



2020-2021 Leaver Form Codes and Brief Explanations

Section 31.104 of the Texas Education Code states "If instructional materials or technological equipment is not returned in an acceptable condition or paid for, the district or school may withhold the student's records." **KISD requires all borrowed instructional materials, textbooks, electronic devices or outstanding fines to be returned and/or cleared, prior to the release of academic records.** Please contact your child's campus to schedule an appointment to return all borrowed KISD inventory.

Campus Number _____ Campus Name: _____

Student Name: _____	
ID Number: _____	Birth Date: _____ Grade Level: _____ <input type="radio"/> Male <input type="radio"/> Female
Parent/Guardian/ Qualified Student Name: _____ Relationship to Student: _____	
E-mail: _____ Phone Number: (____) _____ - (____) _____ - _____	
<input type="radio"/> Current or <input type="radio"/> New Mailing Address: _____	
City: _____ State: _____ Zip: _____	
Last Date of Attendance at Present School: _____ . If applicable, please answer questions below:	
New School District & Campus: _____	
New School City & State: _____	
Home Country: _____ City: _____	
Reason for Withdrawal: _____	
Parent/Guardian/Qualified Student Signature: _____ Date: _____	

Exit/Leaver CODE ASSIGNMENT (REQUIRED for each withdrawn student on both Leaver Forms and in eSchool)

01 – Graduated 03 – Deceased 08 - Left due to Pregnancy (98)	85- Outside of TX/US Grad, entered Texas public school, and left w/o our diploma
16- Return to student/parent Home Country of _____	86-Student earned GED outside of TX w/copy of Cert; returned to high school, left
20- Medical/Residential Facility 24- College with 9 hrs	87- Texas Tech/UT High School ISD Diploma Program
60- Home school w/ started date by parent/guardian: _____	88- Court Ordered GED—not earned - w/Case # & Judge
66- CPS removal	89- Incarcerated as an adult in State or Federal Facility
81- Private school in Texas – includes Job Corps	90- Military Grad—Out of TX - grad from sending State
82- Private or public school outside of TX	78- Expulsion and cannot return – not for JJAEP
83- Falsification of Enrollment (Due process w/Admin)	98 – Dropout/Unknown Status/GED or Other Intent

(Type/print the appropriate Leaver Code) # _____

Note: The Leaver Code may need to be determined by an Administrator, Registrar, District Coordinators for Dropout Recovery and/or the PEIMS Department; please confer/consult if necessary.

Person assigning Code: _____

Title: _____

Date of Posting: _____

Additional Notes: _____

- **Code 99 – TReX Request/TSDS confirmation or GED Certificate**

- 01** Grad Transcript w/credits, exit tests, seal, date, signed and/or diploma.
- 03** Death certificate, obituary, funeral program, or written / oral statement.
- 08** Left due to pregnancy, male or female student (*dropout for State and Federal) – Oral or written statement acceptable
- 16** Oral / written statement by qualified student, parent, relative or adult neighbor re: student's return to home country. Must include name of home country. Student does not need to have been born there.
- 66** CPS removal – signed by officer.
- 78** Expulsion/cannot return, not for JJAEP, must document due process.
- 81** Private school - Texas – includes Job Corps.
- 82** Private or public school - out of State. For both 81 & 82 = Request for Records / oral or written statement from school. Written notice from parent or guardian, qualified student to authorized District representative.
- 83** Falsification of enrollment/not authorized to enroll. Include due process documentation-confer w/ Administrator and/or Legal.
- 85** Previous grad outside of Texas/US w/ proof of credits, seal, signed, dated, diploma.
- 86** GED Certificate (out of TX) w/documentation Testing company showing completion, date, cert.#, location, and contact info.
- 87** Texas Tech or UT High School ISD Diploma Program Transcript / records request or letter confirmation from ISD
- 88** Court order from a Judge requiring GED prep- GED not earned. Must include case #, court, Judge name, date. Considered *Federal 98.
- 89** Oral/written notification from law enforcement, prosecuting attorney, or State/Federal incarceration institution. *Federal dropout.
- 90** Military Interstate Compact Agreement Grad= Official Transcript w/credits, seal, signed, sending State