PEIMS Leavers

Federal and State Compliance
Wanda Thomas, Sr. Manager

2022 – 2023

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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.
Data Integrity

- **Security Access**
  - You must not give your passwords to others.
  - You must always prevent unauthorized access from your computer when you are away from your desk.
  - You must not accept the password from others.

  Security Access rules apply to ALL HISD employees.

- **Consequences for inaccurate records:**
  - Lowering of HISD’s accountability record
  - Lowering of a school’s accountability rating
  - Loss of funds to HISD which could impact jobs, salaries, and programs for students
  - Students may be retained inappropriately
  - Reprimands from the state
HISD Dropout Data
Overview
# HISD Dropouts

<table>
<thead>
<tr>
<th></th>
<th>19–20</th>
<th>20–21</th>
<th>21–22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,343</td>
<td>5,014</td>
<td>7,962</td>
</tr>
</tbody>
</table>
Leavers
Overview

2022 – 2023
What is the difference between a Leaver, Mover and Dropout?
Definition of a Leaver

A leaver is a student who was enrolled at least one day in a Texas public school the prior year and does not return before the close of the school start window the following fall. These are students that TEA cannot determine the status of unless a leaver record is submitted in the Fall PEIMS submission. TEA requires HISD to submit leaver records for these students. Leavers include:

- Graduates,
- Students who died,
- All dropouts,
- Students who fail to reenroll in the fall (no-shows),
- Students who enroll in Texas private school,
- Students who enroll in an out-of-state school (private or public),
- Students who leave for home schooling,
- Students who return to their home country,
- Students withdrawn by the school district,
- Students who are expelled, and
- Other school leavers identified during the previous school year. Student leavers in special education and other special, ungraded, or state-approved alternative programs are included.
Definition of a Mover

A mover is a student who is no longer a student in your district and will be reported to PEIMS by another district or entity. A mover is a student who, through the TEA PEIMS/Enrollment Tracking submission, can be located at another Texas public school as enrolling within the school-start window or has obtained a GED certificate at a Texas examination site by August 31.

• 80 – 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

• 24 – Student entered college and is working towards and Associate’s or Bachelor’s degree
Definition of a Dropout

A dropout is a student who is not a leaver or a mover. Students who have been coded with a mover code but cannot be tracked through the TEA PEIMS/Enrollment Tracking submission as enrolled in another Texas public school during the school-start window or obtaining a GED by August 31 will be considered a dropout.

• 98- Other (reason unknown or not listed)
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).
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).
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

2022 – 2023
The TSDS Web-Enabled Data Standards outlines the PEIMS Leaver Codes and documentation requirements.

PEIMS Leaver Code - Documentation Requirements for the PEIMS Leaver Code

The documentation requirements by LEAVER-REASON-CODE table provides expanded definitions and specific documentation guidelines for each of the leaver reason codes listed in Code Table C112 of the Texas Education Data Standards (TEDS). The table is organized into the following broad categories of leavers:

- completed high school or high school equivalency program
- moved to other educational setting
- withdrawn by school district
- other

Leaver data are not submitted for students who enroll in other Texas public school districts or charter schools 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 moved, not reverts. Documentation as described in this section is not required for reverts. Districts may wish to develop local policy or documentation for reverts. The Unique ID Enrollment Tracking may be used to establish tentative local documentation that students are movers; however, districts should be aware that students may enroll in a new school but never actually attend. The final determination of whether students are movers will be made by TDA. Districts should ensure TSDS report records in the PEIMS full submission to assist in determining whether students were officially identified as movers or leavers. During the PEIMS full submission, leaver records must be submitted for students who do not enroll in other Texas public schools by the TEA school-start window.

Local policy in this section refers to a district or charter school's leaver policies and procedures.

General Documentation Requirements

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required for all leaver reason codes. Documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section. Documentation supporting use of a leaver reason code must exist in the district at all times the leaver data are submitted, i.e., no later than the PEIMS Submission 1 January resubmission date.

Timelines for establishing leaver reasons and obtaining documentation:

- Students who leave during the school year:
  - For students who leave by the school year: Students leaving the school year for a valid reason must provide documentation to support the withdrawal. Documentation should be maintained on file by the district. For example, for students who are withdrawn by Child Protective Services (CPS), LEAVER-REASON-CODE 68, documentation would be obtained when the student is removed. Students who fail to return in the fall:
    - For students who fail to return following fall, leaver reasons apply on the first day of school or the application period. The school-start window is the first day of school and the last Monday 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 50, student withdrew from last school for 6-months school, 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 to the FEIS submission 1 resubmission date.

