

Leaver Code Change Form

This auditable document must be completed in blue or black ink OR typed. Do not use correction fluid or tape to make corrections.

Guidelines for Using this Form

- Use this form for leaver code **CHANGES**.
- Do not use to form to indicate a change from “Left” or “No Show” to a leaver code. “Left” and “No Show” are not leaver codes.**
- An administrator must assign the leaver code, sign and date this form.
- The former leaver code, new leaver code, and the reason for the code change must be included on the form.
- Attach supporting documentation to this form.

Leaver Code Change Form

How to Complete the Form:

- 1 **Student and Campus Information** – Complete all fields.
- 2 **Former Leaver Code** – An **ADMINISTRATOR** must **TYPE/PRINT** the **Former** leaver code.
- 3 **New Leaver Code** – An **ADMINISTRATOR** must **TYPE/PRINT** the **New** leaver code.
- 4 **Withdrawal Date** – Print/type the student’s withdrawal date.
- 5 **Administrative Requirements** – The **CAMPUS ADMINISTRATOR** must type/print his/her name and title, **AND** sign and date the form **BEFORE** the data is entered into Chancery. *No signature/date stamps or copies.*
- 6 **Reason for Code Change**– Indicate the reason for the code change.

**HOUSTON INDEPENDENT SCHOOL DISTRICT
LEAVER CODE CHANGE FORM**

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

STUDENT'S NAME (Last, First, Middle): _____

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

FORMER LEAVER CODE: _____ WITHDRAWAL DATE: _____

NEW LEAVER CODE: _____ (Print/type the appropriate leaver code)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">80 - TX Public School</td> <td style="width: 50%;">L83 - Fabrication of Enrollment/(NAME)</td> </tr> <tr> <td>L85 - Died</td> <td>L86 - Student Completed GED outside of Texas</td> </tr> <tr> <td>L16 - Return to Home Country</td> <td>L87 - Texas Tech/VUT HS Diploma</td> </tr> <tr> <td>L24 - Pursue college degree</td> <td>L88 - Court Ordered GED – not earned</td> </tr> <tr> <td>L80 - Home Schooling</td> <td>L89 - Incarcerated in State or Federal Facility</td> </tr> <tr> <td>L64 - CPS</td> <td>L90 - Military Grad – Outside of Texas</td> </tr> <tr> <td>L81 - Enroll TX Private School</td> <td>L98 - Unknown / Dropout</td> </tr> <tr> <td>L82 - Enroll Outside TX</td> <td></td> </tr> </table>	80 - TX Public School	L83 - Fabrication of Enrollment/(NAME)	L85 - Died	L86 - Student Completed GED outside of Texas	L16 - Return to Home Country	L87 - Texas Tech/VUT HS Diploma	L24 - Pursue college degree	L88 - Court Ordered GED – not earned	L80 - Home Schooling	L89 - Incarcerated in State or Federal Facility	L64 - CPS	L90 - Military Grad – Outside of Texas	L81 - Enroll TX Private School	L98 - Unknown / Dropout	L82 - Enroll Outside TX		<p>ADMINISTRATOR'S INFORMATION The Leaver code is determined by the administrator, not the clerk</p> <p>SIGNATURE: _____</p> <p>PRINTED NAME: _____</p> <p>TITLE: _____</p> <p>DATE: _____</p>
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REASON FOR CODE CHANGE:

<input type="radio"/> ORIGINALLY CODED INCORRECTLY	Comment: _____
<input type="radio"/> DUE TO T.E.A. / REGION 4 / OR HISD DOCUMENTATION REVIEW	
<input type="radio"/> INSUFFICIENT OR NO DOCUMENTATION ID	
<input type="radio"/> RECEIVED OTHER ID SUPPORTING A CODE	
<input type="radio"/> OTHER CHANGE CODE	
<input type="radio"/> _____	

POSTING CLERK'S SIGNATURE _____ DATE _____

Revised: JUNE 2012 ATTACH THIS FORM TO THE ORIGINAL EXIT INFORMATION AND LEAVER CODE CHANGE FORM.