

BEAUMONT ISD LEAVER CODE CHECKLIST FOR 2019-2020 (rev. 8/1/19)

LEAVER CODE	STATE LEAVER REASON	NOTE: COMPLETE DOCUMENTATION MUST BE ON FILE PRIOR TO ASSIGNING THE LEAVER CODE!
1	GRADUATED	<input type="checkbox"/> Official transcript showing sufficient credits & successful completion of all state assessments, graduation seal, date of completion and school official signature
3	DEATH OF STUDENT	<input type="checkbox"/> Copy of death certificate, obituary or funeral/memorial program or; <input type="checkbox"/> Written statement from parent/legal guardian stating student died and date of death or; <input type="checkbox"/> Written documentation of an oral statement by a parent/legal guardian, stating student has died, signed & dated by school official.
16	RETURN TO FAMILY'S HOME COUNTRY <i>(use for students who are leaving the US to return to their home country)</i>	<input type="checkbox"/> Letter, email or written statement from parent/legal guardian – Must identify destination city and country. <input type="checkbox"/> Documentation of an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts ; signed & dated by school administrator.
24	COLLEGE TO PURSUE DEGREE <i>[including Lamar Texas Leadership Academy for High School Students]</i> <i>Must be enrolled at least 9 hours</i>	<input type="checkbox"/> Written transcript or records request from the college or; <input type="checkbox"/> Signed letter from college verifying enrollment/credit hours or; <input type="checkbox"/> Signed documentation of an oral statement by a college official, provide name & location of college & verify student is enrolled for at least 9 credit hours or; <input type="checkbox"/> Letter, signed and dated by parent/legal guardian or qualified student identifying the name of the college & the actual date the student enrolled with copy of student's schedule
60	STUDENT IS HOMESCHOOLED BY PARENT/LEGAL GUARDIAN	ONLY A PARENT/LEGAL GUARDIAN CAN SIGN TO HOMESCHOOL A STUDENT <input type="checkbox"/> Letter, signed and dated by PARENT/LEGAL GUARDIAN stating the actual date that homeschooling began. (CANNOT BE INTENT TO HOME SCHOOL)
66	REMOVED BY CPS NO CURRENT STATUS OR ENROLLMENT	<input type="checkbox"/> Written documentation from CPS, signed & dated by CPS officer or, <input type="checkbox"/> Documentation of an oral statement by a CPS representative - must include CPS officer's name, contact information; signed & dated by school official.
81 ----- 82	ENROLLED IN TX PRIVATE SCHOOL <i>[including Job Corps]</i> OR ENROLLED IN SCHOOL OUT OF TX	CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98 <input type="checkbox"/> Written transcript/records request from private/out of state school or; <input type="checkbox"/> Signed letter from private/out of state school verifying enrollment or; <input type="checkbox"/> Letter, signed and dated by parent/legal guardian or qualified student stating student has enrolled in TX private school or school outside of Texas.
83	ADMINISTRATIVE WITHDRAWAL TEA Acceptable Reasons: 1. Not a district resident, 2. Not authorized under TEC 25.001 or as an <u>inter</u> -district transfer student, 3. Immunization deficiencies <i>(nurse must authorize WD)</i>	<input type="checkbox"/> Due Process Documentation <ul style="list-style-type: none"> ▪ Copy of letter to parent/legal guardian or qualified student with intent to withdraw, reason and date of due process hearing/conference, AND ▪ Written report of due process hearing that contains findings of fact of district decision and notice of parent/legal guardian's right to appeal (hearing not required if parent/guardian agrees student should not have been enrolled)
85	GRADUATED OUTSIDE TEXAS STUDENT RETURNED-LEFT AGAIN	<input type="checkbox"/> Official transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.
86	EARNED GED OUTSIDE TEXAS	<input type="checkbox"/> Copy of GED certificate or; <input type="checkbox"/> Written documentation from testing company w/ date of completion of GED
87	ENROLLED IN UNIV HS PROGRAM <i>[TX Tech or UT Austin Only]</i>	<input type="checkbox"/> Transcript (records) request from the HS diploma program or; <input type="checkbox"/> Official letter from the HS diploma program stating the student is enrolled.
88 Federal Acct	COURT-ORDERED GED, NOT EARNED	<input type="checkbox"/> Copy of court order, dated & signed by judge
89 Federal Acct	INCARCERATED AS AN <u>ADULT</u> IN STATE JAIL OR FEDERAL PENITENTIARY <i>*Cannot Be Used For Incarceration in City or County Jail</i>	<input type="checkbox"/> Written notification from law enforcement agency, prosecuting attorney, state jail or penitentiary that student is incarcerated or; <input type="checkbox"/> Documentation of oral statement from law enforcement agency, prosecuting attorney, state jail or penitentiary that student is incarcerated; must include name of facility, date of incarceration and must be signed & dated by authorized school official
90	GRADUATED FROM ANOTHER STATE INTERSTATE COMPACT MILITARY CHILDREN	<input type="checkbox"/> Official transcript showing sufficient credits, date of completion and school official signature or; <input type="checkbox"/> Diploma with a graduation seal.
98* State & Federal Acct	REASONS UNKNOWN OR NOT LISTED	<input type="checkbox"/> Dropout Recovery documentation (phone logs, home visit form, attendance intervention, etc.,)

