

## **Administrative Regulations and Procedures for Leavers**

### **PURPOSE**

The purpose of this document is to establish written procedures for the intent of maintaining correct data and tracking of school leavers.

### **COMMITMENT TO QUALITY**

Diboll ISD is committed to establishing and maintaining quality data in all schools and at the district level.

### **LEAVERS**

LEAVERS are identified as students who were served in grades 7 through 12 during the prior school year, but have not enrolled in the district during the current school year. This includes dropouts, graduates and other school leavers, such as those who moved to another school district, private school or home school.

**The procedure for applying a LEAVER code is determined by circumstances under which the student left the school.**

### **RESPONSIBILITIES**

Each campus should print a copy of the Data Standards and Student Attendance Accounting Handbook from the TEA website each year for reference.

The principal of each campus is charged with the responsibility for verifying and assuring that accurate Leaver data is reported in the PEIMS fall submission. The principal will ensure that the procedures, outlined in this document are followed. In addition to the procedures outlined here, the principal will ensure that all Leaver data is processed in accordance with the PEIMS Data Standards. Code Table C162 provides the applicable codes and a supplemental Appendix to the Data Standards describes the extent of the documentation required. These documentation standards are to be strictly followed.

### **DESIGNATED STAFF**

The principal shall designate the staff member(s) who will be responsible for tracking leavers and leaver documentation. In the event that a staff member is not available, an alternate staff member will be designated. The designated staff members will act as the authorized representative of the superintendent for signing withdrawal forms and other leaver documentation. The attached form is to be used by all campuses (Attachment A).

Those individuals assigned the responsibility of overseeing the leaver process must thoroughly familiarize themselves with the PEIMS Data Standards as they relate to the leaver documentation process (see attachment B).

Administrators assigned to this responsibility must assure not only their own proficiency in this process, but should also assist and monitor all involved in the process.

### **WITHDRAWAL PROCEDURES AND DOCUMENTATION**

**The following procedure will be used, by every campus to record leavers:**

#### **Students who leave during the school year**

Completion of an exit review with student's parents/guardian, or the adult student conducted by an authorized staff member. During the interview all pertinent information as it related to any new educational setting and contact information should be obtained.

1. Completion of a withdrawal form recording the reason for the student's leaving and as much future contact information as possible. The withdrawal form must be signed by both parent/guardian or adult student and school personnel designated as authorized to do so at the time of the withdrawal. Documentation on the withdrawal form must be complete, signed in ink and dated. The documentation standards in the PEIMS Data Standards are to be strictly adhered to. Every campus will use the withdrawal form generated by the student software used by the district.
2. Correct assignment of the leaver code is critical. Any ambiguity in coding questions should be referred to the Principal. If the Principal is unable to resolve the coding issue the question will be referred to the PEIMS Coordinator.
3. Designated personnel should contact the Leaver's receiving school to confirm enrollment in that institution should acceptable documentation not be received within 10 days following the departure of a student whose stated intent was to enroll in another district. Beginning with the 2008-09 school year, districts are required to request for and send records via the TRex system by designated campus personnel.

**Students who fail to return at the beginning of the school year:**

1. No Show” students must be deactivated in the student attendance accounting software system no later than September 1 of the school year and certified by the Principal.

**No shows are defined as students enrolled on the last day of school last year, but failed to return to school on the first day of school of the new year. In order to maintain accurate data, student schedules not given out on the first day of school should be given to the registrar or designated personnel, who will then code those students with a no show code of 44.**

2. Designated personnel should make every attempt to locate no-show students and assign an appropriate leaver code during the time period of the first day of school and the school-start-window, which is the last Friday in September. If the student’s whereabouts cannot be ascertained, this student will be given the code 98 (dropout leaver code unknown).
3. Refer to the PEIMS Data Standards (Appendix D) regarding record type status codes and leaver code application.

