | |
| POSTING CLERK'S SIGNATURE _____ | | DATE _____ | | | | | | | | | | | | | | | | | | | | | | | |
| ATTACH ALL SUPPORTING DOCUMENTS TO THIS FORM. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Revised: August 9, 2021 | | | | | | | | | | | | | | | | | | | | | | | | | |

Home School Questionnaire



HOUSTON INDEPENDENT SCHOOL DISTRICT
HOME SCHOOL QUESTIONNAIRE

PARENT/GUARDIAN: Please list the name and date of birth for every child taught in your home in Section I and complete Sections II –IV. *This form must be completed by the student's parent/guardian only.*

SECTION I: STUDENT DATA

| Last Name, First Name, Middle Initial | Grade | PowerSchool ID number (if applicable) | Date of Birth |
|---------------------------------------|-------|---------------------------------------|---------------|
| | | | |
| | | | |
| | | | |

SECTION II: HOME SCHOOL INFORMATION

1. What date did home schooling begin? **Date:** _____
Month/Day/Year

2. Is the student enrolled in a tuition-based diploma program?
☐ No
☐ Yes - What is the name of the program? _____

SECTION III: ASSURANCES

1. Is there a curriculum consisting of books, workbooks or other written materials? ☐ Yes ☐ No

2. Is the student pursuing the curriculum in a bona fide manner under the direction of a parent or parents or one standing in parental authority? ☐ Yes ☐ No

3. Does the curriculum meet the basic educational goals of reading, spelling, grammar, mathematics, and a course in good citizenship? ☐ Yes ☐ No

SECTION IV: PARENT/GUARDIAN INFORMATION


| | | |
|--------------------------------|-----------------------------|-------------------|
| Parent/Guardian (Printed Name) | Parent/Guardian (Signature) | Date of Signature |
| Address | City/State | Zip |
| Home Phone Number | Cell Phone Number | Email Address |

THIS FORM MUST BE KEPT IN THE STUDENT'S LEAVER FOLDER.

Revised: 12/21/18

- **This form can be used to collect supporting documentation for L60 only. The completed form must be attached to the appropriate leaver form**
This form will be reviewed for accuracy, completeness and validity.
- **Adult students and/or campus staff cannot complete this form. See PEIMS Data Standards for guidelines.**
- **This form must be completed by the student's parent/guardian only.**
- **If the parent/guardian has provided a letter indicating that a student will be homeschooled, this form is NOT required.**
- **The parent/guardian must indicate the date home school began. *If homeschool began after the close of the school start window, the student is considered a dropout (L98).***
- **The parent/guardian must sign and date the form in blue or black ink only.**

Oral Statement Form



**HOUSTON INDEPENDENT SCHOOL DISTRICT
ORAL STATEMENT FORM**

Directions: Use this form to document an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts. The form must be signed and dated by an authorized campus or district administrator. This form is to be used as a supporting document for leaver code L16 only.
Keep the signed, original form in the student's Leaver folder.

Campus Name: _____ Campus #: _____ Date: _____

Student's Name: _____
Last Name First Name Middle Name

ID Number: _____ Date of Birth: _____ Gender: ☐ Male ☐ Female

Part I: The student (Check appropriate box):

☐ Is a No-Show

☐ Is Moving/Has Moved to a New Address: _____
Street Address City State Zip Code

☐ Withdrew from our school (list date): _____
Date

Part II: The statement (Please complete):

On _____ at approximately _____ ☐ A.M. ☐ P.M., I spoke with _____
Date Time Full Name

who is the _____ to the above named student.
Relationship to Student

The person giving the statement (Check one):

☐ is an adult (18 years or older). ☐ is NOT an adult (younger than 18 years).

