

La Villa ISD



LEAVER PROCEDURES MANUAL

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SECTION I: INTRODUCTION

INTRODUCTION

PURPOSE

The purpose of this policies and procedures manual is to provide guidance and direction to District personnel charged with the maintenance and accuracy of student withdrawal records. These are designed in accordance with the Student Attendance Accounting Handbook and PEIMS Leaver Data Requirements.

SCHOOL REQUIREMENTS

Schools must document the withdrawal of students in grades EE-12 and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required to support all leaver and mover reason codes.

Leavers are students who were served in grades 7 – 12 during the prior school year, but have not enrolled in the district during the current school year. Leavers include

- o graduates,
- o students who died,
- o students who return to their home country
- o students who enrolled in College to pursue an Associate's or Bachelor's Degree
- o students who leave for home schooling,
- o students who were removed by CPS
- o students who enroll in private school,
- o students who enroll in an out-of-state school,
- o students withdrawn by the school district who were not entitled to enrollment.
- o GED outside of TX
- o all dropouts

Movers are students who move to another Texas public school, including state charter schools and other LA VILLA schools. Movers include

- o students enrolled in another Texas public school district
- o students who earn a GED certificate at a Texas examination site by August 31st, or
- o students who withdrawal to attend a health care facility outside your district (only with confirmation that the other district enrolled them and the hospital stay is 10 days or more)
- o students who are incarcerated to the Juvenile Probation Office (these are students 17 and younger where the facility will provide mandatory education for them)
- o students who are accounted for by other state reconciliation processes.

See Appendix section for list of Withdrawal Codes.

RESPONSIBILITIES

The central administration responsibilities include compliance reporting and dropout prevention. PEIMS Coordinator, Marianna Reyna, collects and reports 203 Leaver Records to TEA. The Superintendent or Designee conducts staff development for campus dropout teams. The annual Leaver training is completed for elementary and

secondary campuses by central office. The training includes a review of leaver codes, documentation expected in student folders, and data-entry training for withdrawals.

Internal Audits can be conducted on an as needed basis by an Internal Auditor, PEIMS Department, or Superintendent.

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.

DESIGNATED STAFF

The principal shall at the beginning of each year designate the staff member who will be responsible for performing withdrawals and verifying documentation. In the event that a staff member is not available, an alternate staff member can be designated.

Designated Staff:

- Counselors
- Assistant Principals
- School Community Liaison (Only when a Home Visit is required)

The designated staff is responsible for ensuring all required steps are taken during the withdrawal process, proper signatures are obtained, documentation is created and withdrawal process is completed.

In addition, an administrator at each secondary campus shall be designated to conduct leaver audits on a six-weeks basis.

Campus Liaisons will be delegated the task of Drop-out recovery.

Campus PEIMS/Attendance Clerks will be the primary staff charged with coding withdrawals and or making updates since they have the appropriate training in the TxEIS software.

A secondary staff person should be determined solely for back-up purposes. This person needs to also be trained in TxEIS

SECTION II: WITHDRAWAL PROCEDURES

WITHDRAWAL PROCEDURES

A Withdrawal flowchart is included in the Forms section of this manual.

1. The designated staff is the only person that can initiate a withdrawal. Students considering or intending to withdraw should first approach their counselor or other available counselors.
2. Counselors will discuss the reasons for withdrawal with the student drawing attention to additional support that may be available with the district or elsewhere in the community.
3. If the student wishes to continue the withdrawal, the counselor will conduct an exit interview with the student and make contact with parent/guardian.
4. The Withdrawal Interview Record will be completed (an example of a completed form is in the Appendix)
 - a. Required documentation will be collected to support withdrawal code (see Appendix section on Leaver Reason Codes and Documentation Requirements).
 - b. Parent/Guardian signatures are required on all withdrawal records unless accompanying documentation is provided with explanation of missing signatures.
 - c. **Under no circumstances are students or campus staff allowed to sign for parents/guardians, this situation would be considered falsification of a state record and is prohibited.**
 - d. Documentation of actual enrollment in a college, home school, a private school, an out-of-state school, another La Villa ISD school, or a Texas public school must be obtained in order to use that particular Leaver Code. *See Forms section for Student Enrollment Verification.*
 - e. Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination.
5. The student will then be directed to the attendance office where attendance staff will withdraw the student from the student accounting software and generate an official Withdrawal Form from TxEIS (see sample in Appendix Forms section).
 - a. **Note:** Under no circumstances should a student be withdrawn from student accounting software without a completed Withdrawal Interview Record.
6. The student will then obtain grades and signatures from all teachers, bookkeeper, and registrar.
7. The student should then submit the withdrawal form to the counselor where (s) he will ensure accuracy and completeness, staple forms and distribute copies appropriately. **The Withdrawal Form must be signed by a 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.**
8. Original copy of the Withdrawal Interview Record is placed in the student's cumulative folder; (optional-a copy may be stored in a binder for easy access).
9. Documentation to support leaver code is placed in the student's cumulative folder.
10. Original copy of the Withdrawal Form is placed in the student's cumulative folder; a copy is given to the parent.
11. All Withdrawal Forms and documentation must be kept in a secure locked office and be retained for 5 years.

