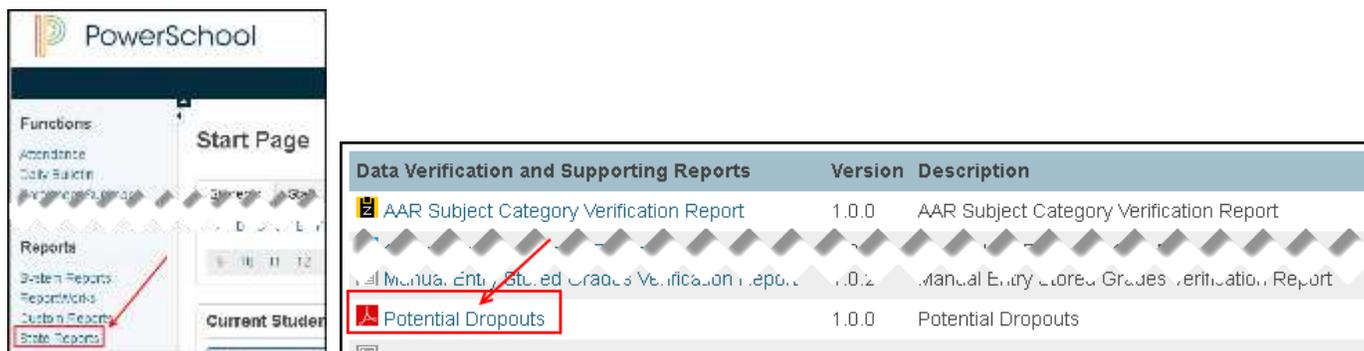


# UPDATING PREVIOUS YEAR LEAVERS & DROPOUTS

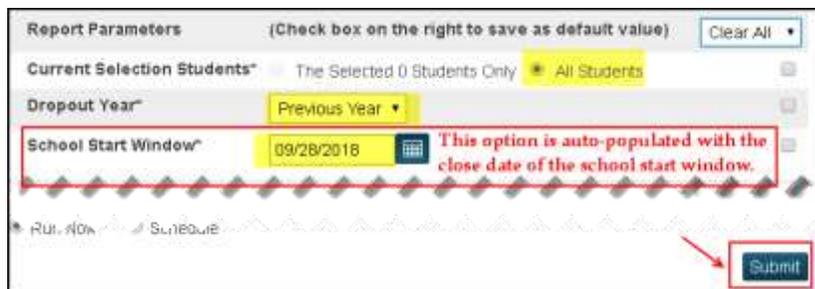
**BACKGROUND:** A major component of the fall PEIMS submission is the reporting of prior year leavers and dropouts. Any 7<sup>th</sup>-12<sup>th</sup> grade student who was enrolled in the prior year and did not return to school by the close of the school start window (the last Friday in September) will be submitted to the Texas Education Agency (TEA) along with the reason why the student left the district. The procedures outlined in this Quick Reference Guide must be followed or inaccurate leaver and dropout data will be submitted to TEA which can affect accountability and possibility trigger an audit.

## RUNNING THE DROPOUT REPORT

1. Log in to PowerSchool and from the Start Page's left-hand Reports menu, select State Reports then scroll down to the Data Verification and Supporting Report section and select Potential Dropouts



2. Leave all the run options as they are and select Submit to generate the report

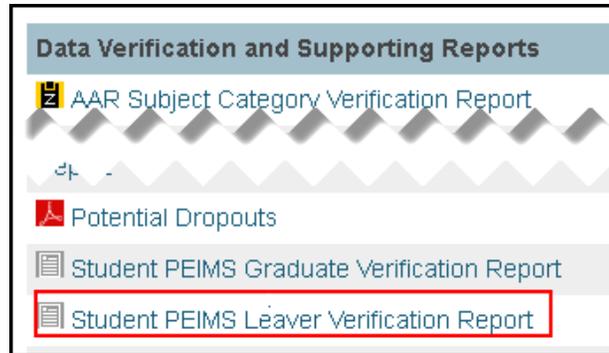


3. The left-hand side of the report displays the student's address and phone number, contact and basic demographic data; the right-hand side displays the reason why the student is a dropout

Sample High School, 999		Total School Potential Dropouts: 2	
<b>Smith, Bob</b>	ID:1234567	<b>W/D Reason: (98) Other/Unknown</b>	
123 Oak St	UID: [REDACTED]	W/D Date: 04/05/2018	<b>New Reason:</b> _____
Dallas, TX 75228	Gen: M	W/D School: <b>Sample High School</b>	Enroll Date: _____
<b>Smith, Mary</b>	DOB: 06/19/2000	W/D Grade: 12	New School: _____
Home: 214-328-1234 Oth:	Eth/Race: N/W	Comments:	

## RUNNING THE LEAVER REPORT

1. Log in to PowerSchool and from the Start Page's left-hand Reports menu, select State Reports then scroll down to the Data Verification and Supporting Report section and select Student PEIMS Leaver Verification Report



2. Leave all the run options as they are as select Submit to generate the report (you will need to click on your school in the Select Schools)

Report Parameters		(Check box on the right to save as default value)	Clear All
Select Schools	Bryan Adams High School	<input type="checkbox"/>	
Current Selection Students	<input type="radio"/> The Selected 0 Students Only <input checked="" type="radio"/> All Students	<input type="checkbox"/>	
School Year*	2018-2019	<input type="checkbox"/>	
School Start Window*	09/28/2018	<input type="checkbox"/>	
October Snapshot Date*	10/26/2018	<input type="checkbox"/>	
			Submit

3. The output is a comma-separated variable (csv) file which can be opened in Excel.
4. Open the file and filter Leaver Type for "Leaver"

## UPDATING WITHDRAWAL REASONS

Research the leaver or dropout. If a new withdrawal reason is determined to be appropriate, the student's Transfer Information must be updated to the new reason. The Withdrawal (Exit) Date on the dropout or leaver report indicates which Transfer Information record should be updated with the new reason.