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LOCAL LEAVER CODES [Note: Use of some local codes may result in Dropout]		
LEAVER CODE	LOCAL LEAVER REASON	NOTE: COMPLETE DOCUMENTATION MUST BE ON FILE PRIOR TO ASSIGNING THE LEAVER CODE!
DV	<i>Grade Level Divide</i>	<input type="checkbox"/> Administrator's Written Approval
L4*	WD - Fail State Assessment <i>Other Grad Requirements Not Met</i>	<input type="checkbox"/> Transcript showing deficiencies & State Assessment scores on file
L6*	WD - Fail State Assessment <i>Other Grad Requirements. Met</i>	<input type="checkbox"/> Transcript showing sufficient credits & State Assessment scores on file
L8*	WD - Incarceration City/County Jail	<input type="checkbox"/> Written/oral statement from parent/legal guardian stating incarceration <input type="checkbox"/> Signed withdrawal form from parent/legal guardian stating incarceration
L10	WD - Place in JJAEP <i>[Verify Actual Enrollment, otherwise student may be underreported]</i>	CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98 <input type="checkbox"/> Contact JJAEP to verify/document actual enrollment date <input type="checkbox"/> Print screen from PET/PID search to show actual enrollment
L12	WD - Place in Pathways <i>[Verify Actual Enrollment, otherwise student may be underreported]</i>	CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98 <input type="checkbox"/> Contact Pathways to verify/document actual enrollment date <input type="checkbox"/> Print Screen from PET/PID search to show actual enrollment
L14	WD - Retention or Grade Level	<input type="checkbox"/> Administrator's written approval
L16*	WD - Poor Attendance/Grades <i>[Contact Student Services Prior to WD]</i>	<input type="checkbox"/> Copy of student's attendance record and/or report card <i>[No Dropout Recovery Attempted]</i>
L18*	WD - Pregnancy, Marriage, Military	<input type="checkbox"/> Written statement from parent/legal guardian or qualified student <input type="checkbox"/> Documentation of oral statement by a parent/legal guardian, or qualified student signed & dated by authorized school official
L20*	WD Reasons Unknown - NO SHOW <i>[No-Show - Reason Unverified]</i>	<input type="checkbox"/> Acceptable Code for code for first day of school No-Shows <i>[Indicates No Recovery Attempt Has Been Made]</i>
L22	WD Enroll in other TX Public School <i>[Verify Actual Enrollment, otherwise student may be underreported]</i>	CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98 <input type="checkbox"/> Written statement by parent/legal guardian <input type="checkbox"/> TReX/(records) request from other TX public school <input type="checkbox"/> Print screen from PET/PID search to show actual enrollment <input type="checkbox"/> Letter/written statement from other TX public school
L24	WD Enroll in TX Charter School <i>[Verify Actual Enrollment, otherwise student may be underreported]</i>	CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98 <input type="checkbox"/> Written statement by parent/legal guardian <input type="checkbox"/> TReX/(records) request from other TX charter school <input type="checkbox"/> Print screen from PET/PID search to show actual enrollment <input type="checkbox"/> Letter/written statement from TX Charter School
L26*	WD Enter Hospital/Health Facility <i>[No Education Services Provided]</i>	<input type="checkbox"/> Written statement by parent/legal guardian <input type="checkbox"/> Signed withdrawal form from parent/legal guardian
L28*	WD to Earn GED <i>[Not court-ordered]</i>	<input type="checkbox"/> Written statement by parent/legal guardian or qualified student <input type="checkbox"/> Oral statement by parent/legal guardian or qualified student signed by school official
L30	WD to other BISSD school <i>[Verify Actual Enrollment, otherwise student may be underreported]</i>	CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98 <input type="checkbox"/> Contact other BISSD school to document actual enrollment <input type="checkbox"/> Print Screen from PET/PID search to show actual enrollment
L32	WD to Paul Brown <i>[Verify Actual Enrollment, otherwise student may be underreported]</i>	CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98 <input type="checkbox"/> Contact Paul Brown to document actual enrollment date <input type="checkbox"/> Print Screen from PET/PID search to show actual enrollment
L33*	WD - Poor Attendance (ARC) <i>[Dropout Recovery Attempted]</i>	<input type="checkbox"/> Copy of student attendance record & attendance intervention documentation signed & dated by school official
L34*	WD - Runaway <i>[Must Have Runaway Case#]</i>	<input type="checkbox"/> Withdrawal form signed by parent/legal guardian with runaway case# <input type="checkbox"/> Documentation from law enforcement with runaway date & case#