

**La Joya Independent School District
Student Services Division
Dropout Prevention Program
School Leaver Audit and Training
Most Frequently Asked Questions and Answers**

- Question:** Were you part of the School Leaver and Comprehensive High School Graduation Plan of Do you know anything about it or were you involved in the development of this plan?
- Response:** Two of us raised our hands and should it been 2 + 6 others = 8 were present. There was 11 staff professionals involved in the development of this plan except: 3 of them do not work with our district at the time of the audit. Yes, I am familiar. My principal shared this plan with us and we collaboratively integrated it into our campus plan?
- Question:** Who does the intent why, when, and where the student is withdrawing?
- Response:** The parent in writing in their own handwriting at out exit interview.
- Question:** Who assigns the withdrawal codes?
- Response:** After an exit interview, an administrator assigns the withdrawal code.
- Question:** Have you all seen the continuous improvement plan?
- Response:** Yes, we had multiple training.
- Question:** Are there written administrative procedures for withdrawing students?
- Response:** Yes and no, we have written procedures that we can download from our district websites on withdrawing, leavers and “no shows”.
- Question:** Do you know what a “No show” is?
- Response:** Yes, it’s a student who did not show up the first day of school and attended at least one day of school last year.
- Question:** Do you know what a code “24” is?
- Response:** Yes, code “24” is when a student leaves our district without graduation and attends a post high school facility. The student is enrolled in an associate degree program for at least 9 hours.
- Question:** Have you all seen the continuous improvement plan?
- Response:** Yes, we had multiple training.

Question: While conducting an internal audit process, you discover leaver reporting document is not correct. What do I do?

Response: Leaver records cannot be corrected after the fact. If the district had discovered discrepancies through the internal audit process, they should be noted, but not corrected. The goal will always be 100% accuracy of these documents. The internal audit process to find these discrepancies and prevent them in the future is goal of the corrective action plan. At some point, the district will have to consider that process to follow when records are not maintained accurately.

Question: Parent states that family is moving to McAllen ISD but within a couple of days (before 10 day status) student enrolls at La Joya ISD Memorial Middle School. Student was original coded 80. What code do I assign now?

Response: First, code is 80 is a mover code for a student enrolled in another TX public school district with sufficient documentation of enrollment. Second, it does require a code change. Use the appropriate district code change form to 68 and leave the code 80 record as is with a an administrator's explanation for the tracking of the student.

Question: Parent states that family is moving to McAllen ISD but within a couple of days students shows enrolled at Memorial Middle School La Joya ISD. A code of 80 was issued to student's withdrawal. Should the code 80 be change code 68?

Answer: In this case, it is a local code. The student would not appear as an 80 in PEIMS because They reenrolled in La Joya. The coding of these types of student moves is local decision based on our procedures for tracking withdrawals. The code should be 68.

Question: Good morning sir. I need some clarification regarding the documentation required for our "red" folders. At the meeting you said we needed two (2) forms of documentation along with the Leaver Tracking form (example: TREx **or** faxed records request from other districts plus the enrollment verification form). On some of my folders I only have the leaver tracking form and the enrollment verification form. If verified through the PET, would that count as our second form of documentation or even suffice as documentation in itself?

Answer: PET form is not sufficient documentation; but, it is a starting point. Once you find where the student has enrolled, follow up with the enrollment verification form. Once enrollment is verified, this form is sufficient to meet minimum required documents for movers.

Remember: Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination. Documentation will not be deemed insufficient when information is missing because the parent or parents refuse to provide information requested by the district. A 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.

