MERCEDES

INDEPENDENT SCHOOL DISTRICT

LEAVERS PROCEDURE MANUAL

Mercedes ISD...

Creating, Confident, Innovative Leaders

TABLE OF CONTENTS

LEAVER RECOVERY/DOCUMENTATION TIMELINE 3

WRITTEN PROCEDURES FOR MISD

- Purpose 4
- Leaver Definition 4
- Responsibilities 4
- Designated Staff 4
- Withdrawal Procedures 5
- Data Entry 6
- Monitoring Leavers 6
- Review of PEIMS edits and quality assurance reports 7
- FERPA 7
- Storage of records 7
- Computer System Safeguards 7

DESIGNATINON OF RESPONSIBILITES 8

- Designation of responsibilities for campus leaver processing form 9
- Designated campus PEIMS data entry personnel 9

CAMPUS LEVEL LEAVER DATA PROCESSING

- Chart 1: Students Withdraw during School Year 10
- Chart 2: Students Who Stop Attending School 11
- Chart 3: Describing the leaver data processing at the District Level 12

LEAVER REASON CODES AND REQUIRED DOCUMENTATION

- Graduated/Received Out of State High School Equivalency Cert 13
- Moved to Other Educational Setting 14
- Withdrawn by the School District 16
- Other Reason 17
- IEP Continuer 19

WITHDRAWAL/LEAVER DOCUMENTATION FORM 21

SKYWARD STUDENT WITHDRAWAL FORM 21

LEAVER VALIDATION REVIEW FORM 22

STUDENT TRACKING FORM 23

VERIFICATION REPORTS AND TIMELINES 23

TEA LEAVER SUBMISSIONS TIMELINES 24

RESOURCES 25

Leaver Recovery/Documentation Timeline ↑

Date	Meeting	Action	Person Responsible
3rd Day of School	1st Follow-up Meeting	Review Campus Leaver List & Recovery Status Review Documentation Requirements & PEIMS Coding Plan Home Visits Review the Drop Out Plan	Campus Principals Special Serv. & Parental Inv. Coord. Campus Counselors & PEIMS Staff
One Week from the 1st day of School	2nd Follow-up Meeting	Review Campus Lists Review Documentation Discuss PEIMS Coding Plan Home Visits	Campus Principals Special Serv. & Parental Inv. Coord. Campus Counselors & PEIMS Staff
Bi-weekly	3rd Follow-up Meeting	Review Campus Lists Review Documentation and PEIMS Coding Plan Home Visits	Campus Principals Special Serv. & Parental Inv. Coord. Campus Counselors & PEIMS Staff
As needed	Principals/PEIMS Meeting	Check "Draft" Final Leaver List for Accuracy	Campus Principals Campus Counselors & PEIMS Staff
Last Friday in September	**Cut-Off Date** **Close of School Start Window**		
Snapshot	Principals/PEIMS Meeting	Finalize PEIMS Leaver List Submit Final List to PEIMS Coordinator	Campus Principals Campus Counselors & PEIMS Staff

Campus Team	
David Aguirre	Principal, MHS
Beatriz Perez	Asst Principal, MHS
Erica Garza	Counselor, MHS
Dora Marquez	PEIMS, MHS
Rose Salas	Registrar, MHS
Armando Martinez	Principal, MECA
TBD	Asst Principal, MECA
Yvette Sanchez	Counselor, MECA
Marisvel Cuadra	PEIMS, MECA
Rodolfo Canales	Principal, MAA
Ismael Garcia	Counselor, MAA
Angelica Barrientos	PEIMS, MAA
Jose Adame	Principal, SCMS
Krystal Gonzalez	Asst Principal, SCMS
Christine Rocha	Counselor, SCMS
Alma Barroso	PEIMS, SCMS

District Support Team	
Cristina Martinez	PEIMS Coordinator
Nancy Torres, LMSW	Lead Dropout Prevention Facilitator
Dr. Alicia Noyola	Interim Superintendent
Miguel G. Chacon Jr.	Director of Safe Schools
Jeanne Venecia	Director of Student Services
Mona Guerra	Director of Federal Programs
Dr. Mireya Garcia	Family Engagement Specialist
Christine Rocha	Lead Counselor

WRITTEN PROCEDURES ↑

PURPOSE

The purpose of this policy and procedures manual is to provide guidance and direction to District personnel charged with the maintenance and accuracy of student records for the purposes of identifying student dropouts and reporting in the Annual Audit of Dropouts. The authority for the annual audit is to examine student records for purposes of verifying the accuracy of the dropout information reported through the Public Information Management System (PEIMS), using agreed-upon procedures.

LEAVER DEFINITION

LEAVERS are students who were served in grades 7 through 12 during the current 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 homeschool. See TWEDS PEIMS Leaver Data ExitWithdrawType (formerly known as Leaver-Reason-Code).

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

RESPONSIBILITIES

Districts must specify central administration responsibilities.

Each district must specify who at the district level has the responsibility for leaver compliance reporting and leaver documentation – ex: PEIMS Coordinator, Assistant. Superintendent, Counselor, etc. – name that person, provide their phone number, who they report to, and what they are responsible for. If more than one person has the leaver documentation and leaver compliance district responsibilities, then include all the individuals in your narrative. Make sure that the job descriptions of these individual(s) address their PEIMS responsibilities and qualifications. Include in the district narrative the training requirements for these individual(s) and that documentation of job training and continuing education courses completed by these individuals is kept in files for at least three years. Districts must be very specific about internal district training and answer questions such as: Who conducts district staff development – how often and who attends, the type of training (such as review of leaver codes, documentation expected in student folders, data entry training, etc.)

