PEIMS Leavers

Federal and State Compliance
Wanda Thomas, Sr. Manager
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2021 – 2022

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

https://tealprod.tea.state.tx.us/TWEDS/92/0/0/0/0/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

**DROP OUT**
- 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 EQUIVALENCE 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.
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).
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
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>L01</strong></td>
<td>Graduated from a high school in this district.</td>
</tr>
<tr>
<td><strong>L03</strong></td>
<td>Died.</td>
</tr>
<tr>
<td><strong>L08</strong></td>
<td>Student (female or male) withdrew from/left school because of pregnancy.</td>
</tr>
<tr>
<td><strong>L16</strong></td>
<td>Returned to family’s home country or emigrated to another country.</td>
</tr>
<tr>
<td><strong>L20</strong></td>
<td>Student withdrew from/left school because of a medical injury.</td>
</tr>
<tr>
<td><strong>L24</strong></td>
<td>Entered college early to pursue degree.</td>
</tr>
<tr>
<td><strong>L60</strong></td>
<td>Withdrew for home schooling.</td>
</tr>
<tr>
<td><strong>L66</strong></td>
<td>Removed by Child Protective Services.</td>
</tr>
<tr>
<td><strong>L78</strong></td>
<td>Expelled for criminal behavior under the provisions of TEC §37.007 and cannot return.</td>
</tr>
<tr>
<td><strong>L81</strong></td>
<td>Left for Texas private school.</td>
</tr>
<tr>
<td><strong>L82</strong></td>
<td>Left for public or private school out of state.</td>
</tr>
<tr>
<td><strong>L83</strong></td>
<td>Withdrawn by district because student was not entitled to enrollment in the district.</td>
</tr>
<tr>
<td><strong>L85</strong></td>
<td>Graduated outside TX before entering a TX public school, entered a TX public school, and left again.</td>
</tr>
<tr>
<td><strong>L86</strong></td>
<td>Completed High School Equivalency certificate outside TX.</td>
</tr>
<tr>
<td><strong>L87</strong></td>
<td>Enrolled in an authorized Texas Tech Univ. High School Diploma program or UT-Austin High School Diploma program.</td>
</tr>
<tr>
<td><strong>L88</strong></td>
<td>Ordered by a court to attend a High School Equivalency program and has not earned a High School Equivalency certificate.</td>
</tr>
<tr>
<td><strong>L89</strong></td>
<td>Incarcerated in a state jail or federal penitentiary as an adult and as a person certified to stand trial as an adult.</td>
</tr>
<tr>
<td><strong>L90</strong></td>
<td>Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children.</td>
</tr>
<tr>
<td><strong>L98</strong></td>
<td>Other.</td>
</tr>
</tbody>
</table>
Graduated or Received an Out-of-State High School Equivalency Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Student graduated from a campus in this district or charter school</td>
</tr>
</tbody>
</table>

**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. 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.

**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.

**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

<table>
<thead>
<tr>
<th>85</th>
<th>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Definition and use:</strong> 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.</td>
</tr>
<tr>
<td></td>
<td><strong>Documentation requirement:</strong> Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.</td>
</tr>
</tbody>
</table>
### Graduated or Received an Out-of-State High School Equivalency Certificate

<table>
<thead>
<tr>
<th>L86</th>
<th><strong>Student completed a High School Equivalency Certificate outside Texas</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition and use:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Documentation requirement:</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>L90</th>
<th><strong>Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition and use:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Documentation requirement:</strong></td>
<td>Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal.</td>
</tr>
</tbody>
</table>
Moved to Other Educational Setting

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

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.

Applicable only for Children Protective Services (CPS).
Moved to Other Educational Setting

L60

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”,

HOUSTON INDEPENDENT SCHOOL DISTRICT
Moved to Other Educational Setting

**Student enrolled in a private school in Texas**
Student enrolled in a public or private school outside of Texas

**Definition and use:** A 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 of 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.

If the student enrolls in another school in the district or another public school district in Texas, a transfer record is not submitted.

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.

