Review Potential Dropouts

11/22/2026 7:14 pm EST

Summary

Use **DOP07- Potential Dropouts** to identify students whose records may need research for the selected reporting year. The report identifies candidate students who do not have a valid high school graduation or a qualifying current year enrollment in the selected school or elsewhere in the state.

The report lists students who cannot be removed from the potential of being a dropout using the available system evidence. The validation considers current year enrollment, valid high school graduation records, and applicable W3 evidence.

A student may appear on the Potential Dropout report even when a Dropout record already exists.

Review the Results

Review each student's row alongside the source records in NCSIS. Use the Report Content section below to identify the fields to compare. For definitions of Prior Enrollment Type and guidance on how the Applicable Day 20 is used, see How the Dropout Reports Classify Students (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/how-the-dropout-reports-classify-students) and How Applicable Day 20 Is Used in Dropout Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/how-applicable-day-20-is-used-in-dropout-reports).

Note: The potential dropout result and ReportedDropout field answer different questions. A student may appear in the Potential Dropout report because no qualifying current year enrollment or valid graduation was found, while an existing Dropout record may separately meet the current reporting logic.

Report Content

The report presents one row per student. The report content is grouped below by the type of information it provides.

Student and Reporting Information

The report identifies the student and the reporting context, including the reporting year, PSU, school and grade.

Enrollment Information

The report includes the student's last enrollment year and prior enrollment type. Prior Enrollment Type may display Early Leaver, Completer, or Previous CCAHS. Entry and exit dates and codes, admission status, and the reporting school's last day provide additional context about the enrollment.

Day 20 Information

The report displays the prior school's Day 20 and the Applicable 20th Day used by the validation. Use these dates when researching the results. Refer to How Applicable Day 20 Is Used in Dropout Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/how-applicable-day-20-is-used-in-dropout-reports) for information on how enrollment is evaluated against the Applicable 20th Day.

Additional Student Indicators

The report indicates whether expulsion evidence or a previous CCAHS record was found.

Dropout Program Record Information

The report indicates whether a Dropout program record was found, whether it matches the reporting context, and whether it is open or active through the Applicable 20th Day. Will Be Reported Dropout indicates whether an existing record meets the report's current reporting conditions; the presence of a record alone does not establish that it will be reported.

The report also includes indicators that ended before the Applicable 20th Day and for multiple, open, or reportable records. Record counts show the number of qualifying and reportable records found for the student.

Issue Code

The issue code identifies the result as POTENTIAL_DROPOUT.

> **Note:** DOP07 - Potential Dropouts does not display detailed graduation, current year enrollment, or W3 information. Review those source records when researching why a student appears in the report.

Research an Unexpected Result

Use the result fields to determine which source records need review.

The student has a current year enrollment

Review the enrollment record and determine whether it represents qualifying current year membership under the report's logic. Confirm the entry and exit dates, school, grade, and other enrollment details. Use DOC02 - Enrollment Checks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc02-enrollment-checks) to review enrollment related issues.

The student has graduated

Verify that the student has a valid high school graduation record for the applicable reporting context. If the graduation information is missing or inaccurate, research and correct the appropriate source record.

A Dropout program is present

Review the Dropout program's school, dates, reason, and status. Use the program record indicators in DOP07 and review DOC01 - Dropout Record Checks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc01-dropout-record-checks) for additional record level issues. A record being present does not, by itself, mean it will be reported.

Multiple or open Dropout programs are indicated

Review the student's programs to determine whether the records are accurate and whether they belong to the same reporting context. Correct duplicate, open, or inaccurate records only after confirming the appropriate action from the source information and applicable reporting guidance.

W3 or other supporting information may apply

Review the supporting enrollment records. DOP07 does not display W3 details, but the report logic considers W3 evidence when evaluating whether an existing Dropout program will be reported.

If the source records are inaccurate, correct the appropriate record and review the related edit check article for correction steps.

If research confirms that the student meets the dropout definition and no exemption applies, add or correct the Dropout program record according to the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) and NCSIS Dropout Program instructions.

If information outside NCSIS shows that the student transferred or qualifies for an exemption, retain the required documentation and follow PSU procedures. The student may remain on DOP07 if that information is not available to the validation.

Do not add or change a record solely to remove a student from the Potential Dropout list.

Refresh and Annual Cycle

After correcting the source data, wait for the next nightly refresh and generate the report again. See Generate the (NC) Dropout Data Collection Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/generate-the-nc-dropout-data-collection-reports) for report steps and refresh timing.

NEXT: Continue to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks)

Return to **(NC) Dropout Data Collection.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-dropout-data-collection)

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