Campus Responsibilities

The principal of each campus is charged with the responsibility for verifying and ensuring that accurate Leaver data is reported in the PEIMS 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 of the Leaver data is processed in accordance with the PEIMS Data Standards. Code Table C162 provides the applicable accordance 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, at the beginning of each year, **designate the staff member** who will be responsible for tracking leavers and leaver documentation. If a staff member is not available, an **alternate staff member** will be designated. This information will be published to staff and made a part of campus procedures. 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.

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.

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

WITHDRAWAL PROCEDURES

The following procedure will be used by every campus to withdraw a student on the date the district becomes aware that the student is no longer a member of the district. With proof of enrollment in a different district or campus, retroactive withdrawals are permitted to the day a student enrolled in another school.

If a student withdraws **before** attendance is taken, the withdrawal date is that day. If a student withdraws **after** attendance is taken, the withdrawal date is the **next** school day. A student is not in membership on the withdrawal date.

Students who withdraw during the school year:

Completion of an exit review with the student's parents/guardian, or the adult student, conducted by an authorized staff member. During the interview, all pertinent information as it relates to any new educational setting and contact information should be obtained. Completion of a Withdrawal/Leaver Documentation 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 the parent/guardian or adult student and the 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 Skyward generated form or withdrawal/leaver form**. **(Sample attached)**

- Correct assignment of ExitWithdrawType codes 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 Safe School or PEIMS department for resolution.

- Designated personnel should send the Student Tracking Form and oral inquiry to confirm a leaver's enrollment in another educational setting if acceptable documentation is not received **within 10 days** following the departure of a student whose stated intent was to enroll in another district.

Students who do NOT withdraw, but quit attending school:

Withdraw the student in accordance with **District policy**.

- Complete a withdrawal form in the same manner as above.
- Make every effort to determine the whereabouts of the student. Designated personnel should begin a written and oral inquiry to confirm a leaver's enrollment in another educational setting. **If the student's whereabouts cannot be ascertained, this student will be recorded as a dropout.**
- A list of potential dropouts must be provided to the Safe School department staff on a 6-week basis.

All graduates, including those who graduate early during the school year and summer graduates:

These students' graduation status must be documented on their Academic Achievement Record (AAR). The cumulative record must have a graduation seal, the graduation type plan, STAAR results, and sufficient credits. Designated Personnel must review the additional PEIMS fields for these leavers (special education indicator, economically disadvantaged, graduation date, and college entry).

Students who fail to return at the following school year:

"No shows" are those students who completed last school year with the district but failed to return to the district the following school year. For instance, if a student attended the last school day of last year, students will "rollover" to the next school year. If on the first day for the following school year, the student does not show, the student will be considered a "No Show".

- Students **must be deactivated** in Skyward SMS no later than **the end of the first day** of the new school year and **certified by the principal**.
- Designated personnel should make every attempt to locate these students and assign an appropriate leaver code.
- **If the student's whereabouts cannot be ascertained, this student will be recorded as a dropout (leaver code 98-unknown).**
- A leaver tracking form will be used to document the location of the student. (See example form)

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

Designated personnel should make every attempt to locate these students and assign an appropriate leaver code.

Refer to the PEIMS Data Standards Leaver Reason Codes 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 PEIMS attendance clerks. This information should be provided in a timely manner so that periodic reports may be generated.

PEIMS attendance clerks 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 the original documentation must be initialed and dated by the person making the change.

Coding decisions are not made by PEIMS attendance clerks. **Coding decisions are made by administrative Campus personnel.**

MONITORING LEAVERS

Each campus will, on a six-week 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:

- Other identification number
- Student's full name
- Leaver reason
- Dropout indicator
- Date of graduation, and graduation type (if applicable)
- Economically disadvantaged code
- Special education indicator
- Sex and Ethnicity

Each campus will generate a final **"No Show"** list no later than **the second day** of the current school year, containing the same information as shown above. Each name on this list must have a leaver tracking form on file.

If local leaver reason codes are applied, all data will be reviewed to ensure that **crosswalks to PEIMS leaver codes have been accurately converted**. Each campus must maintain a list of current crosswalks that are in use**.**

REVIEW OF PEIMS EDITS AND QUALITY ASSURANCE REPORTS

Designated personnel will review all PEIMS errors. If the errors cannot be corrected, the personnel will annotate the reason. These remarks will be maintained for audit purposes.

Designated personnel will review the list of Presumed Underreported Students List (PDM1-321-001) generated in the TSDS system. In each instance where the data cannot be corrected, the designated personnel will annotate the reason. These remarks will be maintained for audit purposes.

If the status of a student found in the list of underreported cannot be determined, the student will be assigned a leaver code of "98".

Designated personnel will review and correct all UID Presumed Duplicate Student Report for Enrollment (UID0-000-001). All errors will be corrected no later than the campus deadline for validating data.

TIMELINE

Each campus will establish a timeline for processing PEIMS data. This timeline must meet the due dates established by the Safe Schools or PEIMS department.

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 Educational Rights and Privacy Act 34 CFR §99.35, federal, state, and local educational 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 the 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 records must be retained and subsequently destroyed in accordance with State requirements. PEIMS records must be maintained for a period of at least 5 years.

COMPUTER SYSTEM SAFEGUARDS

- All users connected to the Student Management Software must have unique passwords and separate access to the database.
- Nightly backups of the data will be stored in a secure location.

- End-of-year backups, as well as programs used to generate the data, will be stored in the event that the reports have to be generated for audit purposes.

Designation of Responsibilities ↑

District Leaver Processing Form

I designate ***Cristina Martinez*** as the primary point of contact for leaver recording and documentation. This person will also conduct leaver audits on a six-week basis.

Name: Cristina Martínez

Title: PEIMS Coordinator

Phone #: (956) 825-5001

I designate Nancy Torres as the secondary point of contact for leaver recording and documentation. This person will also conduct leaver audits on a six-week basis.