### **SCENARIO 1: Student withdrew during the prior year and has not returned**

(The withdrawal date is before the end of the prior year)

1. Query the student (using the forward slash option necessary for Transferred Out status) then select Transfer Info from the left-hand menu under Enrollment

The screenshot shows the 'Start Page' with 'Students' and 'Staff' tabs. A search box contains the number '1234567'. To the right, the 'Enrollment' menu is open, with 'Transfer Info' highlighted by a red box and a red arrow pointing to it.

2. Select the Current Enrollment record (the Exit Date should correspond to the Withdrawal Date on the Dropout or Leaver Report)

The screenshot shows the 'Transfer Information' page for 'Smith, Bob' (ID: 123467, Grade: 12) at 'SAMPLE HS' with status 'Transferred Out'. On the left, a 'W/D Reason: (98) Other/Unknown' box shows 'W/D Date: 04/05/2018', 'W/D School: Sample High School', and 'W/D Grade: 12'. The 'Current Enrollment' table below has the following data:

Entry Date / Code	Exit Date / Code	Grade	Entry Comment
01/23/2018 E	04/05/2018 98	12	

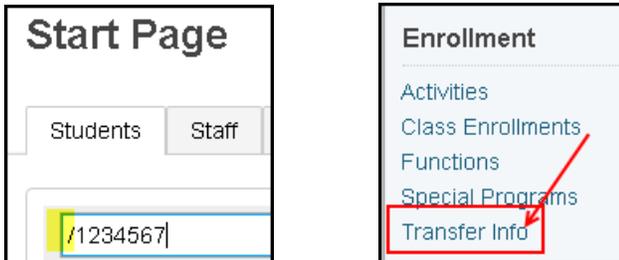
3. Update the Exit Code as appropriate and enter an Exit Comment with additional information then select Submit

The screenshot shows the 'Edit Current Enrollment' form. The 'Exit Date' is set to '04/05/2018'. The 'Exit Code' dropdown is set to '81 (W-Enroll TX Private School)'. The 'Exit Comment' text box contains 'Bishop Lynch'. A red box highlights the 'Exit Code' and 'Exit Comment' fields, with a red arrow pointing to the 'Submit' button at the bottom right.

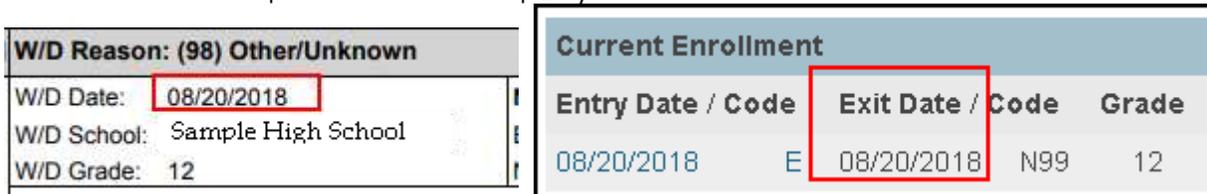
**SCENARIO 2: Student completed the prior year and is a no show at the same school**

(The W/D School on the report is your school)

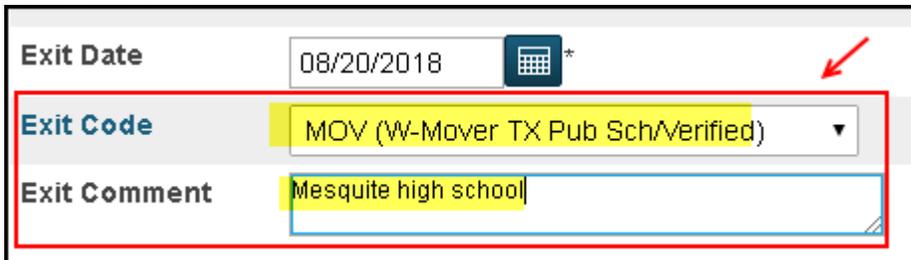
1. Query the student (using the forward slash necessary for Transferred Out status) then select Transfer Info from the left-hand menu under Enrollment



2. Select the Current Enrollment record (the Exit Date should correspond to the Withdrawal Date and Reason on the Dropout or Leaver Report)

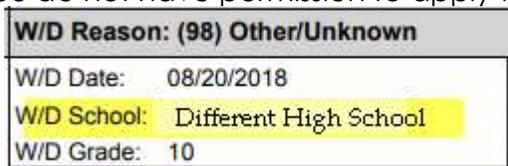


3. Update the Exit Code as appropriate and enter an Exit Comment with additional information then select Submit



**SCENARIO 3: Student completed the prior year and is a no show at a different school**

(The W/D School on the dropout report or Current Year School on the leaver report is NOT your school - you do not have permission to apply the updated leaver reason to PowerSchool)



1. Email List to Pablo Martinez pmartine@houstonisd.org
  - a. Email Subject -> Dropout
  - b. Body of email -> Include ID number, name, Leaver reason code, comment information
  - c. Failure to submit your correction with this information can result in students being reported

2. . as dropouts.