He/She stated that the above named student (Check the appropriate box and provide the requested information):

☐ Is/Was enrolled at _____ in _____
School City State

ON (exact or approximate date) _____
Date

☐ Has returned to home country _____
City Country

☐ Other (please explain): _____

Signature of person giving the statement (if in person): _____

DISTRICT USE ONLY


Name of district staff taking the statement Title Date

Administrator's Signature Title Date

Federal and State Compliance, Revised: 5/14/14

- **This form can be used to collect supporting documentation for L16. The completed form must be attached to the appropriate leaver form** (Exit Information/Leaver Code Assignment form or Leaver Code Change form). *This form will be reviewed for accuracy, completeness and validity.*
- **Parents/guardians or qualified students may complete this form to indicate that the student will be returning to home country.** *The form must indicate the name of the home country (i.e., Puebla, Mexico).*
- **HISD staff can take a statement from a parent/guardian, qualified student or other adult with knowledge of the student's whereabouts.** *The person taking the statement must include his/her name, signature and date of conversation.*
- **The administrator in charge of leavers must sign and date the form in blue or black ink only.**
- **If the parent/guardian or qualified student provides a written letter indicating that the student will return to home country, the Oral Statement form is not needed.**

L66/CPS Form



HOUSTON INDEPENDENT SCHOOL DISTRICT
L66 CPS Form
School Name _____

Directions: Use this form as written or oral documentation of a student's removal by a Texas Department of Family and Protective Services (CPS) representative. *Keep the signed, original form in the student's Leaver folder.*

PEIMS Leaver Reason 66: Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment.

Definition and use: This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.

Documentation requirement: Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official. Once the district has been informed of an updated status or enrollment of the student, the school must update the leaver code.

WRITTEN STATEMENT – Statement provided and signed by CPS representative
The student named below was removed by CPS:

| | | | |
|--------------------------|--|-----------------|--|
| Student Name | | Student ID# | |
| Birth Date | | Withdrawal Date | |
| CPS Staff Name (Printed) | | Title | |
| CPS Badge Number | | Phone No. | |
| CPS Staff (Signature) | | Date | |

ORAL STATEMENT – Statement taken from a CPS representative by a campus representative
Today, (date) _____ at approximately (time) _____
I spoke with _____
a CPS representative whose badge number is _____ and phone number is _____
He/She stated that (student's name) _____ Student ID# _____
was withdrawn by CPS on (date) _____
Printed name of campus representative taking message: _____ Title _____
Signature of Campus Representative: _____ Date: _____

Administrator's Signature Title Date

Revised: 8/4/15

This form must be used as supporting documentation for L66 only. The completed form must be attached to the appropriate leaver form (Exit Information/Leaver Code Assignment form or Leaver Code Change form). *This form will be reviewed for accuracy, completeness and validity.*

This form is NOT used to document a withdrawal request made by a foster parent/guardian. Statements from foster parents/guardian are invalid for L66.


This form must be completed by Department of Family Protective Services/Children's Protective Services staff when withdrawing a student for which they have custody. *If the DFPS/CPS staff provides the district with an official department document (i.e., 2085 form), then completing this form is not required.*

HISD staff must complete this form to document a conversation with a DFPS/CPS staff regarding withdrawing a student. *The form must be completed in blue or black ink only, and it must be signed and dated by the campus administrator.*

Not required if CPS staff provides removal information on official document (i.e., 2085).

L66 – Common CPS Forms

Form K-908-2085-E
Revised September 2015

 **DESIGNATION OF EDUCATION DECISION-MAKER**
CHILD PROTECTIVE SERVICES (CPS) - PERMANENCY

Purpose: DFPS must ensure that this form is provided to the court and the child's school under Texas Family Code §261.004 within five days of the Adversary Hearing. DFPS must inform the court of any changes in the Education Decision-Maker or Surrogate Parent, if applicable, in the next permanency hearing report. DFPS must provide the updated information to the school no later than five days after any changes in the Education Decision-Maker or Surrogate Parent, if applicable.

Directions: To complete this form, fill in all applicable fields. For additional questions, contact your Regional Education Specialist. DFPS staff may not appoint a surrogate parent. DFPS staff may only list the name of the surrogate parent appointed by the court or the school.

SECTION 1: AUTHORITY TO MAKE EDUCATION DECISIONS

The Texas Department of Family and Protective Services (DFPS) is authorized by court order as provided in the Texas Family Code §153.371 to make education decisions on behalf of the following child currently in the conservatorship of DFPS.