Acceptable Reasons for a Withdrawal

- Moving to another Texas School District
- Moving Out of State
- Migrating
- Enrolling in a Private School
- Returning to Home Country
- Home Schooling

Unacceptable Reasons for a Withdrawal

- Family Illness
- Vacation
- Parent Request not meeting above requirements
- Marriage/Pregnancy
- Religious Camp or Conference
- Absences* (Unless procedures under Truancy section have been completed)
- Discipline Issues
- Early May Withdrawals for reasons not listed above
- Short Term Hospital Stays

*Before students with excessive absences can be withdrawn, the steps in the “Procedures for Student Absences and Truancy” must be completed. See Compulsory Attendance and Truancy section for procedures.

Withdrawal Dates

Your campus should withdraw a student from the attendance accounting system on the date your district becomes aware the student is no longer a member of the district. With proof of enrollment in a different district/campus, retroactive withdrawals are permitted to the day a student enrolled in another school. Your campus must update all attendance accounting records affected by such a change.

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

Questions or Concerns

Correct assignment of leaver 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 PEIMS Department or Superintendent for resolution.

Follow-up

Designated personnel (PEIMS Clerk) should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting such as: college, home school, a private school, an out-of-state school, another La Villa school, or a Texas public school.

Acceptable Mover Documentation can include a Student Verification of Enrollment Form (*see Form section*) and if available attach the PET enrollment record from the Edit + program.

These documents will be kept in the student's cumulative folder.

Note: Even though the campus receives a TREX request from another school district, a Student Verification of Enrollment is required.

SCENARIOS

1. Students 18 Years of Age or Older

Your district may withdraw a student who is at least 18 years old and is voluntarily enrolled in school when he or she accumulates more than five unexcused absences in a semester. Your district may revoke the enrollment of such a student for the remainder of the school year. A student who is removed from school under this provision will be considered a dropout for accountability purposes unless the student returns to school during the school-start window the following fall.

This authority to revoke enrollment does not override your district's responsibility to provide a free appropriate public education to a student who is eligible for special education services.

2. Temporary Absences and Withdrawal

Your campus may **not** withdraw a student who is temporarily absent (e.g., as a result of illness or suspension) but still a member of your district.

3. Students Whose Whereabouts Are Unknown Students

School Attendance Improvement/Truancy Prevention Plan outlines the steps when excessive absences occur. However, if eventually a student has to be withdrawn, complete a Withdrawal Interview Record and generate a Withdrawal Form in the same manner as withdrawal procedures above.

Designated personnel (PEIMS Clerk) should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting. Clerk will sign off on the Withdrawal documents. **If the student's whereabouts cannot be ascertained, this student will remain with the withdrawal code of a dropout.**

4. Graduates - All graduates including those who graduate early during the school year and summer graduates:

Schools must enter the appropriate leaver code in TxEIS for all students who graduated during the prior school year, including the summer of the prior year.

Data Comes from Counselor. Data is Entered By PEIMS Clerk.

For GRADUATION-TYPE-CODE, report the code that represents the program with the most stringent requirements that was completed by the student. *See Appendix for a list of 2014- 2015 PEIMS GRADUATION-TYPE-CODES.*

Students who have previously completed all graduation requirements in one school year, but do not pass the exit-level TAAS or TAKS until the next year, are reported as graduates in the year in which the TAAS or TAKS test was passed. To report these students to the PEIMS Department, see Forms section for "PEIMS Reporting Request for Graduates Pending TAKS".

Students reported with a LEAVER-REASON-CODE of 01 or W3 must also have valid entries for DATE-OF-GRADUATION, and GRADUATION-TYPE-CODE.

Students who complete a GED program are not reported as graduates.

- (a) Graduation records are reported through PEIMS leaver records as a part of fall PEIMS submission.
- (b) Designated personnel must review all PEIMS fields for these leavers (special education indicator, economic disadvantaged, graduation date).

Timeline for coding Graduates

Due to new reporting requirements, dropout recovery process, and school start window, the following is a timeline for submitting graduates to the attendance staff to ensure proper recording of graduates.

Mid-Term Graduates	January 15 th
May Graduates	June 15 th
Summer Graduates	August 15 th

Timelines for Summer and May Graduates must be adhered to in order to properly report all dropout students at the beginning of the school year.