**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

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**

<table>
<thead>
<tr>
<th>78</th>
<th>Student was expelled under the provisions of TEC §37.007 and cannot return to school</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Definition and use:</strong> This code may only be used when:</td>
</tr>
<tr>
<td></td>
<td>• the student was expelled under the provisions of TEC §37.007, and</td>
</tr>
<tr>
<td></td>
<td>• the term of expulsion has not expired or the student’s failure to attend school is due to court action.</td>
</tr>
<tr>
<td></td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td><strong>Documentation requirement:</strong> Due process documentation supporting the expulsion.</td>
</tr>
</tbody>
</table>

**L78 IS NOT USED IN HISD. HISD EXPELS STUDENTS TO JJAEP.**
Withdrawn by School District

L83

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.
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

<table>
<thead>
<tr>
<th>L03</th>
<th>Student died while enrolled in school or during the summer break after completing the prior school year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Definition and use: Self-explanatory.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>L08</th>
<th>Student (female or male) withdrew from/left school because of pregnancy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
Other Reasons

L16

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

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.
Other Reasons

L88

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

L98

- **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.
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

PEIMS SUBMISSION PROCESS
There are two processes that take place simultaneously, OnDataSuite ODS, and TEA TSDS Upload.
The State Reporting Dept SRT (Irma Hasnain) pulls interchanges from Houston ISD Connect

Monday & Wednesday

OnDataSuite ODS
Monday & Wednesday Files loaded on ODS

ODS Rules will be available for the district on Tuesday & Thursday
The ODS PEIMS Rules with current data is available on ODS
Available for Campuses, Special Pops Department and FSC
Campus/Departments can pull data and clear errors. Depts monitor and supervise campus data.

Step 1

VALIDATION TOOL
(provided by TEA) interchanges are loaded; process checks for formatting errors.
If errors arise, the FSC Sr. Compliance Analyst will send the errors to respective departments.
*Errors must be cleared; the interchanges cannot be processed further.

Step 2

TSDS Batch
Interchanges are loaded.
If errors arise, the FSC Sr. Compliance Analyst will send the errors to respective departments.
The process can continue to the next stage with errors; however, data in error will be missing in the preceding stages.

Step 3

Data Promotion
This stage promotes data, errors usually do not come up
Continue to the final stage; Data Validation

Step 4

Data Validation
(Final Stage)
Data is validated. If any errors appear, FSC Sr. Compliance Analyst will send to respective departments.
Concurrently the Certify PEIMS Scorecard captures these errors.

In this stage the PEIMS Reports are ready. FSC Sr. Compliance Analyst send reports to departments.

* FSC Federal and State Compliance Department.
* SRT State Reporting Team
* TSDS Validation Tool & Batch errors take precedence over all errors.
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.

**REMEMBER: 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.
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.
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
The Student PEIMS Leaver Verification Report is under **State Reports** in HISD Connect.
### Student PEIMS Leaver Verification Report (HISD Connect)

#### Report Queue (ReportWorks) - My Jobs

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Potential Dropouts

Dropout Year Selection:
- **Previous Year:** Previous year Dropouts
- **Current Year:** Potential dropouts, next year leavers
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
TSDS PEIMS Dropout Roster

Report availability: Fall PEIMS First Submission and Fall PEIMS Resubmission

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**TSDS PEIMS School Leaver Roster**

**Report availability:** Fall PEIMS First Submission and Fall PEIMS Resubmission

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### TSDS PEIMS Graduate Roster by Graduate Type

**Description:**
Report availability: Fall PEIMS First Submission and Fall PEIMS Resubmission

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**TSDS PEIMS GRADUATE ROSTER BY GRADUATE TYPE**

**LEA-level Data**
Campuses: All

**2020 - 2021 Fall Collection, First Submission**

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**Prior Year Data**

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**HOUSTON INDEPENDENT SCHOOL DISTRICT**
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