Child's Full Name: _____ Child's DFPS IMPACT Person ID: _____ Child's Medicaid Number: _____

Date of Birth: _____ County: _____ Court Number: _____ Cause Number: _____

DFPS delegates to the following individual(s) (hereinafter referred to as the Education Decision-Maker) the education decision-making responsibilities on behalf of the child as described in this form. **Note: A representative of DFPS may be named as a primary and and/or backup Education Decision-Maker.**

Designated primary Education Decision-Maker (and spouse, if applicable): _____ Date of designation: _____

Email: _____ Telephone Number(s): _____

Backup Education Decision-Maker: _____ Date of designation: _____

Surrogate Education Decision-Maker for special education decisions: _____ Date of designation: _____ Designated by: ☐ Court ☐ ISD

Email: _____ Telephone Number(s): _____

SECTION 2: SPECIAL EDUCATION RIGHTS AND RESPONSIBILITIES — IF APPLICABLE

Federal and state law authorize the individual who is acting in the role of the child's parent or who is appointed by the school or the court to be the "surrogate parent" for the child to exercise the rights and responsibilities as outlined by the Individuals with Disabilities Education Act and state law and rule. The individual is usually the foster parent or daily caregiver, but may be a Court Appointed Special Advocate or other individual with knowledge of the child. In some cases the biological parent may retain the right to make certain special education decisions.


The law does not allow a DFPS staff person, school district staff, or anyone employed to provide care or treatment for the child to act as the parent or surrogate for special education decision-making. A foster parent is not considered a person employed to provide care for the child.

At age 18, the rights of the parent to make education decisions are transferred to the child, except for the child with a disability who has been determined to be incapacitated under state law.

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Designation of Education Decision Maker

Form K-910-2085FC
Revised April 2020

 Texas Department of
Family and Protective Services

PLACEMENT AUTHORIZATION FOSTER CARE/RESIDENTIAL CARE

Purpose: Use this form to authorize placement in a foster care setting.

Directions: To complete this form, see 2085FCins. After completing this form and obtaining signatures, give the original to the caregiver and file a copy in the case record. Contact your supervisor for issues regarding use of this form with foster care placements.

This form and other documentation frequently refers to "DFPS Caseworkers". References to "DFPS Caseworkers" refers to employees of the Department of Family and Protective Services or employees of a Single Source Continuum Contractor (SSCC). The SSCC acts as an authorized agent of DFPS pursuant to Texas Family Code Chapter 264 Subchapter B-1. The SSCC has the same authority as DFPS regarding case management duties and associated responsibilities.

The Single Source Continuum Contract (SSCC) is _____.

CHILD'S INFORMATION

The Texas Department of Family and Protective Services (DFPS) has managing conservator of _____

| | | | |
|---------------------|------------------|-------------------|--------------------------|
| Child's Name: _____ | Person ID: _____ | Medical No. _____ | Date of Birth: _____ |
| Legal County: _____ | Court No.: _____ | Cause No.: _____ | Date of Placement: _____ |

Page 1 of 4

Placement Authorization Foster Care/ Residential Care

Here is a link to **Texas Department of Family and Protective Services/Child Protective Services (CPS)** forms, https://www.dfps.state.tx.us/site_map/forms.asp

Verification of Enrollment Guidelines

Verification of Enrollment documents must contain:

- A date (mm/dd/yyyy) to indicate when the form was completed.
- Student's full legal name and birthdate (Local ID may be included)
- Sending school's information – Campus name, address, city/state/zip, district/parish, etc.
- Full legal name of person providing the verification, title, signature and date of verification.
- Date student enrolled on new campus (must include the complete date (mm/dd/year)).
If a student leaver enrolled after the close of the school start window, the student must be coded with L98.

Verification of Enrollment information can be:

- Provided in writing by a parent/guardian, qualified student (age 18 or over), and/or a school official.
- Documented from a conversation with an official at the receiving school.
- Sent via email from the receiving school/institution.

Changing Leaver Codes

For students incarcerated in municipal or county jail/detention centers

- Use L98 or Local Codes 80,88
- Code **88**: Locations **within HISD** the district, such as JJAEP, 101912320
- Code **80**: Locations **outside of HISD** boundaries, such as the Harris County Juvenile Justice Charter School, 101811xxx

From “No Show” to location now known

- Replace the “**No Show**” with appropriate PEIMS leaver code.
- There is no need to change the date in HISD Connect.