5. Students 21 Years of Age or Older and Placement in a DAEP or JJAEP

Students who are 21 years of age or older who are admitted for the purpose of completing the requirements of a high school diploma are not eligible for placement in a district alternative education program (DAEP) or juvenile justice alternative education program (JJAEP) if the person engages in conduct that would require or authorize such placement for a student under the age of 21. If a student engages in conduct that would otherwise require such placement, your district must revoke admission of the student into the public schools of the district.

6. Students who falsified information.

Please refer to the Appendix D Leaver Reason Codes and Documentation Requirements. You will need to attach any Logs/Home Visits that are relevant to the withdrawal. You will also need to fill out Form “Notice of Student Withdrawal to Parent Code 83”. You can also see an example of a Withdrawal Interview Record filled out using this code in Appendix.

7. Student who is withdrawing for Home Schooling.

The parent must first fill out the “Home School” form available in the Forms section and have it reviewed by Pupil Accounting. After they get this verification from the Director. The student can be withdrawn using the code.

FREQUENTLY ASKED QUESTIONS

Is it correct to withdraw a student when they are going on vacation and we know they are coming back?	No, do not withdraw them. They are to be counted absent.
What date do we use for withdrawing students who are runaways?	We can withdrawal them the date the parent notifies the campus. Parent will be expected to re-enroll student to discuss truancy measures. (Code 98)

<p>Should a district withdraw a student whose parent is coming in saying that they are leaving out of town? Information has shifted to the coordinator that a group of students will be going out of state for a competition. The parents are not informing the district of this but are withdrawing their kids. Is this allowable?</p>	<p>If the parent says that they are moving out of the district then they should be withdrawn. "Leaving out of town" is not moving out of the district.</p>
<p>A student enrolled for two days, then was absent for several days before Mom came in to withdraw him. What would his withdrawal date be? Would it be the last day he was physically sitting in our school or would it be when we became aware that he was no longer with us?</p>	<p>In the situation you described, the withdrawal date is the day that the mother withdrew him.</p>
<p>If a student leaves to visit relatives in his home country and will be gone several weeks, can the student be withdrawn and re-entered when he returns to the country?</p>	<p>These would typically be unexcused absences.</p>
<p>When a student was withdrawing the parent did sign the Withdrawal Interview Record, but did not sign the official Withdrawal Form.</p>	<p>District should document at the time of the conversation that the information was requested, and the parent refused to provide it. Appropriate documentation of a parent refusal to provide information includes the date, content of conversation, name of person with whom the conversation was conducted, and the signature of the school official verifying the conversation.</p>

SECTION III: DATA ENTRY

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 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 professional personnel.

Generating Withdrawal Form

- Step 1: From the Registration Reports screen, click on Withdrawal Transfer Form
- Step 2: Enter Campus ID
- Step 3: Enter current Semester/Cycle
- Step 4: Enter “Y” to print all Special Population Information, Immunization Dates
- Step 5: Enter Student ID
- Step 6: Enter “Y” to print student SSN
- Step 7: Enter “Y” to print Withdrawn Courses
- Step 8: Click Run Preview and print Withdrawal Form

Coding Withdrawals

- Step 1: Search for Student in TxEIS>Registration
 - Step 2: Student Enrollment > W/R Enroll tab
 - Step 3: Click on Exit Date>Enter Withdrawal date from Withdrawal form
 - Step 4: In the Withdrawal Code field, enter the code from the Withdrawal Interview Record form.
 - Step 5: Click Save
- The withdrawal has been saved.*

Coding Graduates

- Step 1: Verify Status = Graduated
- Step 2: Registration>Student Enrollment
- Step 3: Demo 3 Tab
- Step 4: Update Year End Status to Graduated (12)
- Step 5: Enter the Graduation Date
- Step 6: Enter the Graduation Type. Click Save.

SECTION IV: MONITORING LEAVERS

MONITORING LEAVERS

1. **No Show Report**

To run this report, use TxEIS > Registration> Registration Reports > No Show Report.

This in-house (LA VILLA ISD) report is used from the beginning of school through the end of the school start window. It lists the students who attended 1 or more days at La Villa ISD during the previous school year and did not return the current school on or before the school start window. The reports include students with drop-out and non-verified withdrawal codes.

Schools need to use the names generated from this report and begin to research their whereabouts. Any information found should be coded in Prior Year Leaver Tracking in Registration. This No Show Report does not represent the final list of dropouts. Once EDIT+ is available from TEA, La Villa can begin working/researching the EDIT+ Leaver and Dropout Reports.