Name: Nancy Torres

Title: Lead Drop Prevention Facilitator

Phone #: (956) 825-5075 ext. 6328

Note: Coding issues that cannot be resolved at the campus level will be referred to the ***PEIMS Coordinator or the Lead Dropout Prevention Facilitator.***

Interim Superintendent: ***Dr. Alicia Noyola***

Designation of Responsibilities for Campus Leaver Processing Form

I designate the following individuals as responsible for managing and completing the leaver documentation process. Inherent in this designation is the right to act as an authorized representative of the superintendent for the purpose of signing withdrawal forms at their respective campus and other leaver documentation. Procedures contained within this manual will be utilized in governing school leaver documentation according to PEIMS Data Standards. These individuals will serve as the primary point of contact for leaver recording and documentation. This person will also conduct campus leaver audits on a six-week basis.

Campus PEIMS coordinator/supervisor (*Personnel to Review PEIMS Codes, Reports and Documentation*)

CAMPUS	CONTACT NAME	TITLE	PHONE #
Mercedes High School	Primary: David Aguirre	Principal	(956) 514-2100
	Alternate: Beatriz Perez	Asst. Principal	
Mercedes Early College Academy	Primary: Armando Martinez	Principal	(956) 825-5180
	Alternate:	Asst. Principal	
Mercedes Academic Academy	Primary: Rodolfo Canales	Principal	(956) 825-5076
	Alternate: Monica Bustamante	Academic Coach	
Sgt. Chacon Middle School	Primary: Jose Adame	Principal	(956) 514-2200
	Alternate: Krystal Gonzalez	Asst. Principal	

Designated Campus PEIMS data entry personnel

I designate the following individuals as responsible for entering and/or editing the leaver data.

CAMPUS	CONTACT NAME	TITLE	PHONE #
Mercedes High School	Primary: Dora Marquez	Clerk	(956) 514-2100 ext. 6303
	Alternate: Rose Salas	PEIMS Clerk	(956) 514-2100 ext. 6325
Mercedes Early College Academy	Marisvel Cuadra	PEIMS Clerk	(956) 825-5180
Mercedes Academic Academy	Angelica Barrientos	PEIMS Clerk	(956) 825-5076 ext.5186
Sgt. Chacon Middle School	Alma Barroso	PEIMS Clerk	(956) 514-2200 ext.6018

Coding issues that cannot be resolved at the campus level will be referred to the ***PEIMS Coordinator or the Lead Dropout Prevention Facilitator***

Interim Superintendent: ***Dr. Alicia Noyola***

Campus Level Leaver Data Processing ↑

Chart 1: Describing the leaver data processing at the Campus Level

For students who <u>withdraw during the school year</u>

TASKS (Steps)	Staff member(s) responsible (if applicable)
1. Student declares intent to withdraw	
2. Withdrawal interview conducted	
3. Completion of Student Tracking form (must be done within 10 days of student leaving district)	
4. Correct leaver code assigned based on supporting documentation	
5. Student folder (cum record) updated with leaver documentation	
6. Data entry clerk enters codes and generates reports	
7. Verification of reports/codes by designated staff	
8. Send data to Safe School administration for review, analysis, and internal audit	
9. Make corrections/updates as needed- go to step 5	

Chart 2: Describing the leaver data processing at the Campus Level

For students who <u>DO NOT</u> declare they intend to withdraw during the school year

TASKS (Steps)	Staff member(s) responsible (if applicable)
1. Student quits attending school	
2. Determine the whereabouts of the student to initiate withdrawal procedures	
3. Withdraw the student according to district policy…assign "98" Dropout code	
4. Report to Truancy	
5. Conduct home visits, mailouts, and phone calls to determine a withdrawal/leaver code for these students	
6. If the student is found not enrolled in school, encourage the student to re-enroll	
7. Copy of leaver coding sent to data entry clerk- clerk enters codes and generates reports	
8. Verification of reports/codes by designated staff	
9. Send data to Safe School administration for review and analysis every six weeks	
10. Make corrections/updates as needed- go to step 7	

Chart 3: Describing the leaver data processing at the District Level

TASKS (Steps)	Staff member(s) responsible (if applicable)
1. Merge all Leaver Data	PEIMS Coordinator
2. Review/Correct SKYWARD Errors	Campus PEIMS Clerk
3. Run TSDS PEIMS School Leaver Roster (PDM1-124-004)	PEIMS Coordinator
4. Correct Fatal errors, analyze warnings, and special warnings- if applicable, correct W and SW corrections done at the campus level	Asst. Principal/PEIMS Clerk
5. Print all TSDS Leaver reports for campus verification and disseminate to proper personnel	PEIMS Coordinator or Assessment/PEIMS Data Specialist
6. Make corrections/updates to Leaver Data. UID errors, Over and Under Reported Leavers; go to step 1	Asst. Principal
7. Analyze all Leaver data (including graduates), compute district, campus dropout rate, PID rate, Over and Under reported leaver error rate	Counselor/Asst. Principal/Principal
8. Forward reports and analysis to the District PEIMS office	PEIMS Coordinator
9. If needed, make additional corrections/updates- go to step 1	PEIMS Coordinator

LEAVER REASON CODES AND REQUIRED DOCUMENTATION ↑

The Documentation Requirements by ExitWithdrawType (formerly LEAVER-REASON-CODE) table provides expanded definitions and specific documentation guidelines for each of the leaver reasons listed in Table C162 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 ***movers, not leavers.*** 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.

Written Documentation

Written documentation, as referred to in the Documentation Requirements by ExitWithdrawType section, may include the following:

- a letter, or
- a fax, or
- an email.

All written documentation must be signed and dated by the appropriate individuals as outlined in the following section. For some leaver reasons, additional types of documentation (e.g., transcripts, written documentation of an oral statement) are acceptable. Specific documentation requirements for leaver reasons are provided in the Documentation Requirements by ExitWithdrawType section.

