

## Data Validation Monitoring- Leavers Required Documentation Table

DVM-L Category	Reason	Required Documentation	Guidance
<b>GRADUATED OR RECEIVED AN OUT-OF-STATE GED</b>			
01	Student graduated from a campus in this district or charter	<ul style="list-style-type: none"> <li>Transcript showing sufficient credits, successful completion of the state assessments (including testing dates), graduation seal, school official signature, and date of completion.</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.3</a>  <b>Note: electronic copies may not have official signatures.</b>
85	Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again	<ul style="list-style-type: none"> <li>Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.3</a>
86	Student completed the GED outside Texas	<ul style="list-style-type: none"> <li>A copy of the GED certificate or some other written document provided by the testing company showing completion of the GED. Which includes the date of GED completion, location, address, and contact information of the company.</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.3</a>
90	Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children	<ul style="list-style-type: none"> <li>Transcript showing sufficient credits, date, and school official signature, OR a diploma with a graduation seal.</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.3</a>
<b>MOVED TO OTHER EDUCATION SETTING</b>			
24	Student entered college and is working towards an Associate's or Bachelor's degree	<ul style="list-style-type: none"> <li>Transcript request from the college; OR</li> <li>Signed verification by an authorized representative of the college; OR</li> <li>Signed verification by the parent/guardian or qualified student.</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.4</a>
60	Student is home schooled	<ul style="list-style-type: none"> <li>A letter, signed and dated, from the parent/guardian stating that the student is being home schooled and the actual date home schooling began.</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.4</a>
66	Student was removed by Child Protective Services (CPS) and the district has not been	<ul style="list-style-type: none"> <li>The due process documentation supporting the withdrawal; a written statement, signed and</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.4-D.5</a>

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	informed of the student's current status or enrollment	<p>dated by the CPS officer, including the CPS officer's name and contact information; OR</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
81	Student enrolled in a private school in Texas	<ul style="list-style-type: none"> <li>Transcript request from the school in which the student has enrolled and documentation of the method of records dissemination must be included in the student's permanent file; OR</li> <li><i>Signed verification by the superintendent or authorized campus or district administrator of the receiving district; OR</i></li> <li><i>A letter, 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.</i></li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.5</a>
82	Student enrolled in a public or private school outside of Texas		
87	<i>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</i>	<ul style="list-style-type: none"> <li><i>Records or transcript request from the high school diploma program; OR</i></li> <li><i>A letter from the high school diploma program stating that the student is enrolled.</i></li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.5</a>
<b>WITHDRAWN BY SCHOOL</b>			
78	Student was expelled under the provisions of TEC §37.007 and cannot return to school	<ul style="list-style-type: none"> <li>Due process documentation supporting the expulsion. Includes: some indication of incident (discipline record, administrative record, etc.); notice of hearing; some</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.6</a>

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		record of hearing; placement order – duration.	
83	Student was attending and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was 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 because the student was not immunized.	<ul style="list-style-type: none"> <li><i>Due process documentation supporting the withdrawal; OR</i></li> <li><i>Documentation used for due process for leaver reason Code 78.</i></li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.6 - D.7</a>
<b>OTHER REASONS</b>			
03	Student died while enrolled in school or during the summer break after completing the prior school year	<ul style="list-style-type: none"> <li><i>Acceptable documentation includes a copy of the death certificate; OR</i></li> <li><i>Obituary, a program from the funeral; OR</i></li> <li><i>Memorial service, a written statement from the parent or guardian, OR written documentation of an oral statement by a parent or guardian stating that the student has died.</i></li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.7</a>
16	Student returned to family's home country	<ul style="list-style-type: none"> <li><i>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; OR</i></li> <li><i>Copy of the withdrawal form signed and dated by the parent/guardian or qualified student and a campus or district administrator. The withdrawal form indicating that the student is leaving school and is returning</i></li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.7</a>

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		<p><i>to the home country and the specific destination; OR</i></p> <ul style="list-style-type: none"> <li><i>A signed letter from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to the home country; OR</i></li> <li><i>Written documentation of an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts, signed and dated by an authorized campus or district administrator.</i></li> <li><i>Documentation for foreign exchange students includes a written, signed, and dated statement from the student's host family or the foreign student advisor verifying the student's return to his or her home country.</i></li> </ul>	
88	Student was ordered by a court to attend a GED program and has not earned a GED certificate	<ul style="list-style-type: none"> <li>Copy of the court order stating that the student has been ordered to attend a high school equivalency or GED 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 or GED program or to take a high school equivalency or GED</li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.7</a>
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	<ul style="list-style-type: none"> <li><i>Oral notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district, that the student is incarcerated. The</i></li> </ul>	<a href="#">Texas Education Data Standards: Appendix D - Page D.7</a>

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		<p><i>written statement of the oral notification shall be signed and dated by the authorized representative; OR</i></p> <ul style="list-style-type: none"> <li>• <i>Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated.</i></li> </ul>	
<b>OTHER (REASON UNKNOWN OR NOT LISTED ABOVE)</b>			
98	<p><i>This code 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.</i></p>	<ul style="list-style-type: none"> <li>• <i>Completed Withdrawal form.</i></li> </ul>	<p><a href="#">Texas Education Data Standards: Appendix D - Page D.8</a></p>