2. **No Show Report for Current School Year (to be used after school-start window).** This in-house (La Villa ISD) report is used after the school start window and throughout the remainder of the school year. It lists students who attended La Villa for 1 or more days during the current school year.

Attendance clerks will generate this report weekly to verify enrollment of these students by sending it to the PEIMS Coordinator to look up the students using the Student Enrollment Verification Form and the PET (PID Enrollment Tracking program from TEA).

After they have verified their enrollment or whereabouts they give the list of students to the Attendance Clerk with the correct Leaver Code. The Attendance Clerk flags the students in TxEIS.

Step 1: Go to W/R Tab in Registration

Step 2: Go to withdrawal code that needs to be updated

Step 3: Change the withdrawal code.

Step 4: At a minimum add the comments of what date this enrollment was verified and the initials of the PEIMS Clerk that verified enrollment.

3. **EDIT+.** This is a Web-based program provided by the Texas Education Agency that includes the following reports:

- Leaver Roster** – lists all students withdrawn from the school.
- Dropout Roster** – lists all students who are considered dropouts.

- **Presumed Under-reported** – lists students who were enrolled in LA VILLA ISD the previous year and have not been accounted for this school year, via a Leaver record, Mover record, or re-enrollment record.
 - **Presumed Over-reported** – within the Presumed Under-reported Report we can search for students where LA VILLA is creating a leaver record but have been accounted for in another process. For ex: We are reporting a student as a drop-out but TEA has a record that the student received their GED.
- **PID Error Report** – lists students with personal identification errors that cannot be matched because of discrepancies.

4. **Six Weeks Leaver/Withdrawal List.** The designated campus administrator will, on a six weeks basis during the school year receive from the PEIMS Department a Withdrawn Student's report and conduct an audit of leaver documentation.

This report comes from TxEIS> Registration > Entry/Withdrawal folder > Withdrawal List
 This signed Leaver list, copy is sent to the PEIMS Department and may be subject to internal audits of the documentation process.

5. **Weekly Status of Leavers.** Principals, Liaisons and senior staff at central office also get a daily report of the number of dropouts for their campus via e-mail.

CHANGING LEAVER-REASON-CODES

Once a district meets the documentation standard that supports the leaver reason code used, LA VILLA ISD is not required to obtain additional information on the student. If additional information is received, the original leaver code does not need to be changed.

For example, if a campus assigned LEAVER-REASON-CODE 60 student withdrew from/left school for home schooling for a student and later received a request for transcript information from a private school for the same student, the campus may change the LEAVER-REASON- CODE to 81 enroll in a Texas private school but is not obligated to.

However, if originally we coded the student as a drop-out, and additional information is received where now the student is not a drop-out, the Liaisons will update the Withdrawal documents and notify the PEIMS/Attendance Clerk so they may update the Leaver-Code in TxEIS.

REVIEW OF PEIMS EDITS AND REPORTS

PEIMS Coordinator will review all Edit + PEIMS errors concerning the 203 record. If the errors cannot be corrected, the personnel will annotate the reason. These remarks will be maintained for audit purposes.

PEIMS Coordinator and Campus Attendance clerks will review the list of under and over-reported leavers generated in the PEIMS 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-dropout".

PEIMS Department will review and correct all PID errors. All errors will be corrected no later than the campus deadline for validating data.

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 confidentiality of the records.

In addition, all student records must be kept confidential. If you do share information regarding a student of the district make sure there is an educational need for that information to be disclosed.

Confidentiality is a must.

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 Leaver records must be maintained for a period of at least 5 years.

Student Records must be physically locked and secure from unauthorized entry. These include original and copies of all withdrawal documents. Restricted access by authorized personnel (i.e.: Principal, Assistant Principal, Counselors, Registrar, and PEIMS/Attendance Clerk) only should also be enforced.

COMPUTER SYSTEM SAFEGUARDS

All users connected to the TxEIS 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.

**SECTION V: POTENTIAL PROBLEMS IN CASE
OF COMPLIANCE AUDITS**

POTENTIAL PROBLEMS IN CASE OF COMPLIANCE AUDITS

Below are common leaver code discrepancies identified by audits and require special attention in documentation.

Leaver Code Discrepancies:

- Leaver Code Discrepancies caused by not following Appendix D guidelines (lack of supporting documentation: ex: no verification of students returning to home country).
- Leaver code assigned to students was incorrect (documentation in the student file does not explain or support the leaver code assigned to the student).