**Students who do not withdraw, but quit attending school:**

1. Withdraw the student in accordance with District policy. (See attached FEA (LOCAL) – Attendance- Compulsory Attendance. Complete a withdrawal form in the same manner as stated above.
2. Every effort should be made to determine the whereabouts of the student. Designated personnel should begin written and oral inquiry to confirm a leaver’s enrollment in another educational setting.
3. **If the student’s whereabouts cannot be ascertained, this student will be recorded with a dropout code of 98.**
4. A list of potential dropouts must be provided to the Superintendent’s office on a semester basis.

### **Graduates – Early and Summer Graduates:**

1. Counselors will ensure graduate status is documented on the AAR record and the cumulative records have a graduation seal, graduation type plan, STAAR results and sufficient credits.
2. Designated personnel must review the additional PEIMS fields for these leavers (special education indicator, economic disadvantaged, and graduation date and college entry.)

### **Students who returned at the beginning of the next school year, but are NOT enrolled on the snapshot date:**

Refer to PEIMS Data Standards regarding record types, status codes and leaver code application.

### **DATA ENTRY**

Designated personnel are responsible for assuring that PEIMS leaver codes are transmitted to the data entry staff. This information should be provided in a timely manner so that periodic reports may be generated.

Data entry personnel must be trained in entering, changing and deleting data from the student software. All entries, changes and deletions require supporting documentation.

Any changes made to original documentation by must be initialed and dated by the person making the change.

**Coding decisions are not made by data entry personnel. Coding decisions are made by authorized campus personnel.**

### **MONITORING LEAVERS**

Each campus will, on a semester basis during the school year, print a withdrawn student's report and conduct an audit of leaver documentation. The administrator managing the leaver process will conduct regular internal audits of the documentation process. Monitoring a student leaver to the point of acceptable documentation should involve all personnel assigned this responsibility and may involve home visits by personnel responsible for such activities.

Each campus will generate a final leaver report that contains all leavers from the current school year. This will be an alpha report containing the following information:

- Social security or alternate identification number
- Student's full name
- Leaver reason
- Dropout indicator
- Date of graduation; and graduation type (if applicable)
- Economic disadvantaged code
- Special education indicator
- Sex and
- Ethnicity

The PEIMS department will generate a final "no show" list no later than **September 1st** of the current school year containing the same information as shown above. List will be forwarded to campuses for verification. Campuses will investigate "no shows" and complete a leaver tracking form for filing. Campuses should make every effort to have information for No Show students completed by the last Friday in September which is the SSW.

### **REVIEW OF PEIMS EDITS AND QUALITY ASSURANCE REPORTS**

Errors will be forwarded to the campuses by the PEIMS Department where designated campus personnel will review all PEIMS errors concerning the 203 record. If the errors cannot be corrected, the campus personnel will annotate the reason. These remarks will be maintained for audit purposes.

The PEIMS Department will forward reports to campuses regarding under and over reported leavers generated in the PEIMS system. In each instance where the data cannot be corrected, designated campus personnel will annotate the reason. These remarks will be filed for audit purposes.

If the status of a student found on the underreported list cannot be determined, the student will be assigned a leaver code of "98". Documentation regarding steps taken to locate underreported students should be kept for audit purposes.

PEIMS personnel will review and advise campuses of documents needed to correct PID errors. Documentation for those PID errors that require manual intervention by TEA should be forwarded to the PEIMS Department at least a week prior to the Education Service Center's due date.

## **TIMELINES**

The PEIMS Department will establish a timeline for correcting and returning PEIMS reports for corrections or filing. This timeline will meet due dates established by the Education Service Center and TEA.

## **FLOWCHART FROM PROCESSING DATA**

Each campus will establish a flowchart for processing PEIMS data that clearly defines campus staff responsibilities.

## **FERPA**

In accordance with the Family Education Rights and Privacy Act 34 CFR 99.35, federal, state and local authorities may access education records as part of an audit or evaluation of a state or federally supported education program or for enforcement of or compliance with the legal requirements of these programs. Thus, this provision applies to the auditors as authorized representatives of the state and local educational authorities. Auditors will maintain confidentiality of the records.

## **STORAGE OF RECORDS**

Records must be stored in a manner that assures they will be readily accessible in order to meet audit requirements. Campus staff will use the documentation standards as outlined in the Attendance Accounting Handbook and in the PEIMS Data Standards. PEIMS reports