Graduated or Received an Out-Of-State High School Equivalency Certificate

Code	*Translation*
01	**Student graduated from a campus in this district or charter school** **Definition and use:** Use for students who meet all high school graduation requirements (which includes passing the state assessments required for graduation) 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. Students receiving special education services must satisfy requirements under 19 TAC §89.1070. Students who complete all requirements for graduation in one school year but do not pass the state assessments required for graduation until a later year, are reported as graduates in the school year in which the state assessments are passed and the diploma is issued. **Documentation requirement**: Transcript showing sufficient credits, successful completion of the state assessments (including testing dates) required for graduation, graduation seal, signature of school official, and date of completion.
85	**Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again** **Definition and use:** This ExitWithdrawType may be used for students who graduated in another state or country before entering Texas public schools. This ExitWithdrawType may also be used for students who graduated from Texhoma High School, Texhoma, Oklahoma. **Documentation requirement**: Transcript showing sufficient credits, date, and signature of school official, and a diploma with a graduation seal.

86	Student completed a High School Equivalency Certificate outside Texas Definition and use: **This ExitWithdrawType 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 in or after leaving Texas public schools.** Documentation requirement**: Acceptable documentation is a copy of the high school equivalency certificate or written documentation 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.**
90	**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 the student's 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 signature of school official, or a diploma with a graduation seal.

Move to Other Educational Setting

Code	***Translation***
24	**Student entered college and is working towards an Associate's or Bachelor's degree** **Definition and use:** This ExitWithdrawType 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 ExitWithdrawType 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 Rio Grande Valley, 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. 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.*** Written documentation, signed and dated, by a representative from the college verifying enrollment is also acceptable documentation. The documentation 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 written documentation, 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.**

60	Student is home schooled Definition and use: **Student is being home schooled. This ExitWithdrawType 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. The following documentation is required to verify enrollment:** ***Verification by the parent/guardian.*** Written documentation, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Documentation from parents/guardians must indicate the actual date home schooling began.
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 ExitWithdrawType 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.**
81 82	**Student enrolled in a private school in Texas** **Student enrolled in a public or private school outside of Texas** **Definition and use:** Student is enrolled in a private school in Texas (81), the Texas Job Corps Diploma Program (81), or a public or private school outside Texas (82). Documentation of actual enrollment is required. This ExitWithdrawType 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 leaver record is not submitted. If the district did not assign ExitWithdrawType 81 or 82 when the student stopped attending, the district can change the original ExitWithdrawType 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. 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.*** Written documentation, signed and dated by a representative from the receiving school, verifying enrollment is also acceptable documentation. The documentation 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 written documentation, 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.
87	**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) written documentation, signed and dated, from the high school diploma program stating that the student is enrolled.

Withdrawn by School District

Code	***Translation***
78	**Student was expelled under the provisions of TEC §37.007 and cannot return to school** **Definition and use:** This ExitWithdrawType 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 ExitWithdrawType may only be used for a student who was expelled for an offense included in TEC §37.007. This ExitWithdrawType 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.
83	**Student was withdrawn by district because the student was not entitled to enrollment** **Definition and use:** This ExitWithdrawType is for situations in which the district discovers when verifying enrollment information that the student is not entitled to enrollment in the district because (a) the student is not a resident of the district, (b) is 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 for immunization, provisional enrollment, or exemption. It is not for a student who was a resident of the district and who stops attending because the student has moved. 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. **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 leaver reason may be considered insufficient. For purposes of ExitWithdrawType 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 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.

Other Reason

Code	***Translation***
03	**Student died while enrolled in school or during the summer break after completing the prior school year** **Definition and use:** Self-explanatory. **Documentation requirement**: Acceptable documentation includes a copy of the death certificate or obituary; a program from the funeral or memorial service; written documentation, signed and dated, from the parent or guardian; or written documentation of an oral statement by a parent or guardian stating that the student has died.
08	**Student (female or male) withdrew from/left school because of pregnancy** **Definition and use:** This ExitWithdrawType 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 ExitWithdrawType should not be assigned based only on the fact that the student is pregnant at the time they leave school. This ExitWithdrawType can be used for female or male students. **Documentation requirement**: 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.
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 family, immediate or extended, in their home country or in another country. The citizenship of the student is not relevant in assigning this ExitWithdrawType. This ExitWithdrawType 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. Written documentation, signed and dated, 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 written documentation, signed and dated, from the student's host family or the foreign student advisor verifying the student's return to the student's home 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.

20	**Student withdrew from/left school because of a medical injury** **Definition and use:** 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 ExitWithdrawType 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. 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 reason 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. **Documentation requirement:** 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: 1. the student has suffered a condition, injury, or illness that requires substantial medical care; 2. the student is unable to attend school as a result; 3. the student has been assigned to a medical or residential treatment facility; 4. the student has been offered education services; and 5. 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: 1. the student has suffered a condition, injury, or illness that requires substantial medical care; 2. the student is unable to attend school as a result; 3. the student has been assigned to a medical or residential treatment facility; and 4. 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: 1. the student has suffered a condition, injury, or illness that requires substantial medical care; 2. the student is unable to attend school as a result; 3. the student has been assigned to a medical or residential treatment facility; 4. 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.

Return to Top ↑

88	Student was ordered by a court to attend a High School Equivalency program and has not earned a Texas Certificate of High School Equivalency (TxCHSE) Definition and use: **This ExitWithdrawType is for students who are court-ordered to attend a high school equivalency program and have not earned a TxCHSE certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.** Documentation requirement**: Acceptable documentation is a copy of the court order stating that the student has been ordered to attend a high school equivalency program. Documentation must include the name of the student, the date of the order, the name of the judge making the order, and the county in which the judge presides. The order should state that the court is ordering the student to attend a high school equivalency program or to take a high school equivalency exam.**
89	**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) Written documentation of an oral statement by a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district verifying that the student is incarcerated. The documentation of the oral statement shall be signed and dated by the authorized district representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, verifying that the student is incarcerated.
98	**Other (reason unknown or not listed above)** **Definition and use:** This ExitWithdrawType is used for students who are withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known. It is also used for students who withdrew from/left school for reasons not listed above.