Leavers

Audits and Compliance Reviews

2021 – 2022



The TEA Audit

Primary Documentation that may be requested during a TEA audit:

1. Campus PEIMS Program Contacts
2. TEA Leaver Coding and Documentation Requirements
3. School's Leaver Roster
4. Other documentation that may be requested during audit:
 - Graduation Support Meeting records
 - Information regarding court referrals for dropouts

These reports would most likely be used to identify the list of students for the audit:

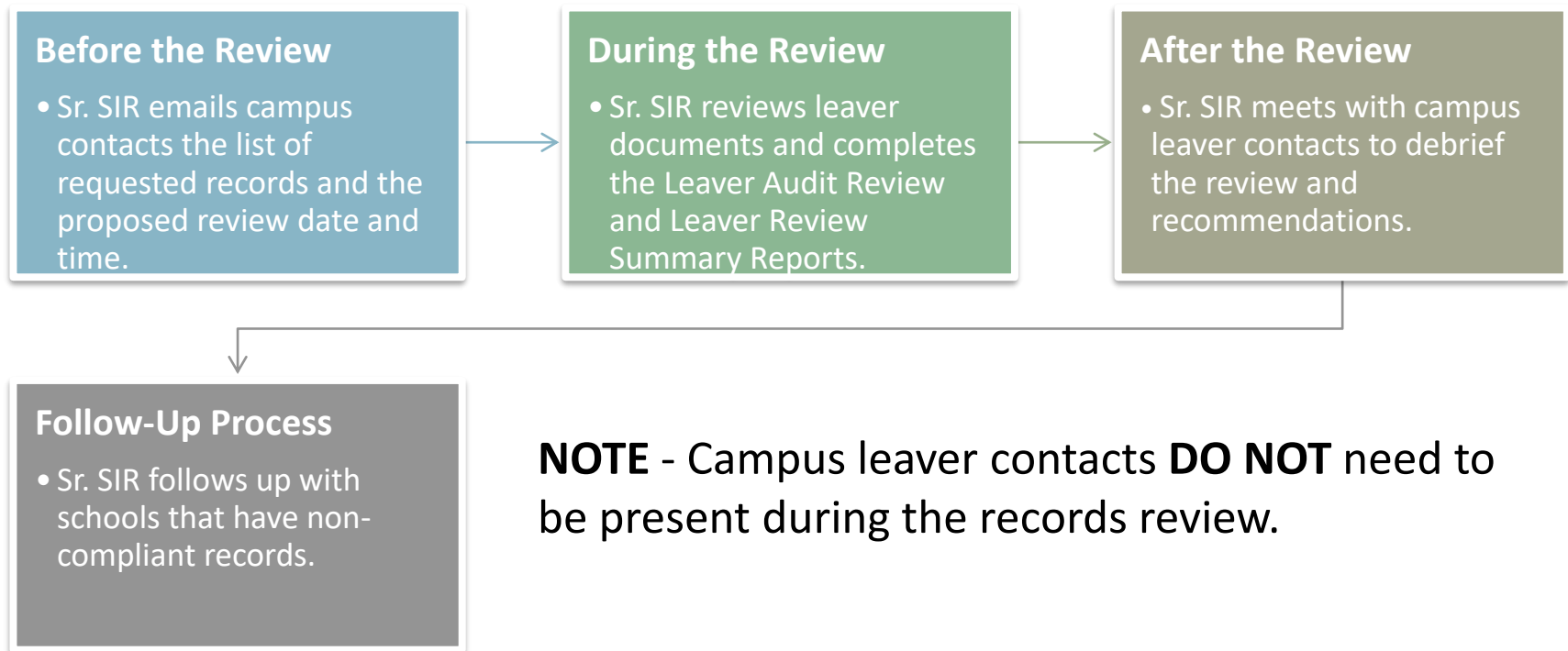
PEIMS Leaver Roster (previous school year)

Leaver Verification Report (HISD Connect)

TSDS Presumed Under-reported Students Roster (typically available in December)

