

Exit Information/Leaver Code Assignment 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 the Form

- Use this form for **ORIGINAL** leaver code assignments and when changing a student's status from "Left" or "No Show" to a leaver code.
- The form is required for **ALL** leaver codes, except graduates.
- Exit Information [Top]** portion is a tool to help schools gain proper documentation. It is **NOT** definitive proof of enrollment.
- Leaver Code Assignment [Bottom]** portion must be completed, signed and dated by a designated school administrator.
- Attach supporting documentation to this form.

Exit Information/ Leaver Code Assignment Form

How to Complete the Form:

- 1 **Student and Campus Information** – Complete all fields.
- 2 **Exit Information** – Provide any available information in this section. **Schools should NOT add a parent signature line to this form.**
- 3 **Exit Code Assignment** – The **ADMINISTRATOR** must type/print the leaver code.
- 4 **Administrative Requirements** – The **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.*
- 5 **Leaver Documentation on File** – Indicate the type of supporting documentation that is on file.

**HOUSTON INDEPENDENT SCHOOL DISTRICT
EXIT INFORMATION AND LEAVER CODE ASSIGNMENT FORM**

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

STUDENT INFORMATION PORTION: Please print

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

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

EXIT INFORMATION PORTION: This portion is **NO**t requiring documentation for a Leaver Code.

PARENT/GUARDIAN or QUALIFIED STUDENT NAME: _____ RELATIONSHIP TO STUDENT: _____

E-MAIL ADDRESS: _____ PHONE NUMBER: _____

CURRENT OR NEW MAILING ADDRESS: _____ CITY: _____ STATE: _____

IF APPLICABLE PLEASE PROVIDE NEW SCHOOL DISTRICT & CAMPUS: _____

NEW SCHOOL CITY & STATE: _____

HOME COUNTRY (INCLUDE CITY): _____

REASON FOR WITHDRAWAL: _____

EXIT CODE ASSIGNMENT PORTION (REQUIRED): _____ (Type/print the appropriate leaver code.)

80 - TX Public School	88 - Another HISD Campus	ADMINISTRATOR'S INFORMATION	The Leaver code is determined by the administrator, not the clerks
L03 - Died	L83 - Falsification of Enrollment (RARE)	SIGNATURE: _____	
L16 - Return to Home Country	L86 - Student Completed GED outside of Texas	PRINTED NAME: _____	
L24 - Pursue college degree	L87 - Texas Tech/UT HS Diploma	TITLE: _____	
L60 - Home Schooling	L88 - Court Ordered GED - not earned	DATE: _____	
L66 - CPS	L89 - Incarcerated in State or Federal Facility		
L81 - Enroll TX Private School	L90 - Military Grad - Outside of Texas		
L82 - Enroll Outside TX	L98 - Unknown / Dropout		

POSTING CLERK'S SIGNATURE _____ PRINTED NAME & TITLE _____ DATE OF POSTING _____

OFFICE USE ONLY: LEAVER DOCUMENTATION ON FILE

<input type="checkbox"/> 90/98 Verification of Enrollment in another Texas Public School or HISD school	<input type="checkbox"/> L03 Death Certificate; Obituary; Funeral Program; Written/Oral statement	<input type="checkbox"/> L16 Oral/Written Statement by relative or adult neighbor of student's return to Home Country
<input type="checkbox"/> L24 Verification by authorized college rep. or student schedule; at least 9 hours per semester	<input type="checkbox"/> L60 Completed Home School Question/Oral/Written statement from parent including the date home schooling ended	<input type="checkbox"/> L66 Written Statement from CPS Officer, includes badge number and phone number
<input type="checkbox"/> L81/L82/L87 Transcript/Records Request from receiving private school, school outside of Texas or HS Diploma program	<input type="checkbox"/> L83 Falsification of Enrollment/ Not Immunized (include due process documentation)	<input type="checkbox"/> L81/L82/L87 Verification of Enrollment in a private school, school outside of Texas or HS Diploma program
<input type="checkbox"/> L83 Falsification of Enrollment / Not Immunized (include due process documentation)	<input type="checkbox"/> L86 GED certificate/Written documentation from testing company showing completion, must include date, location, contact information	<input type="checkbox"/> L88 Court Order from a JUDGE requiring completion of a GED
<input type="checkbox"/> L89 Oral/Written notification from law enforcement, prosecuting attorney, or state / federal penitentiary	<input type="checkbox"/> L85/L90 Transcript showing sufficient credits, or diploma with seal (Military Interstate Compact Agreement)	<input type="checkbox"/> L98 DROPOUT/GED/OTHER
<input type="checkbox"/> HISD Withdrawal Form	<input type="checkbox"/>	<input type="checkbox"/>

Revised JUNE 2012 ATTACH ALL SUPPORTING DOCUMENTS TO THIS FORM