UPDATING PREVIOUS YEAR LEAVERS & DROPOUTS

BACKGROUND: A major component of the fall PEIMS submission is the reporting of prior year leavers and dropouts. Any 7th-12th 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
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.

![PowerSchool Reports Menu]

![Data Verification and Supporting Reports]

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]

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”.

![Open File and Filter]

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PEIMS  
SEPT2020
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

2. Select the Current Enrollment record (the Exit Date should correspond to the Withdrawal Date 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 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

Start Page

Enrollment
- Activities
- Class Enrollments
- Functions
- Special Programs
- Transfer Info

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

W/D Reason: (98) Other/Unknown
- W/D Date: 08/20/2018
- W/D School: Sample High School
- W/D Grade: 12

Current Enrollment
- Entry Date / Code
- Exit Date / Code
- Grade
- 08/20/2018 E 08/20/2018 N99 12

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

Exit Date 08/20/2018
- Exit Code: MOV (W-Mover TX Pub Sch/Verified)
- Exit Comment: Mesquite high school

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)

W/D Reason: (98) Other/Unknown
- W/D Date: 08/20/2018
- W/D School: Different High School
- W/D Grade: 10

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
as dropouts.

2. 