IEP CONTINUERS Return to Top ↑

An **IEP Continuer** is a student receiving special education services who has finished their required graduation credits but is staying in school to complete the goals in their Individualized Education Program (IEP).

- **For Summer Reporting:** *(Current SY)* The student is at least **17 years old** (as of Sept. 1), has met graduation credit requirements, and **intends to return** next school year to continue IEP services.
- **For Fall Reporting:** *(Next SY)* The student is at least **18 years old** (as of Sept. 1), has met graduation credit requirements, but is still enrolled to finish their IEP.

Critical Reporting Rules

- **Graduation Status:** Never report a student as both a "Graduate" and an "IEP Continuer" in the same cycle.
- **Re-enrollment:** If a student has already graduated, received a diploma, and later returns to school, they are **not** an IEP Continuer. Eligibility coding will be dependent on the 2/4 hour rule.
- **Accuracy Matters:** Correctly marking a student as an IEP Continuer in the Summer submission ensures they aren't counted as a "dropout" or a "leaver" in the state's graduation rate calculations.

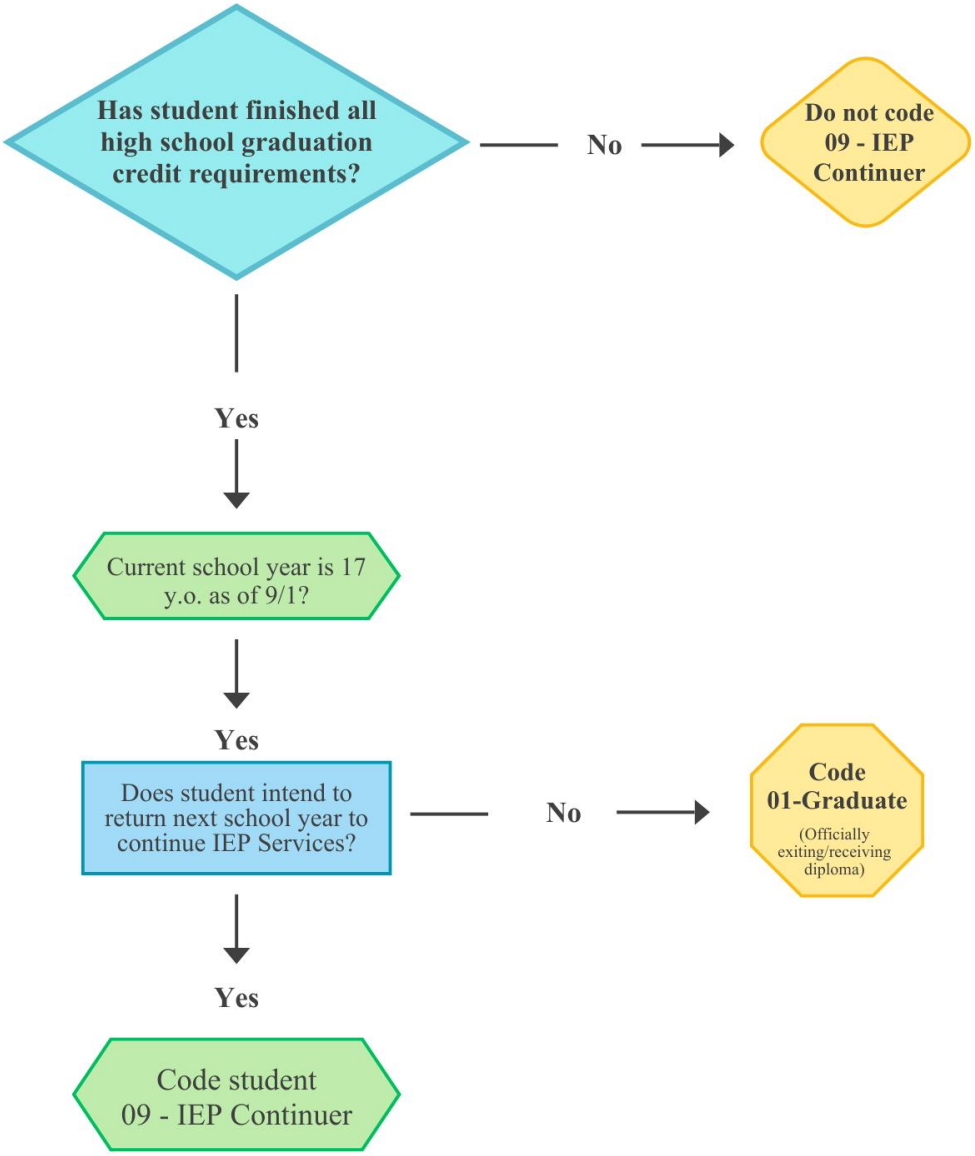


IEP CONTINUER PROCESS



09 – IEP Continuer

An IEP Continuer is a student receiving special education services who has finished their required graduation credits but is staying in school to complete the goals in their Individualized Education Program (IEP).