The FSC Leaver Review Process

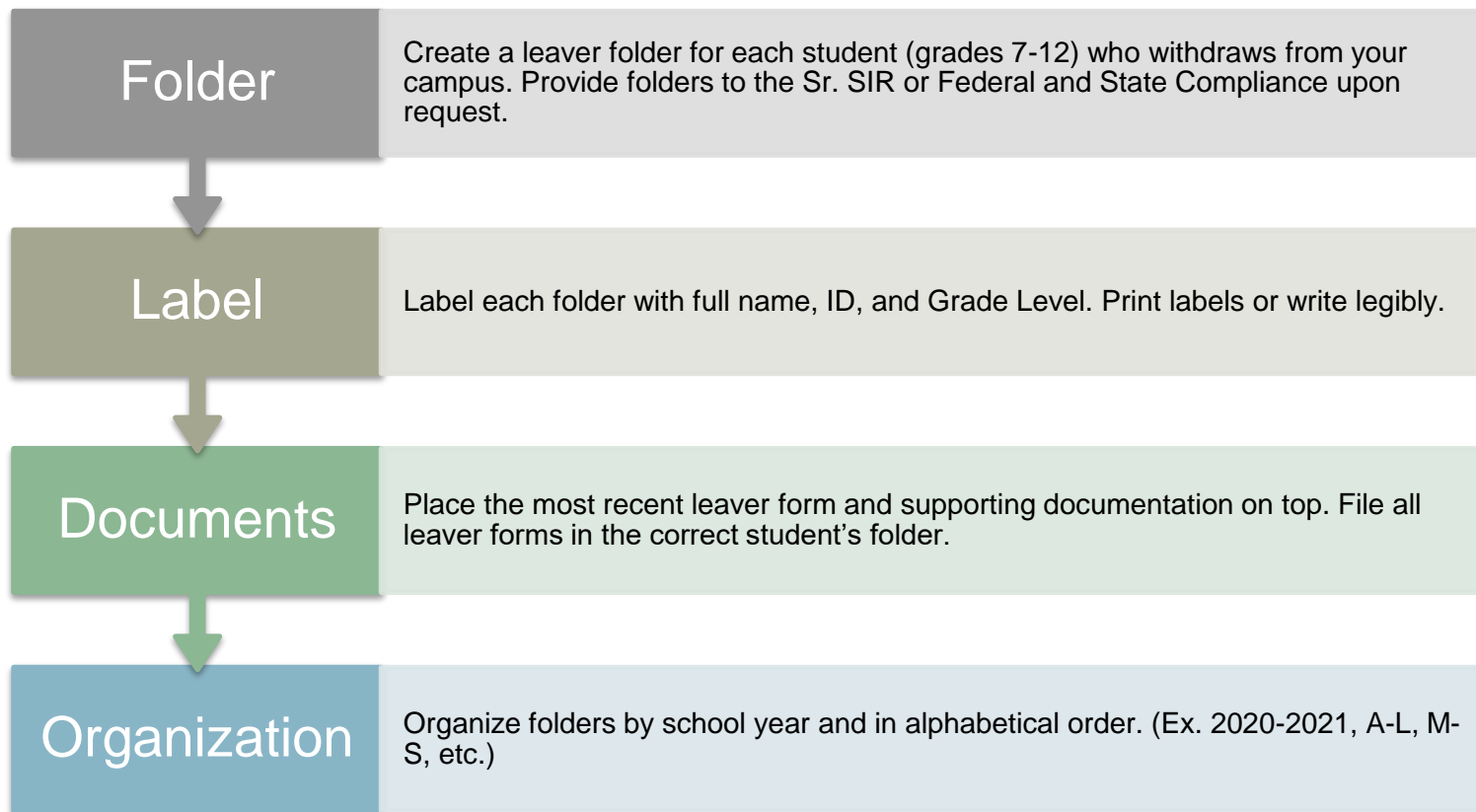
New this year – The Sr. SIRs will review campus leaver records.