- Students who were attending and were withdrawn under LEAVER-REASON-CODE 53 when the district discovered that the student was not entitled to public school enrollment in the district:

  LEAVER-REASON-CODE 93, not entitled to public school enrollment in the district, applies to students who are attending and are withdrawn by the district because the district discovers, when verifying enrollment information, that the student was not entitled to enrollment in the district because the student was not a resident of the district or was not entitled under other provisions of TEC 25.001 or as a transfer student. It is not for a student who was a resident and stops attending because he/she has moved out of the district.

This code is also used for those rare situations in which the student has not met the requirements under TEC 25.001 or a corresponding rule of the Texas Education Agency. Immunization, provisional enrollment, or exemptions. Leaver reasons for LEAVER-REASON-CODE 93 apply at the time of withdrawal and documentation showing due process supporting the withdrawal should be obtained at that time.

https://tealprod.tea.state.tx.us/TWEDS/97/0/0/0/0/DataSubmission/TechnicalResources/1583
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

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

**L01**

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>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>85</td>
<td>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</td>
</tr>
</tbody>
</table>

**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.

**Documentation requirement:** Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.
Graduated or Received an Out-of-State High School Equivalency Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
<td>Student completed a High School Equivalency Certificate outside Texas. 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.</td>
</tr>
<tr>
<td>90</td>
<td>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.</td>
</tr>
</tbody>
</table>
Moved to Other Educational Setting

<table>
<thead>
<tr>
<th>L24</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student entered college and is working towards an Associate’s or Bachelor’s degree</strong></td>
</tr>
</tbody>
</table>

**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.

**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”,

H O U S T O N  I N D E P E N D E N T  S C H O O L  D I S T R I C T
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 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 leave 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

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

Student was expelled under the provisions of TEC §37.007 and cannot return to school

Definition and use: This code may only be used when:
  • the student was expelled under the provisions of TEC §37.007, and
  • the term of expulsion has not expired or the student’s failure to attend school is due to court action.
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).

Documentation requirement: Due process documentation supporting the expulsion.

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.
<table>
<thead>
<tr>
<th>L83 Withdrawn by School District</th>
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**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 leave reason code may be considered insufficient. For purposes of leave 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
<th>Definition and use</th>
<th>Documentation requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Student died while enrolled in school or during the summer break after completing the prior school year</td>
<td>Self-explanatory.</td>
<td>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>
<tr>
<td>08</td>
<td>Student (female or male) withdrew from/left school because of pregnancy</td>
<td>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>
<td>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

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

<table>
<thead>
<tr>
<th>20</th>
<th>Student withdrew from/left school because of a medical injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition and use:</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
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</tr>
<tr>
<td>Documentation requirement:</td>
<td>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.</td>
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</tbody>
</table>
A letter or document from a parent/guardian, qualified student, probation officer, or other adult **is not** sufficient documentation for L88.
Other Reasons

L89

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**

- **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 (i.e., runaways).
- 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.
Check for Understanding
Leavers

Movers

2022 – 2023
What are Movers??

- **Movers**: Students who were enrolled in the district last year, but are now enrolled in another Texas district/public and can be located by PEIMS tracking. These students will be reported to PEIMS by another entity.
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
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

2022 – 2023
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

2022 – 2023
Important Timelines

**School Start Window**
- Last Friday in September (9/30/2022).

**Snapshot**
- Last Friday in October (10/28/2022)
  - 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 11/16/2022.

**Fall Collection Resubmission**
- The HISD final Fall PEIMS Resubmission file will be submitted to TEA on 01/19/2022.
School Start Window

The School Start Window begins on the first instructional day and ends the last Friday in September (September 30, 2022).

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.
Leavers

Campus Responsibilities

2022 – 2023
Whose Responsibility, is it?
## School Responsibilities

<table>
<thead>
<tr>
<th>Principal</th>
<th>Designated Staff</th>
<th>Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Responsible for verifying and assuring that accurate Leaver data is reported in the PEIMS fall submission.</td>
<td>• Designee will review Leaver reports, assign coding for accuracy, supporting documentation.</td>
<td>• Create and maintains folders</td>
</tr>
<tr>
<td>• Principal shall designate an administrator in charge of leavers who will be responsible for verifying leaver documentation</td>
<td></td>
<td>• Responsible for performing withdrawals and requesting &amp; verifying documentation to support the leaver code.</td>
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<td>• Follows up to ensure that the student enrolled in school.</td>
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<td></td>
<td>• Secure required missing signatures from withdrawal forms, or required missing supporting documents</td>
</tr>
</tbody>
</table>
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 8/22/2022.