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<td>School Population (2020 - 2021 Fall PEIMS file loaded 01/15/2021)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9th Grade</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10th Grade</td>
<td></td>
</tr>
<tr>
<td>1700 Dumble</td>
<td></td>
<td>11th Grade</td>
<td></td>
</tr>
<tr>
<td>Houston, TX 77033-3139</td>
<td></td>
<td>12th Grade</td>
<td></td>
</tr>
<tr>
<td>(713) 924-1500 Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(713) 923-3157 Fax</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### District Information
- Offers the ASVAB test

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

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

#### Administration (2020 - 2021 Fall PEIMS file loaded 01/15/2021)
- Principal: Orlando Reyna
- Assistant Principal: Tracy Cooper
- Assistant Principal: Dytonya Maryland
- Assistant Principal: Ivonne Rodriguez
- Assistant Principal: Sarah Moore

#### Student Demographics (2020 - 2021 Fall PEIMS file loaded 01/15/2021)

<table>
<thead>
<tr>
<th>Gender</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>680</td>
<td>44.74%</td>
</tr>
<tr>
<td>Male</td>
<td>840</td>
<td>55.26%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic-Latino</td>
<td>1,361</td>
<td>90.86%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian - Alaskan Native</td>
<td>2</td>
<td>0.13%</td>
</tr>
<tr>
<td>Asian</td>
<td>1</td>
<td>0.07%</td>
</tr>
<tr>
<td>Black - African American</td>
<td>125</td>
<td>8.22%</td>
</tr>
<tr>
<td>Native Hawaiian - Pacific Islander</td>
<td>1</td>
<td>0.07%</td>
</tr>
<tr>
<td>White</td>
<td>7</td>
<td>0.46%</td>
</tr>
<tr>
<td>Two-or-More</td>
<td>3</td>
<td>0.20%</td>
</tr>
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</table>

#### Special Services (2020 - 2021 Fall PEIMS file loaded 01/15/2021)

<table>
<thead>
<tr>
<th>Primary Disabilities</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Disability</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Orthopedic impairment</td>
<td>2</td>
<td>1.52%</td>
</tr>
<tr>
<td>Other health impairment</td>
<td>17</td>
<td>9.50%</td>
</tr>
<tr>
<td>Auditory impairment</td>
<td>4</td>
<td>2.23%</td>
</tr>
<tr>
<td>Visual impairment</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>DrafBlind</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Intellectual disability</td>
<td>33</td>
<td>18.44%</td>
</tr>
<tr>
<td>Emotional disturbance</td>
<td>6</td>
<td>3.35%</td>
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<tr>
<td>Learning disability</td>
<td>96</td>
<td>53.07%</td>
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<tr>
<td>Speech impairment</td>
<td>3</td>
<td>1.66%</td>
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<tr>
<td>Autism</td>
<td>18</td>
<td>10.00%</td>
</tr>
<tr>
<td>Developmental delay</td>
<td>0</td>
<td>0.00%</td>
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</tbody>
</table>
OnDataSuite
View Data Validation and Custom Reports