Withdrawal Interview Records Discrepancies:

- Not properly completed (ex: no indication of the school name and address where the student is planning to attend).
 - Not signed by students, parent or guardian.
 - Not signed by the authorized personnel (ex: the record was signed by the counselor's clerk and not by the counselor).
 - Not checking off the role of personnel signature
 - Missing Dates next signature
 - No withdrawal interview record on file.
 - The reason for withdrawal was not specific (ex: Writing down "Returning to Home Country").
 - Instead of specifying what city, state, country.
 - The words of "Intent to enroll" in the Comments section of the Withdrawal Interview Record. "Intent to" is no longer allowed by TEA when Leaver code 24, 60, 81, or 82 is used.
- School information incomplete/not completed
- Use of White out (any corrections, changes, and/or additions need to be initialed and dated on the existing forms).

Leaver records must be kept on campus and available for administrative review and audit purposes for at least five years.

**LA VILLA INDEPENDENT SCHOOL DISTRICT
PEIMS 2014-2015
WITHDRAWAL RECORD REVIEW**

Instructions: Please use this form to review withdrawal leaver code and documentation. Consult with staff to ensure appropriate completion and/or corrective measures.

NAME _____ **ID** _____

D.O.B. _____ **GRADE** _____ **CAMPUS** _____

WITHDRAWAL CODE _____ **WITHDRAWAL DATE** _____

DISCREPANCY:

- No withdrawal interview record on file _____
- No official Withdrawal Form on file _____
- Parent information incomplete/not completed _____
- Incorrect Leaver code/Date _____
- Lack of supporting documentation _____
- Inappropriate documentation _____
- School information incomplete/not completed _____
- No information regarding home campus _____
- Lack of student, parent/guardian signature _____
- Missing Dates next signature _____
- Lack of authorized personnel signature _____
- Not checking off the role of personnel signature _____
- Use of white out _____
- Signature inconsistency _____
- “Intent to” is written in the comments _____
- Other _____

COMPLETED BY _____ **DATE** _____

REVIEWED BY _____

COMMENTS _____

SECTION VI: STUDENT RECORDS REQUEST

STUDENT RECORDS REQUEST PROCEDURES

The district receives and responds to numerous student education records requests throughout the school year.

In responding to such requests, the following steps will be taken by the registrar and/or clerk to ensure the accuracy of information requested and that records requests are properly recorded and maintained.

1. The student education records requested by other Texas School Districts will be transferred via TRex. Please see TRex section below.
2. The student education records requested by outside Texas school districts and/or colleges via telephone, e-mail, fax and/or in person must be documented on the Request for Transcript/Record form (*See Forms section*). This documented will be part of the student's Leaver Supporting Documentation and must be filed in the student's cumulative folder.
3. All transcripts requested by students/parents will need a completed Request for Transcript/Record form (*See Forms section*).
4. The student education records requested by a parent, students, or Community Agencies must be recorded on a daily basis on the Student Records Request Log (*See Forms section*).
5. The student education records requested by LA VILLA ISD school personnel must be requested on the Student Records Sign Out Log (*See Forms section*).
6. For student records requests that require information from a department such as Student Data Center or Testing, it is the school's responsibility to make the request in writing to the appropriate department. Departments do not release information directly to students or parents, only directly to the requesting campus.

The Registrar/Clerk will be responsible to oversee and coordinate records access, management, and activities. The Registrar/Clerk shall maintain the Student Records Request Log and Student Records Sign Out Log to make sure student records are safeguarded.

T-REX- INFORMATION AND RECORD TRANSFER

As stated in the Student Attendance Accounting Handbook:

When a student moves from one Texas public school district or charter school to another, the student record must be transferred via the Texas Student Records Exchange (TReX) within 10 working days of receiving a request. The student record must include the following information at a minimum:

- Social Security number or state-approved alternate ID last reported through PEIMS
- First, middle, and last name and generation code, if applicable
- Date of birth
- Gender
- Ethnicity and race
- Current grade level
- Immunization information
- Receipt of special education services and individual education plan, if applicable
- Academic year
- Course completion
- Final grade average

- Teachers of record
- Assessment instrument results
- District ID
- Campus ID
- Camus name
- Camus phone number

For a high school student transferring from one Texas public school district or charter school to another, the following additional information is required to be sent via TREx for the student's high school transcript:

- Student's address, including city, state, and zip code
- District name
- Either exit level Texas Assessment and date the exit level requirements were met
- Texas Grant indicator code required by the end of the student's junior year
- Graduation program type required y the end of the student's junior year
- College Board campus code
- Certification of coursework completion date, if applicable
- Current and previous coursework, including the following:
 - Academic year
 - Session type
 - Campus awarding credit
 - Course category, name, number, abbreviation, semester, grades and credit
 - Course grade average and/or final grade average
 - Special explanation codes, if applicable
 - Pass/fail credit indicator codes, if applicable

By law, each district is required to transfer student records within 10 working days of receipt of a request by the receiving district. Enrollment by a student in another school district constitutes authority for your district to release the education records of that student, regardless of whether parental authority has been received. Also, the requirement to transfer records within 10 working days of a request applies regardless of whether a student or student's parent has failed to pay for a lost textbook, including an electronic textbook.

