



Cypress-Fairbanks ISD
Withdrawal Authorization

101907 – Campus # _____

Today's Date: _____

Time: _____ [] AM [] PM

[] Same Day WD

[] Next Day WD

Student's Demographics – Please PRINT

Student's Full Name: Student ID#: DOB: Grade:

Student's Address while attending CFISD: City: State: Zip Code: Texas

Name of adult withdrawing student: Relationship: Phone #:

Student's NEW Address: City: State: Zip Code: Moving: [] Within Houston [] Out of Texas

PARENT - How will your student continue their education?

[] Enroll in another school – (Name): What district is school located in?
[] Home Schooling [] Returning to Home Country (Name of Country):
[] Enrolling in College FT (9 Sem. hrs.+) # Sem. Hours: College Name: [] Gary Jobs Corps San Marcos (Diploma Program Only)
[] Other (please specify):

Withdrawing Adult Name (Print) Signature Date Parent Signing WD Phone #

***** FOR OFFICE USE ONLY *****

School Start Window: Code Update: Code Updated to: On: By: WD Effective Date: Adult Verified By: Initials: [] Yes [] No

Table with 2 columns: Code, PEIMS LEAVER CODES – Check one only. Rows include: 01 Graduated from a campus in this district/charter, 03 Student died, 08 Pregnancy, 16 Returned to family's home country, 19 Failed TAKS/met Graduation requirement, 20 Medical Injury, 24 College; pursuing Associate's or Bachelor's degree, 60 Home Schooling, 66 Removed-Child Protective Services, 78 Student for Offense under of TEC §37.007, cannot return, 80 Enroll at another TX Public School, 81 Enroll in TX Private School, 82 Enroll in School Outside TX, 83 Withdrawn by District because not entitled to enrollment, 85 Graduated outside TX before entering a TX public school- entered TX school- Left again, 86 Student completed the GED outside Texas, 87 Enroll in University High School Diploma Program, 88 Court ordered GED, has not earned GED, 89 Incarcerated in a state jail or federal penitentiary as an adult, 90 Graduated from another state- Interstate Compact for Military Children, 98 Unknown-Dropout (Notes)

DOCUMENTATION ON FILE

[] Withdrawal forms with signatures [] Transcript from an Educational Institution
[] Oral statement on file (see below) [] Home School Letter (Per TEA- letter from parents must state "start date")
[] Completed Verification of Enrollment [] Signed statement from: [] Parent [] Guardian [] Other

ORAL CONFIRMATION OF WITHDRAWAL

Date: Time: [] am [] pm Oral Statement Received by:
Spoke to: Relationship: Telephone:
Comments:

Superintendent Rep. (Print Name) Signature Date: Contact by CFISD Rep.
Code Verified by Registrar (Print Name) Signature Date:



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Documentation Requirements by LEAVER-REASON-CODE

In addition to general documentation requirements, requirements specific to leaver reason codes also apply. Following are the specific documentation requirements by leaver reason code. They are grouped into four major categories: graduated or received an out-of-state GED, moved to other educational setting, withdrawn by school district, and other reasons. School leavers with this LEAVER-REASON-CODE are counted as dropouts for state accountability purposes: code 98. School leavers with this LEAVER-REASON-CODE are counted as dropouts for federal accountability purposes: codes 88, 89, 98. These designations are provided for information purposes only. They are not the final or comprehensive description of the definitions used for dropout and completion processing. For more information please see the *Secondary School Completion and Dropouts in Texas Public Schools*.

TEA website: <https://tealprod.tea.state.tx.us/TWEDS/84/0/0/0/CodeTable/List/10928>

Withdrawal documentation should also be signed for the student by a:

<ul style="list-style-type: none"> • Parent, or • responsible adult as recorded in school records, such as a foster parent or a probation officer, or 	<ul style="list-style-type: none"> • Guardian, or • qualified student. • A qualified student is one who, at the time he/she stops attending school: <ul style="list-style-type: none"> • is married, or • is 18 years or older, or • has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student.
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An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by email do not need to be signed by the parent/guardian or qualified student. Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is acceptable documentation in some situations if it is signed and dated by the district representative.

PROPER DOCUMENTATION IS REQUIRED:

Code #	Graduated or received an out or state GED
[] 01	Graduated from a campus in this district/charter
[] 85	Graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again
[] 86	Student completed the GED outside Texas
[] 90	Graduated from another state- Interstate Compact on Education for Military Children -
Code #	Moved to another Educational settings
[] 24	College; pursuing Associate's or Bachelor's degree
[] 33	Request from another CFISD campus
[] 60	Home Schooling
[] 66	Removed-Child Protective Services
[] 80	Enroll at another Texas Public School
[] 81	Enroll in TX Private School
[] 82	Enroll in School Outside Texas
[] 87	Enroll in University High School Diploma Program
Code #	Withdrawn by school district
[] 03	Student died
★ [] 08	Pregnancy
[] 16	Returned to family's home country
[] 19	Student met graduation requirements, except TAKS (98 PEIMS)
★ [] 20	Medical Injury
[] 22	Enrolled in a study program; no diploma (98 PEIMS)
[] 31	Provided a <i>Texas GED</i> completion certificate
[] 78	Student for Offense under of TEC §37.007, <i>cannot return to school</i>
[] 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
[] 88	Court ordered to High Sch. Equivalency Prog./Has not earned TX Cert. of High School Equivalency (TxCHSE)
[] 89	Incarcerated in a state jail or federal penitentiary as an adult
[] 98	Other (reason unknown or not listed above)

★ New Leaver Codes as of 2020-2021