<table>
<thead>
<tr>
<th>Student Report Center</th>
<th>Student Data Validation</th>
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<tbody>
<tr>
<td><strong>General</strong></td>
<td><strong>Fall Pre-Validation Limited Scope Attendance Audit Review (TEA Desk Audit)</strong></td>
</tr>
<tr>
<td>4-Year Longitudinal Student Listing</td>
<td>LSA Of Kindergarten Students Enrolled Under The Age Of Five</td>
</tr>
<tr>
<td>5-Year Longitudinal Student Listing</td>
<td>LSA Of Prekindergarten Students Enrolled Without Proper PEIMS Code</td>
</tr>
<tr>
<td>6-Year Longitudinal Student Listing</td>
<td>LSA Of Early Education Students With No SPED Setting Or Speech Therapy Only</td>
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<tr>
<td>Peem Longitudinal Cohort</td>
<td>LSA Of Early Education Students With A Special Education Setting Of Mainstream</td>
</tr>
<tr>
<td>Fall PEIMS</td>
<td>LSA Of Bilingual ESL Education Eligibility Coding On The Snapshot</td>
</tr>
<tr>
<td>CTE Enrollment</td>
<td><strong>Summer Limited Scope Attendance Audit Review (TEA Desk Audit)</strong></td>
</tr>
<tr>
<td>Fall Enrollment</td>
<td><strong>Funding Data Validation</strong></td>
</tr>
<tr>
<td>Fall SPED Program Enrollment</td>
<td>Students With Perfect Attendance And No Course Completion Indicator</td>
</tr>
<tr>
<td>Leaver</td>
<td>Fall CTE Class Service IDs With Less Than 45 Minutes</td>
</tr>
<tr>
<td>Not Enrolled on Snapshot</td>
<td>Students With Homebound Or Hospital Code And CTE Hours In Same Six Weeks Period</td>
</tr>
<tr>
<td><strong>Summer PEIMS</strong></td>
<td>PK Students With September 1st Age Of 5 Years Old Or Older Showing Eligible Days</td>
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<tr>
<td>Attendance</td>
<td>Students With September 1st Age Over 21 And Showing Eligible Days</td>
</tr>
<tr>
<td>Course Completion</td>
<td>Students Coded Ineligible Or Not In Membership On Snapshot And Showing Eligible Days</td>
</tr>
<tr>
<td>CTE Attendance</td>
<td>Students Expected To A County JUAEP That Do Not Report Ineligible Attendance</td>
</tr>
<tr>
<td>Disciplinary Incidents</td>
<td>Student Excess Contact Hour Summary</td>
</tr>
<tr>
<td>Flexible Attendance</td>
<td>CTE/Tech-Ed Course Completion Matrix With No CTE Contact Hours</td>
</tr>
<tr>
<td>Graduation Program</td>
<td><strong>Course Completion Validation</strong></td>
</tr>
<tr>
<td>SPED</td>
<td>Enrolled Students Without A Course Completion Record</td>
</tr>
<tr>
<td>Attendance</td>
<td>No High School Fine Arts Courses</td>
</tr>
<tr>
<td>SPED Flexible Attendance</td>
<td>Course Credit Duplicates</td>
</tr>
<tr>
<td>Student Restrainment</td>
<td><strong>Discipline Validation</strong></td>
</tr>
<tr>
<td>Student Section Association</td>
<td>Discipline Incidents For Mutual Fighting Only 1 Offender</td>
</tr>
<tr>
<td>Summer Enrollment</td>
<td>Discipline Records Without A Matching Attendance Record</td>
</tr>
<tr>
<td>Summer SPED Program Enrollment</td>
<td>Unauthorized Suspensions For Grade Levels Less Than 3rd Grade</td>
</tr>
<tr>
<td>Summer Enrollment</td>
<td>Homeless Out Of School Suspensions</td>
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<tr>
<td><strong>Extended Year PEIMS</strong></td>
<td><strong>IT ICT Validation</strong></td>
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<tr>
<td>Year - Enrollment</td>
<td>FISP No Endorsements</td>
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<tr>
<td>Year - ESY Services</td>
<td><strong>Leaver Validation</strong></td>
</tr>
<tr>
<td>Year - Course Completion</td>
<td>Leaver Graduates Without Fall or Summer Enrollment Records</td>
</tr>
<tr>
<td>Year - Attendance</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Year - SPED Attendance</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Year - Flexible Attendance</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Year - SPED Flexible Attendance</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td><strong>Accountability</strong></td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>COMR Early Warning System</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Class Roster</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Class Roster Fall Enrollment</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Class Roster Winter Enrollment</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>ECDS</td>
<td><strong>Student Data Validation</strong></td>
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<tr>
<td>ECDS PK Enrollment</td>
<td><strong>Student Data Validation</strong></td>
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<tr>
<td>ECDS KG Enrollment</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Residential Facilities</td>
<td><strong>Student Data Validation</strong></td>
</tr>
<tr>
<td>Student Residential Facilities</td>
<td><strong>Student Data Validation</strong></td>
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</table>
### OnDataSuite

