

La Joya Independent School District  
Leaver Record Checklist-Withdrawals  
2011-2012

This folder contains the following documentation:

- \_\_\_\_\_ Withdrawals Form
- \_\_\_\_\_ With all signatures (Adm. Counselor, Registrar, Parent, Adult Student.)
- \_\_\_\_\_ Destination filled on Withdrawal Form (Top and Bottom)  
(should match leaver code assigned)
- \_\_\_\_\_ Leaver code written in at bottom of Withdrawal Form  
(on line that states withdrawal reason)
- \_\_\_\_\_ Request for Transcript has ALL BLANKS FILLED IN  
(Parent needs to state complete reason for withdrawal. This form is your written  
Documentation that helps you assign a leaver code.)

Documentation to support the code:

- \_\_\_\_\_ Code 80 or 82 Information from other school districts
- \_\_\_\_\_ Code 16 Verification/Signature stating that family or student has returned to home country.
- \_\_\_\_\_ Code 01 Graduated- Transcript that shows he/she graduated
- \_\_\_\_\_ Code 68 Transferred within the district –Computer screen showing enrollment in other  
school with date and campus # highlighted.

\_\_\_\_\_ Code # \_\_\_\_\_: Documentation \_\_\_\_\_  
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