

GDV Validation Review

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NC Graduation Data Verification Review

The Graduate Data Verification Collection contains demographic information, graduation information, and post-graduate intentions of high school graduates, providing the school districts with an authoritative list of their graduates. This data is used for the annual North Carolina Public Schools Statistical Profile and the State Archives.



Please use the **NC Graduation Data Verification | Infinite Campus** (<https://kb.infinitecampus.com/help/north-carolina-state-reporting>) article for detailed information on generating and reviewing the Graduate Data Verification Report.

The information below will help users with reviewing and correcting data from the (NC) Graduation Data Verification Validations reports. Validation reports and steps to correct will be updated periodically as more information is discovered.



- Validation reports are **not constrained** to the date range of any school months when validating.
- The validation reports look at all information up to the generation of the report.
- GDV reports help PSUs identify and resolve data issues that may impact graduation reporting.
- Each warning is based on specific data conditions to flag missing, inconsistent, or invalid graduation-related information.
- Regularly reviewing and correcting GDV informational validations ensures accurate, complete, and policy-compliant graduation records.

Info Validations

Navigation: Menu > Student Information > Reporting > Data Validation > Data Validation Reports > (NC) Graduation Data Verification Validation Info

All Informational validations do not have to be cleared to review the GDV extract reports, but the information should be verified and corrected if not valid.

Use the table below to review info validations.

| Informational Rule | Description | Steps to Correct |
|--|---|--|
| GDV-01 Students missing either a Diploma Date or Diploma Type | Students missing either a Diploma Date or Diploma Type. | <ul style="list-style-type: none"> • Search for the student. • Navigate to <i>Student Information > General > Graduation</i>. • Locate the General Graduation Information section. • Locate the Diploma Date and Diploma Type field. • Add either the missing Diploma Date or Diploma Type information. • Click Save. |
| GDV-02 Students without a post graduate intention or an invalid value | Flags students with a diploma date or type but missing a post-graduate intention (Post Grad Plans). | <ul style="list-style-type: none"> • Search for the student. • Navigate to <i>Student Information > General > Graduation</i>. • Locate the General Graduation Information section. • Locate the Post Grad Plans field. • Choose the correct Post Grad Plan from the dropdown. • Click Save. |
| GDV-03 Students with invalid EnrollmentEndDate | Flags students whose diploma date is before their most recent enrollment end date, or whose enrollment is still active. | <ul style="list-style-type: none"> • Search for the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Locate the most recent Enrollment and click on the enrollment record. • Update the End Date and/or Local End Status to reflect the student's correct enrollment details. <ul style="list-style-type: none"> ◦ Refer to the the NCSIS Graduation (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation) article for additional guidance. • Click Save. |

| Informational Rule | Description | Steps to Correct |
|--|---|---|
| GDV-04 Student's with multiple w4/w6 exit codes | Flags students with more than one enrollment ending in a W4 or W6 exit code in the same year. | <ul style="list-style-type: none"> • Search for the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Review enrollment records. • Click on each W4 or W6 Local End Status enrollment record to check the details. • If the enrollment record(s) information is not correct, update the record to have the correct End Date and Local End Status. • Click Save. |

| Informational Rule | Description | Steps to Correct |
|--|---|--|
| <p>GDV-05 Students without w4/w6 exit codes</p> | <p>Flags students who have a diploma date or type but no enrollment record with a W4 or W6 exit code, indicating incomplete graduation reporting.</p> | <p><u>Steps to Correct Option 1:</u></p> <ul style="list-style-type: none"> • Search for the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Locate and open the most recent enrollment record. • If the student graduated, update the <ul style="list-style-type: none"> ◦ End Date and ◦ Local End Status to reflect the correct graduation code: <ul style="list-style-type: none"> ▪ W4 – Standard High School Diploma ▪ W6 – Early Graduation ◦ Refer to the the NCSIS Graduation (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation) article for additional guidance. • Click Save. <p><u>Steps to Correct Option 2:</u></p> <ul style="list-style-type: none"> • Search for the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Locate and open the most recent enrollment record. • If the student did not graduate, update the: <ul style="list-style-type: none"> ◦ End Date and ◦ Local End Status to reflect accurate enrollment details. • Then navigate to <i>Student Information > General > Graduation</i>. <ul style="list-style-type: none"> ◦ Remove the Diploma Date if entered ◦ Remove the Diploma Type if entered • Click Save. |

| Informational Rule | Description | Steps to Correct |
|---|---|---|
| GDV-06 Students without a valid state ID | Flags students with missing or invalid state IDs—too long, too short, or unofficial values. | <ul style="list-style-type: none"> • Navigate to Student UID (https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp) System and search for the student to verify that the student has a valid NC UID number. • Search for the student. • Navigate to Census > People > Demographics. • Update as Needed: <ul style="list-style-type: none"> ◦ If the Student State ID field is blank, use the Assign NC Student ID tool to populate it. ◦ If the Student State ID is incorrect, Please submit a Servicenow ticket with DPI. <ul style="list-style-type: none"> ▪ Servicenow request: https://go.ncdpi.gov/help (https://go.ncdpi.gov/help) • Click Save. |
| GDV-07 Student graduates below grade 10 | Flags students who have a diploma date or diploma type recorded but whose enrollment history shows all state grade levels below 10. | <p><u>Steps to Correct Option 1:</u></p> <p>For 9th Grade W2T CCAHS Completers:</p> <ul style="list-style-type: none"> • Search for the student. • Navigate to Student Information > General > Enrollments. • When creating the enrollment with Local End Status W6, update the grade level to '10' using these instructions (https://docs.google.com/document/d/1olWBOluk7sVfO_URIPvYJNRxeGKcIYTWRf7PrR1vR20/edit?usp=sharing). • Per policy, students must be in grade 10 or higher to be eligible for graduation • Leaving the grade as 9 will prevent the student from appearing correctly on the GDV report. <p><u>Steps to Correct Option 2:</u></p> <p>If Graduation Data was Entered in Error:</p> <ul style="list-style-type: none"> • Search for the student. • Navigate to Student Information > General > Graduation. • Locate and remove the Diploma Date and Diploma Type field. • Click Save. |

| Informational Rule | Description | Steps to Correct |
|---|---|---|
| GDV-08 Students without a 9th grade entry date | Flags students in grades 9–12 missing the "Date First Entered 9th Grade," required for graduation tracking. | <ul style="list-style-type: none"> • Search for the student. • Navigate to <i>Student Information > General > Graduation</i>. • Enter the "Date First Entered 9th Grade": <ul style="list-style-type: none"> ◦ Use the date the student first entered grade 9, even if it was at a different school or in a previous year. • Click Save. |



After reviewing and updating student data, you must rerun the GDV report using the steps in the [NC Graduation Data Verification | Infinite Campus](https://kb.infinitecampus.com/help/north-carolina-state-reporting) (https://kb.infinitecampus.com/help/north-carolina-state-reporting) article to ensure your changes are reflected.

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