For purposes of transferring records through the TREx, a working day does not include a day that the campus receiving the records request is closed or a day that the district's administrative office is closed.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

As taken from ed.gov:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

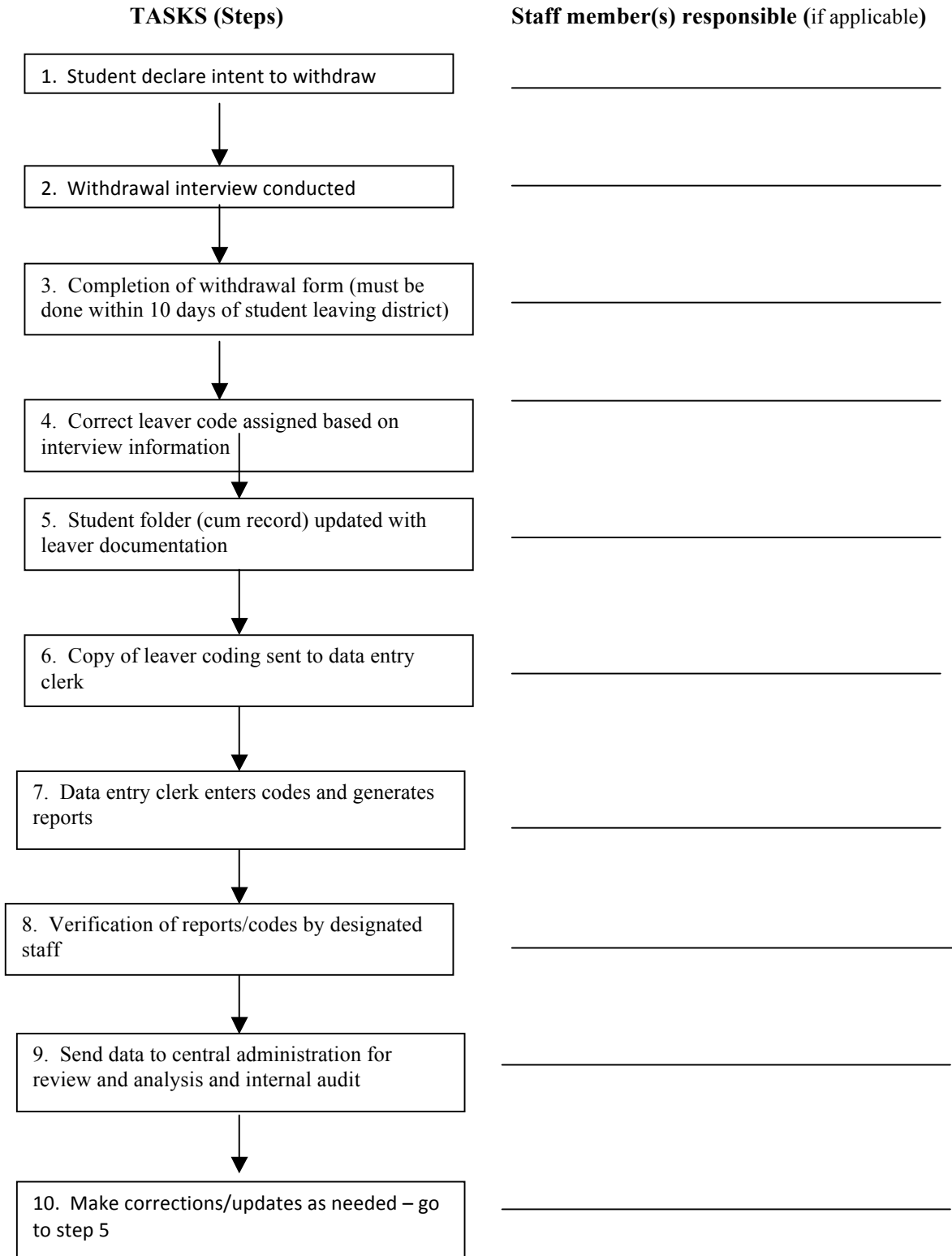
Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in the district website, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327)(voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, D.C.
20202-8520

**Chart 1: Describing the leaver data processing at the Campus Level
For students who withdraw during the school year**



**Chart 2: Describing the leaver data processing at the Campus Level
For students who DO NOT declare intent to withdraw during the school year**

