



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.

**Student Name:** \_\_\_\_\_

**ID Number:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_  Male  Female

**Parent/Guardian/ Qualified Student Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current or  New Mailing Address: \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Last Date of Attendance at Present School:** \_\_\_\_\_. If applicable, please answer questions below:

**New School District & Campus:** \_\_\_\_\_ **Virtual Program**  Yes  No

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**Exit/Leaver CODE ASSIGNMENT (REQUIRED for each withdrawn student on both Leaver Forms and in eSchool)**

<p><b>01 – Graduated</b> Grad Transcript w/credits, exit tests, seal, date, signed and/or diploma.</p> <p><b>03 – Deceased</b> Death certificate, obituary, funeral program, or written / oral statement.</p> <p><b>08 - Left due to Pregnancy (98)</b> male or female student (*dropout for State and Federal) – Oral or written statement acceptable</p>	<p><b>85- Outside of TX/US Grad, entered TX public school, and left w/o our diploma</b> proof of credits, seal, signed, dated, diploma.</p> <p><b>86-Student earned GED outside of TX w/copy of Cert; returned to high school, left</b> documentation from testing company showing completion, date, cert.#, location, and contact info.</p> <p><b>87- Texas Tech/UT High School ISD Diploma Program</b> Transcript / records request or letter confirmation from ISD</p>
<p><b>16- Return to student/parent Home Country</b> 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.</p> <p><b>20- Medical/Residential Facility</b> written or oral statement by the guardian, or qualified student properly documented by a designated LEA staff member</p> <p><b>24- College w/ 9 hrs</b> college/university transcript request, verification by college representative or written statement from guardian/qualified student confirming enrollment</p>	<p><b>88- Court Ordered GED—<i>not</i> earned - w/Case # &amp; Judge</b> Must include case #, court, Judge name, date. Considered *Federal 98.</p> <p><b>89- Incarcerated as an adult in State or Federal Facility</b> Oral/written notification from law enforcement, prosecuting attorney, or State/Federal incarceration institution. *Federal dropout.</p> <p><b>90- Military Grad—Out of TX -grad from sending State</b> Military Interstate Compact Agreement Grad= Official Transcript w/credits, seal, signed, sending State</p>
<p><b>60- Home school w/ started date by guardian</b> Written statement, from parent/guardian stating student is being home schooled. Letters from parents/guardians must indicate the actual date home schooling <u>began</u>.</p> <p><b>66- CPS removal</b> written statement signed by officer</p> <p><b>78- Expulsion and cannot return – not for JJAEP</b> due process documentation supporting the expulsion.</p>	<p><b>98- Dropout/Unknown Status/GED or Other Intent</b> <b>99 no longer a code, please see Subgroups</b></p> <ul style="list-style-type: none"> <li>• 99CH- Enrolled in TX Charter School</li> <li>• 99CHV- Enrolled in TX Charter School (Virtual)</li> <li>• 99PS- Enrolled in TX Public School</li> <li>• 99PSV- Enrolled in TX Public School (Virtual)</li> <li>• 99GED- Earned GED Certificate</li> </ul>
<p><b>81- Private school in Texas –includes Job Corps</b> request for records, oral or written statement from school, written notice from guardian, or qualified student to authorized District representative.</p> <ul style="list-style-type: none"> <li>• 81V- Enrolled in TX Private School (Virtual)</li> </ul> <p><b>82- Private or public school outside of TX</b> out of State request for records, oral or written statement from school, written notice from guardian, or qualified student to authorized District representative.</p> <ul style="list-style-type: none"> <li>• 82V- Enrolled in Public/Private Out of TX (Virtual)</li> </ul> <p><b>83- Falsification of Enrollment</b> (Due process w/Admin and/or Legal)</p>	<p><b>Type/print the appropriate Leaver Code</b> _____ <b>Office Use Only</b></p> <p>Note: The Leaver Code may need to be determined by an Administrator, Registrar, District Coordinators for Dropout Prevention or PEIMS Dept; please confer/consult if necessary.</p> <p><b>Person and title assigning Code:</b> _____</p> <p><b>Date of Posting:</b> _____</p> <p><b>Additional Notes:</b> _____</p> <p>_____</p>