WITHDRAWAL/LEAVER DOCUMENTATION FORM



WITHDRAWAL / LEAVER DOCUMENTATION FORM 20____ - 20____

MERCEDES INDEPENDENT SCHOOL DISTRICT

Withdrawal Date: _____

STUDENT INFORMATION

Legal Last Name: _____ First Name: _____ Middle Initial: _____

Campus: _____ SSN: _____ Grade Level: _____ Student ID Number: _____ DOB: ____/____/____

CONTACT INFORMATION

Legal Last Name: _____ First Name: _____ Relationship/Title: _____

Home Phone Number: _____ Cell Phone Number: _____

Contact Via: ☐Met with Parent/Guardian ☐Phone ☐Fax ☐Mail ☐Home Visit ☐Other _____

I understand that the Texas Penal Code, Section 37.10, states that it is an offense to (1) make a false entry, or false alteration of a governmental record, (2) present a document with knowledge of its falsity, or (3) impair the verify or legality of the record. I further understand that the Texas Education Code, Section 25.001(h), states that it is an offense to knowingly provide false information on a form required for enrollment of a student. Offenses may result in legal actions including, but not limited to, fines and/or liability for payment of tuition.

The contact named above confirmed that this student (Please check one):

☐ **Is enrolled in the following Texas Public or Charter School:** _____ (Contact must be school official)

Full Name of Student being used by school: _____

SSN or State ID being used by school: _____ Date Enrolled: _____/_____/_____

☐ **Has returned to his/her home country.** Name of Country: _____ (Contact must be parent/guardian, qualified student or other knowledgeable adult)

☐ **Enrolling Out of State:** _____

☐ **Is being Home Schooled:** _____ (Contact must be parent/guardian) Date Home Schooling began: _____/_____/_____

☐ **Was removed by Child Protective Services (CPS):** _____ (Contact must be CPS Representative)

☐ **Is enrolled in a full-time academic program at the following college/university:**

Date Enrolled: _____/_____/_____ Name of College: _____ (Contact must be parent/guardian, qualified student or college official)

☐ **Is enrolled in the following Texas Healthcare Facility or Texas Private School:**

Date Enrolled: _____/_____/_____ Name of School or Facility: _____ (Contact must be parent/guardian, qualified student or school official)

☐ **Is enrolled in the following Healthcare Facility, Public School or Private School outside of Texas:** Date Enrolled: ____/_____/____

Name of School: _____ City_____ State_____ or Country: _____ (Contact must be parent/guardian, qualified student or school official)

☐ **Other, please specify:** _____

Leaver Reason Code: Date:

GRADUATED OR OUT-OF-STATE HS CERTIFICATE

PEIMS Code	Reason
01	Graduated
85	Graduated outside TX Returned Left Again
86	GED Outside of TX
90	Graduated from another State under provision for Military Children

MOVED TO OTHER EDUCATION SETTING

PEIMS Code	Reason
24	College, Pursue Degree
60	Home Schooling
66	Removed by Child Protective Services
81	81- Enrolled in TX Private School
82	82- Enrolled Outside TX
87	Enrolled in TX Tech University HS or University of TX-Austin HS

WITHDRAWN BY SCHOOL DISTRICT

PEIMS Code	Reason
78	Expelled (TEC §37.007), Cannot Return
83	Not entitled to enrollment

OTHER REASON

PEIMS Code	Reason
03	Died
08	Pregnancy (female/male)
16	Return to Home Country
20	Medical Injury
88	Court Ordered GEB, not earned TxCHSE
89	Incarcerated in jail/federal penitentiary as an adult
98	Other (Unknown)

Local Codes: 80 – Enroll in TX Public School | CE – Change Eligibility | GC – Grade Level | XX – No Show (NS) | W@ - Move within MISD | YE – Year End

Contact/Parent/Guardian Signature: _____ Title: _____ Date: _____/_____/_____

Data Entry Personnel: _____ Date Data Entered: _____/_____/_____

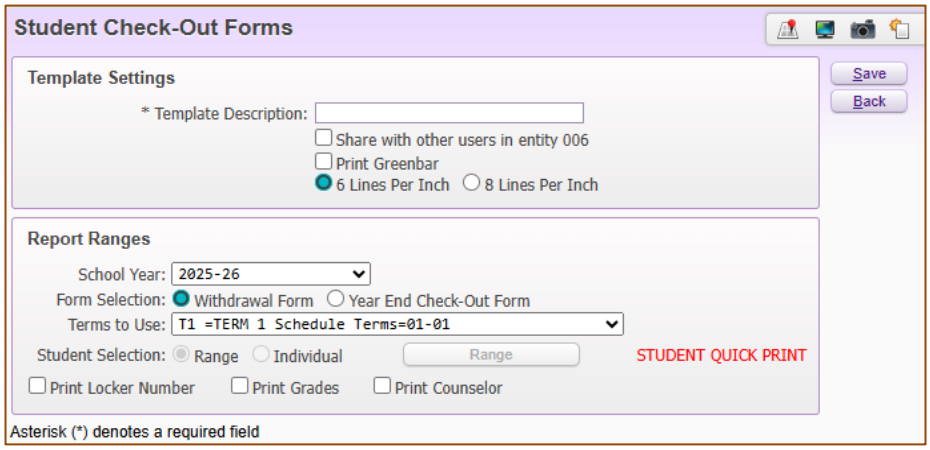
Administrator's Signature: _____ Date: _____/_____/_____

White-Technology **Yellow**-Campus Copy **Pink**-Parent

SKYWARD STUDENT WITHDRAWAL FORM

Skyward system generated form.