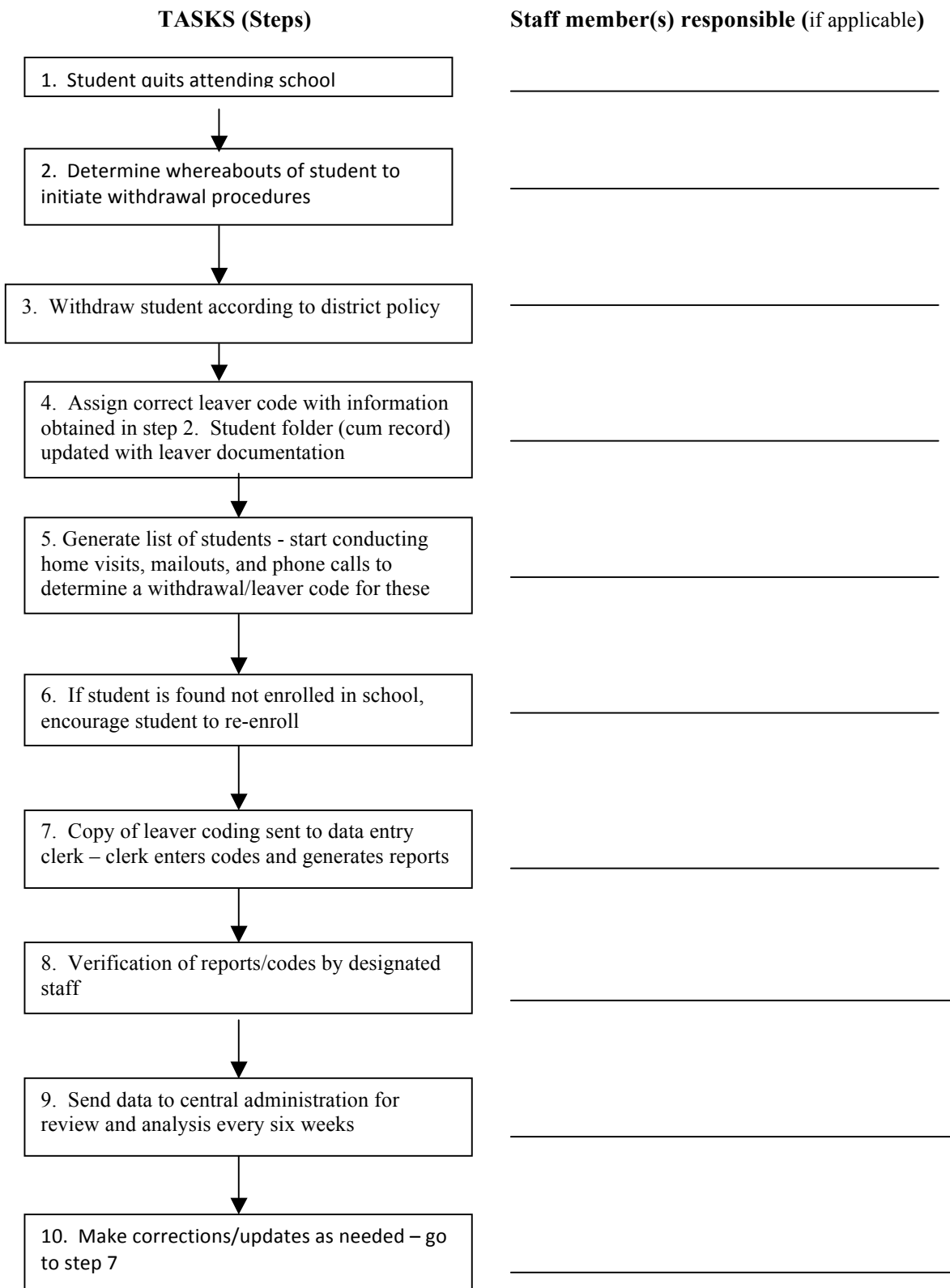
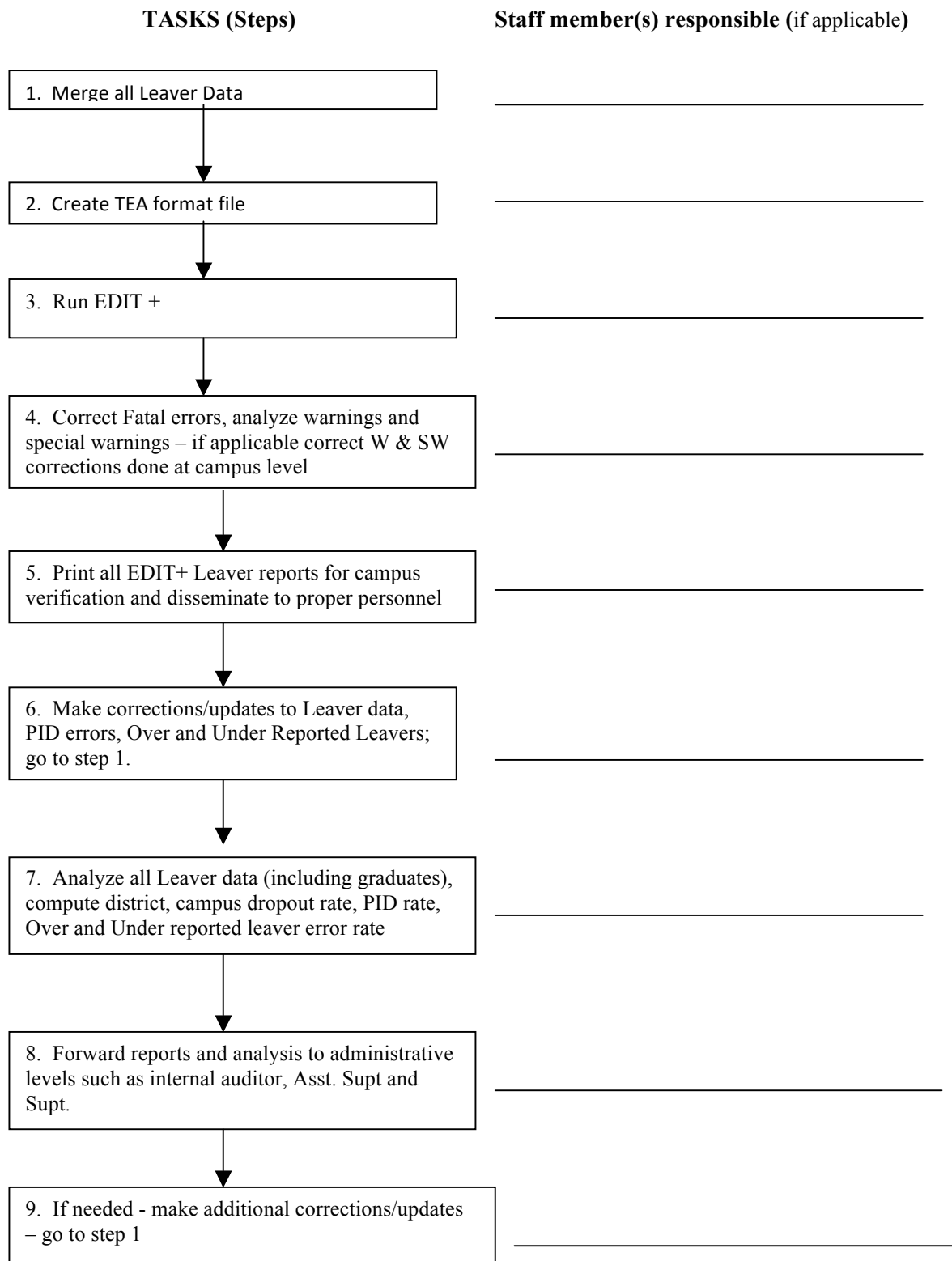


