

Leaver Code Documentation Requirements

- Leaver reason codes for no-shows and late-shows (students who do not return the following year until after the last Friday in Sept.) must describe the students' whereabouts during the School Start Window (the first day of school through the last Friday in Sept.).
- All documentation must be complete and legible.

Code	Description	SR300 (blue)	SR301 (pink)	Other Acceptable Documentation
NR	Non-Reportable		Y	<ul style="list-style-type: none"> - For use with students that have enrolled in another Texas public or charter school. The enrollment must be documented by a PET screen print, OR a pink form (SR 301). - Also for use with students who receive a <i>Texas</i> GED on or before Aug 31st. You must have a copy of the GED certificate OR a screen print from the GED Maintenance application.
03	Died		Y	<ul style="list-style-type: none"> - Either a copy of the death certificate or obituary, a program from the funeral or memorial service, a written statement from the parent/guardian, or written documentation of an oral statement by the parent/guardian stating that the student has died.
16	Return to Home Country	Y	Y	<ul style="list-style-type: none"> - A copy of the withdrawal form signed and dated by the parent/guardian and authorized AISD staff. The withdrawal form should indicate that the student is leaving school because the family is returning to the home country and should specify the destination, OR - A signed and dated letter from the parent/guardian or qualified student stating that the student is leaving school because the family is returning to the home country, OR - Written documentation of an oral statement by the parent/guardian, qualified student, or other adult with knowledge of the family's whereabouts, signed and dated by authorized AISD staff.
60	Home School	Y	Y	<ul style="list-style-type: none"> - A copy of the withdrawal form signed and dated by the parent/guardian and authorized AISD staff. The withdrawal form should indicate that the student is going to be home schooled, OR - A signed and dated letter from the parent/guardian or qualified student stating that the student is being home schooled. The letter should indicate the actual date home schooling began, OR - Written documentation of an oral statement by the parent/guardian or qualified student, signed and dated by authorized AISD staff.
24	Entered College	Y	Y	<ul style="list-style-type: none"> - A records request from the college in which the student is enrolled. It must somehow indicate that the student is taking at least 9 hours. 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, OR - A signed letter from the receiving college verifying enrollment and that the student is taking at least 9 hours. The letter must state the name and location of the college in which the student is enrolled and the date of enrollment, OR - Written documentation of an oral statement by a representative of the college providing the name and location of the college and verifying that the student is enrolled and taking at least 9 hours, signed and dated by authorized AISD staff, OR - Written documentation of an oral statement by the parent/guardian or qualified student providing the name and location of the college and verifying that the student is enrolled and taking at least 9 hours, signed and dated by authorized AISD staff. It must be obtained within 10 days of the last day the student attended an AISD school, OR - A written signed statement from the parent/guardian or qualified student obtained within 10 days of the last day the student attended an AISD school. The statement must include the name and location of the college in which the student is enrolled, the date of enrollment, and that the student is taking at least 9 hours.

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81	Private School in Texas	Y	Y	-A records request from the school in which the student is enrolled. Telephone requests 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, OR
82	Any School Outside of Texas	Y	Y	- A signed letter from the receiving school verifying enrollment. The letter must state the name and location of the school in which the student is enrolled and the date of enrollment, OR - Written documentation of an oral statement by a representative of the receiving school providing the name and location of the school and verifying that the student is enrolled, signed and dated by authorized AISD staff, OR - A written signed statement from the parent/guardian or qualified student obtained within 10 days of the last day the student attended an AISD school, OR - A withdrawal form, completed at the same time the student withdraws from AISD, signed, and dated by the parent/guardian or qualified student and authorized AISD staff. The withdrawal form must state the destination (name of the school the student will be attending.) The original signature of the parent/guardian or qualified student must appear on the same page of the withdrawal form, OR - Written documentation of an oral statement by the parent/guardian or qualified student made within 10 days of the last day the student attended an AISD school, signed and dated by authorized AISD staff.
66	Removed C.P.S.	Y	Y	- 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 and the date of the conversation, signed by authorized AISD staff.
78	Expelled			DO NOT USE
83	Administrative Withdrawal			- Document the circumstances on the withdrawal form. It must be signed and dated by a campus administrator. (To be used in the rare situation where enrollment information was falsified or there was a misunderstanding about which school the student should attend based on residential address.)
85	Graduated Outside of Texas, Returned to School, Left Again			- Transcript from school outside of Texas showing sufficient credits, graduation date, and school official signature, OR - A diploma with a graduation seal.
86	GED Outside Texas			- A copy of the GED certificate, OR - Written document provided by the testing company showing the date of GED completion, location, address, <u>or</u> contact information of the company.
87	Enroll in University HS Diploma Program			A records or transcript request from Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program. <i>(For use with those programs only.)</i>
IM	Delinquent Immunizations			Written direction (signed and dated letter or an email) from an administrator or the school nurse to withdraw the student due to delinquent immunizations.
TR, S_	Transfer Revoked, SA, SC, SD, SG, SJ, SL, SP, ST, SV			Use the withdrawal form (signed and dated), or the DAEP Enrollment/Withdrawal Log (for withdrawal to the ALC, ACES, JJAEP, TCJDC or Leadership Academy). THESE CODES REVERT TO 98 IF THE STUDENT FAILS TO ENROLL IN ANOTHER AISD CAMPUS
98	Other/Not Known			Recovery attempts must be fully documented. These students will be included in the calculation of the dropout rate used for accountability purposes.