Student > Student > Entry/With > Quick Print > Check Out Forms



Student Check-Out Forms

Template Settings

* Template Description: _____

☐ Share with other users in entity 006

☐ Print Greenbar

◉ 6 Lines Per Inch ○ 8 Lines Per Inch

Save Back

Report Ranges

School Year: 2025-26

Form Selection: ◉ Withdrawal Form ○ Year End Check-Out Form

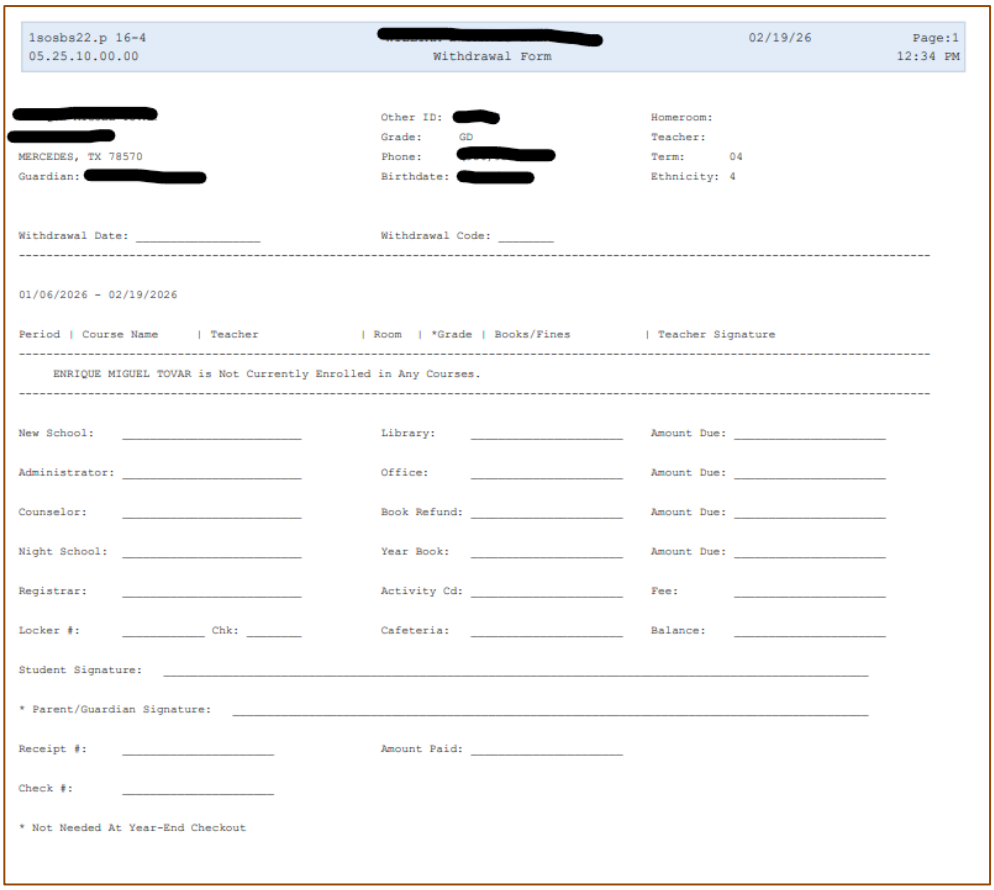
Terms to Use: T1 =TERM 1 Schedule Terms=01-01

Student Selection: ◉ Range ○ Individual Range STUDENT QUICK PRINT

☐ Print Locker Number ☐ Print Grades ☐ Print Counselor

Asterisk (*) denotes a required field

SKYWARD STUDENT WITHDRAWAL FORM EXAMPLE



1sosbs22.p 16-4 [redacted] 02/19/26 Page:1
05.25.10.00.00 Withdrawal Form 12:34 PM

[redacted]
[redacted]
MERCEDES, TX 78570
Guardian: [redacted]

Other ID: [redacted]
Grade: GD
Phone: [redacted]
Birthdate: [redacted]

Homeroom:
Teacher:
Term: 04
Ethnicity: 4

Withdrawal Date: _____ Withdrawal Code: _____

01/06/2026 - 02/19/2026

Period | Course Name | Teacher | Room | *Grade | Books/Fines | Teacher Signature

---

ENRIQUE MIGUEL TOVAR is Not Currently Enrolled in Any Courses.

New School: _____ Library: _____ Amount Due: _____

Administrator: _____ Office: _____ Amount Due: _____

Counselor: _____ Book Refund: _____ Amount Due: _____

Night School: _____ Year Book: _____ Amount Due: _____

Registrar: _____ Activity Cd: _____ Fee: _____

Locker #: _____ Chk: _____ Cafeteria: _____ Balance: _____

Student Signature: _____

* Parent/Guardian Signature: _____

Receipt #: _____ Amount Paid: _____

Check #: _____

* Not Needed At Year-End Checkout

LEAVER VALIDATION REVIEW FORM

CAMPUS: _____

SY _____ LEAVER VALIDATION REVIEW FORM

SIX WEEKS PERIOD: _____ **DATE:** _____

MERCEDES INDEPENDENT SCHOOL DISTRICT

	GRADE LEVEL	STUDENT NAME	LOCAL STUDENT ID	LEAVER CODE	WITHDRAWAL DATE	DOCUMENTATION DATE	SUPPORTING DOCUMENTATION	DOES THE DOCUMENTATION MEET PEIMS STANDARDS?	IF NO PLEASE SPECIFY WHY:	FOLLOW UP ITEM?	WAS CORRECTIVE ACTION TAKEN AFTER PRIOR REVIEW?
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

Legend:
STF-Student Tracking Form
HV-Home Visit
FTE-Failure to Enroll

STUDENT TRACKING FORM

MERCEDES INDEPENDENT SCHOOL DISTRICT

1st Attempt: _____
2nd Attempt: _____
3rd Attempt: _____

****CONFIDENTIAL****

STUDENT TRACKING FORM

Verification of Enrollment

2025 - 2026

Requesting Information for:

Student Name: _____ **Date of Birth**: _____

School: _____ **Date Sent:** _____

The following information is requested in order to track student(s) who have left our district. Your assistance with his/her information is greatly appreciated. If additional information is needed, please call (956) 514-2068. Please check the following that applies to the student. Thanks in advance for your help and cooperation.