Chart 3: Describing the leaver data processing at the District Level



**Designated Campus PEIMS data entry personnel
Responsible Individual(s) for Campus Leaver Processing Form**

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

CAMPUS	CONTACT NAME	TITLE	PHONE #
101	Primary: Oralia Flores	PEIMS Clerk	956-262-9357
	Alternate:		
041	Primary: Maricela Guajardo	PEIMS Clerk	956-262-4760
	Alternate:		
001	Primary: Maria Delia Luna	PEIMS Clerk	956-262-4715
	Alternate: Maria Estela Cerda		

Coding issues that cannot be resolved at the campus level will be referred to:

Marianna Reyna, PEIMS Coordinator

Superintendent: _____ Date: _____

Designated Campus Personnel to Review PEIMS Codes, Reports and Documentation

CAMPUS	CONTACT NAME	TITLE	PHONE #
101	Primary: Maricela Olivarez	Principal	956-262-9357
	Alternate: Maria del Carmen Reyna	Counselor	956-262-9357
041	Primary: Maribelle Elizondo	Principal	956-262-4760
	Alternate: Tanya Castro	Instructional Coach	956-262-4760
001	Primary: Maribelle Elizondo	Principal	956-262-4715
	Alternate: Noe J. Garcia	Counselor	956-262-4715

Questions that cannot be resolved at the campus level will be referred to:

Marianna Reyna, PEIMS Coordinator

Superintendent: _____ Date: _____

Designation of Responsibilities for District PEIMS Codes, Reports and Documentation

Name: Marianna Reyna

Title: PEIMS Coordinator

Phone #: 956-262-4755 ext. 2006

I designate Marianna Reyna as the primary point of contact for leaver recording and documentation. This person will also conduct leaver audits on a six weeks basis.

Superintendent: _____ Date: _____