#### View Fatals, Warnings and Special Warnings

<table>
<thead>
<tr>
<th>Data Category Type</th>
<th>Data Category Code</th>
<th>Fatals</th>
<th>Warnings</th>
<th>Special Warnings</th>
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<tbody>
<tr>
<td><strong>All</strong></td>
<td>All</td>
<td>4/227</td>
<td>8/14</td>
<td>29/87</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Education Agency</td>
<td>10010</td>
<td>0/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared Service Arrangement Fiscal Agent</td>
<td>10011</td>
<td>0/7</td>
<td>0/1</td>
<td></td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Basic Information</td>
<td>40100</td>
<td>1/186</td>
<td>4/5</td>
<td>8/14</td>
</tr>
<tr>
<td>Student Program Extension</td>
<td>40110</td>
<td>9/57</td>
<td>2/4</td>
<td>9/28</td>
</tr>
<tr>
<td>School Learner</td>
<td>40203</td>
<td>1/13</td>
<td>1/2</td>
<td>4/6</td>
</tr>
<tr>
<td>Special Education Program</td>
<td>41163</td>
<td>2/36</td>
<td>1/2</td>
<td>5/9</td>
</tr>
<tr>
<td>Title I, Part A Program</td>
<td>41461</td>
<td>0/1</td>
<td></td>
<td>0/1</td>
</tr>
<tr>
<td>Student Graduation Program</td>
<td>48011</td>
<td>0/7</td>
<td></td>
<td>2/14</td>
</tr>
</tbody>
</table>
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.
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.
Exit Information/Leaver Code Assignment 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 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).
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.
Home School Questionnaire

• 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

• 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

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).
Designation of Education Decision Maker

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.

Before the Review
• Sr. SIR emails campus contacts the list of requested records and the proposed review date and time.

During the Review
• Sr. SIR reviews leaver documents and completes the Leaver Audit Review and Leaver Review Summary Reports.

After the Review
• Sr. SIR meets with campus leaver contacts to debrief the review and recommendations.

Follow-Up Process
• Sr. SIR follows up with schools that have non-compliant records.

NOTE - Campus leaver contacts DO NOT need to be present during the records review.
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 of fluid on any leaver documentation.**
Leaver Folders

Folder
Create a leaver folder for each student (grades 7-12) who withdraws from your campus. Provide folders to the Sr. SIR or Federal and State Compliance upon request.

Label
Label each folder with full name, ID, and Grade Level. Print labels or write legibly.

Documents
Place the most recent leaver form and supporting documentation on top. File all leaver forms in the correct student’s folder.

Organization
Organize folders by school year and in alphabetical order. (Ex. 2020-2021, A-L, M-S, etc.)
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.
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.

<table>
<thead>
<tr>
<th>Email</th>
<th>Sr. Compliance Analyst</th>
<th>Sr. Student Information Rep.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy*</td>
<td>Vacancy*</td>
<td>Berta Garcia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sylvia Guerrero</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lisa Shannon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Valencia Semien</td>
</tr>
<tr>
<td><a href="mailto:lsmith3@houstonisd.org">lsmith3@houstonisd.org</a></td>
<td>Latonya Smith</td>
<td>Nina Grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marina Tejada</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dachundralyn Palmer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacancy</td>
</tr>
<tr>
<td><a href="mailto:vwinfree@houstonisd.org">vwinfree@houstonisd.org</a></td>
<td>Veda Winfree</td>
<td>Rachel Betancourt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Felicia Freeman</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rose Fuentes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Norma Salgado</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Email</th>
<th>Sr. SIR</th>
<th>Email</th>
<th>Sr. SIR</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:rbetanc2@houstonisd.org">rbetanc2@houstonisd.org</a></td>
<td>Rachel Betancourt</td>
<td><a href="mailto:Sylvia.Guerrero@houstonisd.org">Sylvia.Guerrero@houstonisd.org</a></td>
<td>Sylvia Guerrero</td>
</tr>
<tr>
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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.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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Questions?

Federal and State Compliance
Thank you