Has the above student enrolled in your school? *(circle one)* Yes No

Date of enrollment: _____ **Grade Level** _____

School Name: _____

Address: _____ **City/State/Zip:** _____

Comments: _____

_____

Name of School Personnel: _____

Signature: _____ **Title**: _____

Please email this form to: Contact Staff Email: _____

School: _____ **Campus Phone: (956)**_____

VERIFICATION REPORTS AND TIMELINES



TEA LEAVER SUBMISSIONS TIMELINES ↑

2025-2026 School Year (Transition Year)
2024-2025 School Year Leavers and Graduates
Close of School Start Window – September 26, 2025
PEIMS Fall Submission Due – December 11, 2025
PEIMS Fall Resubmission Due – January 15, 2026
2025-2026 School Year Leavers and Graduates
PEIMS Summer Submission Due – June 18, 2026
PEIMS Summer Resubmission Due – July 16, 2026
Report 2025-2026 students in grades 7 through 12: • Who were enrolled at some time during the school year but not on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "I"). • Who were enrolled on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "H"), and the LEA now has documentation that the student has since entered a new educational setting. • Who graduated between the first and last day of school.
PEIMS Extended Year Submission Due – August 27, 2026
Report 2025-2026 students in grades 7 through 12: • Who were enrolled at some time during the school year but not on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "I"), and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162). • Who were enrolled on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "H"), and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162). • Who graduated before August 31, 2026, and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162).
Close of School Start Window – September 25, 2026
The LEA should ensure all students in grades 7 through 12 who were enrolled any time during the 2025-2026 school year have either returned to the LEA during the 2026-2027 school start window (no leaver record needed), have moved to another Texas public school (no leaver record needed), or have been reported in the PEIMS Summer Submission, Resubmission, or the Extended Year Submission with an ExitWithdrawType (C162).
PEIMS Extended Year Resubmission Due – October 1, 2026
Report 2025-2026 students in grades 7 through 12: • Who were enrolled in the 2025-2026 school year and did not return to the LEA during the 2026-2027 school start window, and who were not reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission with an ExitWithdrawType (C162). • Who graduated on or before August 31, 2026, and were not reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission with an ExitWithdrawType (C162). • Who were reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission and the LEA has documentation to change the ExitWithdrawType (C162).

2026-2027 School Year
2026-2027 School Year Leavers and Graduates
PEIMS Summer Submission Due – June 17, 2027
PEIMS Summer Resubmission Due – July 15, 2027
Report 2026-2027 students in grades 7 through 12: • Who were enrolled at some time during the school year but not on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "I"). • Who were enrolled on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "H"), and the LEA now has documentation that the student has since entered a new educational setting. • Who graduated between the first and last day of school.
PEIMS Extended Year Submission Due – August 26, 2027
Report 2026-2027 students in grades 7 through 12: • Who were enrolled at some time during the school year but not on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "I"), and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162). • Who were enrolled on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "H"), and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162). • Who graduated before August 31, 2027, and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162).
Close of School Start Window – September 24, 2027
The LEA should ensure all students in grades 7 through 12 who were enrolled any time during the 2026-2027 school year have either returned to the LEA during the 2027-2028 school start window (no leaver record needed), have moved to another Texas public school (no leaver record needed), or have been reported in the PEIMS Summer Submission, Resubmission, or the Extended Year Submission with an ExitWithdrawType (C162).
PEIMS Extended Year Resubmission Due – September 30, 2027
Report 2026-2027 students in grades 7 through 12: • Who were enrolled in the 2026-2027 school year and did not return to the LEA during the 2027-2028 school start window, and who were not reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission with an ExitWithdrawType (C162). • Who graduated on or before August 31, 2027, and who were not reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission with an ExitWithdrawType (C162). • Who were reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission and the LEA has documentation to change the ExitWithdrawType (C162).

2027-2028 School Year
2027-2028 School Year Leavers and Graduates
PEIMS Summer Submission Due – June 15, 2028
PEIMS Summer Resubmission Due – July 20, 2028
Report 2027-2028 students in grades 7 through 12: • Who were enrolled at some time during the school year but not on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "I"). • Who were enrolled on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "H"), and the LEA now has documentation that the student has since entered a new educational setting. • Who graduated between the first and last day of school.
PEIMS Extended Year Submission Due – August 31, 2028
Report 2027-2028 students in grades 7 through 12: • Who were enrolled at some time during the school year but not on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "I"), and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162). • Who were enrolled on the final day of the school year (AsOfStatusLastDayEnrollment (C323) "H"), and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162). • Who graduated before August 31, 2028, and who were not reported in the PEIMS Summer Submission or Resubmission unless the LEA has documentation to change the ExitWithdrawType (C162).
Close of School Start Window – September 29, 2028
The LEA should ensure all students in grades 7 through 12 who were enrolled any time during the 2027-2028 school year have either returned to the LEA during the 2028-2029 school start window (no leaver record needed), have moved to another Texas public school (no leaver record needed), or have been reported in the PEIMS Summer Submission, Resubmission, or the Extended Year Submission with an ExitWithdrawType (C162).
PEIMS Extended Year Resubmission Due – October 5, 2028
Report 2027-2028 students in grades 7 through 12: • Who were enrolled in the 2027-2028 school year and did not return to the LEA during the 2028-2029 school start window, and who were not reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission with an ExitWithdrawType (C162). • Who graduated on or before August 31, 2028, and who were not reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission with an ExitWithdrawType (C162). • Who were reported in the PEIMS Summer Submission, Resubmission, or Extended Year Submission and the LEA has documentation to change the ExitWithdrawType (C162).

Resources ↑

Mercedes ISD FD-Admissions
Mercedes ISD FEA-Attendance: Compulsory Attendance
PEIMS Leaver Data - Documentation Requirements for the PEIMS Leaver Data
TSDS Web-Enabled Data Standards (TWEDS)
TEA Student Attendance Accounting Handbook (SAAH)
TEA Leaver Validations