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 11, 2022, 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.
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

2022 – 2023
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**

<table>
<thead>
<tr>
<th>Report Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Student PEIMS Leaver Verification Report</td>
</tr>
<tr>
<td><strong>Version</strong></td>
<td>1.0.2</td>
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<td><strong>Output File Name</strong></td>
<td>[DistrictNum]<em>[campusID]</em>[collectionYear]<em>[collectionCode]</em>[Timestamp]_LeaverRecordVerification</td>
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<td><strong>Category</strong></td>
<td>Data Verification and Supporting Reports</td>
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<td><strong>Select Schools</strong></td>
<td>McReynolds Middle School</td>
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<td><strong>Current Selection Students</strong></td>
<td>The Selected 0 Students Only, All Students</td>
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<td><strong>School Start Window</strong></td>
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<td><strong>October Snapshot Date</strong></td>
<td>10/30/2020</td>
</tr>
</tbody>
</table>

**Scheduling**

Please select when to run
- Run Now
- Schedule

Submit
Student PEIMS Leaver Verification Report (HISD Connect)

Report Queue (ReportWorks) - My Jobs

Queued Reports

Completed Reports

<table>
<thead>
<tr>
<th>Created On</th>
<th>Report Name</th>
<th>Started</th>
<th>Ended</th>
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<td>09/13/2020 02:12 PM</td>
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</table>
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**
- **School Year is your current school year.**
### TSDS PEIMS Dropout Roster

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

---

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Unique ID</th>
<th>Student ID</th>
<th>Local ID</th>
<th>Sex</th>
<th>Ethnicity</th>
<th>Leaver Reason Code</th>
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<td>1</td>
</tr>
<tr>
<td>F A</td>
<td>98</td>
<td>00</td>
<td>0</td>
<td>99</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
TSDS PEIMS School Leaver Roster

Report availability: Fall PEIMS First Submission and Fall PEIMS Resubmission
TSDS PEIMS Graduate Roster by Graduate Type

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

<table>
<thead>
<tr>
<th>Grad Type: 04</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Sex</th>
<th>Ethnicity</th>
<th>Migrant Code</th>
<th>As of Status</th>
<th>Date of Grad</th>
<th>Military Enlistment</th>
<th>IG Code</th>
<th>Associate Degree</th>
<th>Post Secondary Cert Licensure</th>
<th>Date Cert Earned</th>
<th>Prior Year Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>M</td>
<td>H</td>
<td>0</td>
<td>A</td>
<td>12/2019</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0</td>
<td>4 0 0 0 0</td>
<td>1 0 1 0</td>
</tr>
<tr>
<td>12</td>
<td>M</td>
<td>T</td>
<td>0</td>
<td>A</td>
<td>06/2020</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0</td>
<td>0 0 0 0 0</td>
<td>2 1 0 1</td>
</tr>
<tr>
<td>12</td>
<td>M</td>
<td>B</td>
<td>0</td>
<td>A</td>
<td>06/2020</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0</td>
<td>0 0 0 0 0</td>
<td>1 0 1 1</td>
</tr>
<tr>
<td>12</td>
<td>F</td>
<td>H</td>
<td>0</td>
<td>A</td>
<td>06/2020</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0</td>
<td>0 0 0 0 0</td>
<td>1 0 1 1</td>
</tr>
<tr>
<td>12</td>
<td>F</td>
<td>H</td>
<td>0</td>
<td>A</td>
<td>12/2019</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0</td>
<td>0 0 0 0 0</td>
<td>1 0 1 1</td>
</tr>
</tbody>
</table>
OnDataSuite is currently available to:

- Campus PEIMS Coordinators
- Campus Principals

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

View Campus Dashboards by Submission

**Campus : Austin H S**

<table>
<thead>
<tr>
<th>Fall Information</th>
<th>Summer Dashboard</th>
<th>Campus Dashboard</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700 Dumile</td>
<td></td>
<td>School Population (2020 - 2021 Fall PEIMS file loaded 01/21/2021)</td>
<td></td>
</tr>
<tr>
<td>Houston, TX 77023-3139</td>
<td></td>
<td>Student Total</td>
<td>Count</td>
</tr>
<tr>
<td>(713) 924-1600 Phone</td>
<td></td>
<td>9th Grade</td>
<td>1,530</td>
</tr>
<tr>
<td>(713) 923-3157 Fax</td>
<td></td>
<td>10th Grade</td>
<td>447</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11th Grade</td>
<td>407</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12th Grade</td>
<td>336</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Count</td>
<td>530</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**