General Guidelines for Leaver Documentation

- Use the **most current, district-approved leaver forms** and documents forms from the Federal & State Compliance website. *Download the most recent forms each year from the Federal and State Compliance website.*
- **Type or print information in BLACK or BLUE ink only.**
- **Sign and date all leaver forms with the current date** (administrators). *Do not back date.*
- **Review documentation for all required information, signatures and dates.** *Do not use signature stamps or forms with copies of signatures.*
- Draw a line through errors, type/print the change, and initial the correction.
- **Do not use correction tape or fluid on any leaver documentation.**

Leaver Folders



Storing Records

- Store the current and previous year's records in near your work area.
- Place file cabinets in a secured, well-ventilated area that has limited access.
- Prevent loss of records where possible.
- Review the **Retention Schedule for Schools** on the **Records Management** website, <http://www.houstonisd.org/Page/31617>.

Falsification of Leaver Records

Falsification of student leaver records is a felony offense in Texas.

Intentionally and knowingly falsifying leaver records may lead to disciplinary action and up to prosecution.

ALL signatures on campus leaver documentation must be original.

The parent, guardian, or qualified student signature must match the original signature on file. Administrative signatures and dates on forms must be original.

Campus staff must document ACTUAL statements from parents/guardians and/or qualified students.

Statements should NOT be paraphrased or reworded to change the intent or meaning.

Compliance Monitoring Team

The Compliance Monitoring Team reviews manual discipline and leaver data, collaborates with special populations departments to ensure data integrity, conducts training, and assists the State Reporting Team by overseeing the campus data correction process. In addition, they manage four Sr. Student Information Representatives.

| Email | Sr. Compliance Analyst | Sr. Student Information Rep. |
|-------------------------|------------------------|---|
| Vacancy* | Vacancy* | Berta Garcia Sylvia Guerrero Lisa Shannon Valencia Semien |
| lsmith3@houstonisd.org | Latonya Smith | Nina Grant Marina Tejada Dachundralyn Palmer Vacancy |
| vwinfree@houstonisd.org | Veda Winfree | Rachel Betancourt Felicia Freeman Rose Fuentes Norma Salgado |

*Contact Wanda Thomas, Sr. Manager, with questions.

Sr. Student Information Representatives

This team monitors official ADA attendance, reviews ADA and OFSDP attendance by 6-week period to ensure the data is accurate, maintains attendance accounting records, reconciles student membership and absences, and monitors campus PEIMS data to ensure compliance with TEA requirements.

| Email | Sr. SIR | | Email | Sr. SIR |
|--|-------------------|--|--|---------------------|
| rbetanc2@houstonisd.org | Rachel Betancourt | | Sylvia.Guerrero@houstonisd.org | Sylvia Guerrero |
| rfuentes@houstonisd.org | Rose Fuentes | | Ishanno1@houstonisd.org | Lisa Shannon |
| ngrant2@houstonisd.org | Nina Grant | | vsemien@houstonisd.org | Valencia Semien |
| ffreeman@houstonisd.org | Felicia Freeman | | Nsalgad1@houstonisd.org | Norma Salgado |
| mtejada@houstonisd.org | Marina Tejada | | dpalmer4@houstonisd.org | Dachundralyn Palmer |
| bgarcia3@houstonisd.org | Berta Garcia | | Vacancy | Vacancy |

TSDS PEIMS State Reporting Team

This team works with the Sr. Compliance Analysts and Sr. Student Information Representatives to ensure that TSDS PEIMS data is accurate and that all data requests are fulfilled in an accurate and timely manner.

| Name | Phone | Email |
|--|--------------|--|
| Sr. Manager of State Reporting - Vacant | TBD | TBD |
| Irma Hasnain, Sr. Compliance Analyst | 713-556-6759 | ihasnain@houstonisd.org |
| Nancy Cintron, Sr. Compliance Analyst | 713-556-6767 | ncintron@houstonisd.org |
| Vacancy, Sr. Compliance Analyst | 713-556-6760 | |
| Arian Sadri, Student Info and Report Analyst | 713-556-6753 | Arian.Sadri@houstonisd.org |
| Rose Gamboa, Sr. Student Information Representative | 713-556-6753 | rgamboa@houstonisd.org |

Questions?

Federal and State Compliance

Thank you

2021-2022
Federal and State Compliance
PEIMS Leavers