- 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 01/21/2021)**

<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>
</tbody>
</table>

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

<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>1.12%</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>Draf-Bind</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>
</tr>
<tr>
<td>Learning disability</td>
<td>95</td>
<td>53.07%</td>
</tr>
<tr>
<td>Speech impairment</td>
<td>3</td>
<td>1.66%</td>
</tr>
<tr>
<td>Autism</td>
<td>18</td>
<td>10.00%</td>
</tr>
<tr>
<td>Developmental delay</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
OnDataSuite
View Data Validation and Custom Reports

<table>
<thead>
<tr>
<th>Focus List</th>
<th>Report Search</th>
<th>Report Commands</th>
<th>Data Source Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Students</td>
<td>Search for a Report</td>
<td>Create Report</td>
<td>Please choose a data source from the Report Center</td>
</tr>
</tbody>
</table>

### Student Report Center
- General
  - 4-Year Longitudinal Student Listing
  - 5-Year Longitudinal Student Listing
  - 6-Year Longitudinal Student Listing
  - Prior Longitudinal Cohort

### Fall PEIMS
- CTE Enrollment
- Fall Enrollment
- Fall SPED Program Enrollment
- Leave
- 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
- TxAcy

### 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
- COMR 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 Or 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 Expected 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

### 31 ICT Validation
- FISP No Endorsements

### Leaver Validation
- Leaver Graduates Without Fall or Summer Enrollment Records
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>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All</td>
<td>4/227</td>
<td>8/14</td>
<td>20/81</td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Education Agency</td>
<td>10010</td>
<td>0/6</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>Campus</td>
<td>10020</td>
<td>0/6</td>
<td></td>
<td>2/5</td>
</tr>
<tr>
<td>Course</td>
<td>10070</td>
<td>0/2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Basic Information</td>
<td>40100</td>
<td>1/163</td>
<td>4/5</td>
<td>6/14</td>
</tr>
<tr>
<td>Student Program Extension</td>
<td>40110</td>
<td>9/57</td>
<td>2/4</td>
<td>9/26</td>
</tr>
<tr>
<td>School Leaver</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>2/4</td>
</tr>
</tbody>
</table>
OnDataSuite
Resources

Tools from OnDataSuite

• Manuals
  https://manuals.ondatasuite.com/

• Training Modules
  https://manuals.ondatasuite.com/index.php/training/

Contact Sylvia Guerrero, sylvia.guerrero@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.
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).
L66 – Common CPS Forms

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

2022 – 2023
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

The Senior Compliance Analyst will review campus leaver records.

**Before the Review**
- Analyst emails campus contacts the list of requested records and the proposed review date and time.

**During the Review**
- Analyst reviews leaver documents and completes the Leaver Audit Review and Leaver Review Summary Reports.

**After the Review**
- Analyst meets with campus leaver contacts to debrief the review and recommendations.

**Follow-Up Process**
- Analyst 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 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.
Student leaver records are included in the Fall PEIMS submission. The Fall PEIMS Submission is due in December each year, with a one-time optional Resubmission due in January.

To submit an acute leaver record, the student must still be enrolled, or be served in another academic setting, by the close of the school start window, the last Friday in September, regardless of when you submit your PEIMS data.
How do I ensure that I have included all needed leaver records in my PEIMS submission?

The best way to ensure that you have accurate leaver records included in your PEIMS submission is to understand and implement proper withdrawal procedures in your district and retain the needed documentation to support your coding.

All leaver codes, which include dropout codes and non-dropout codes, used to withdraw a student must be supported by documentation. Documentation supporting the use of a leaver code must exist in the district at the time the student’s leaver data is submitted.
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><a href="mailto:Craig.Zeno@houstonisd.org">Craig.Zeno@houstonisd.org</a></td>
<td>Craig Zeno</td>
<td>Berta Garcia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lisa Shannon</td>
</tr>
<tr>
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<td>Alma Salazar</td>
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<td>Rose Fuentes</td>
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*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.

<table>
<thead>
<tr>
<th>Email</th>
<th>Sr. SIR</th>
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What TSDS Reports should I use to verify my leaver data?

It is imperative that you take advantage of the reports available to you in TSDS to review your PEIMS data. These reports will be reflective of the data being reported by your district and will help you review your leaver coding.

- PDM1-124-004: School Leaver Roster
- PDM1-124-005: School Leaver Summary
- PDM1-124-006: Non-Dropout Non-Graduate Leaver Roster
- PDM1-124-002: Dropout Roster
- PDM1-321-001: Presumed Underreported Students List
We work with the Compliance Team 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. Data is reported to the Texas Education Agency and other government agencies.

<table>
<thead>
<tr>
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Questions?

Federal and State Compliance
Thank you

2022-2023
Federal and State Compliance
PEIMS Leavers