

Dropout Reporting and Verification

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Please refer to the Dropout Manual (Discipline, ALP and Dropout Data | NC DPI (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data)) for detailed information and procedures about reporting dropouts. Students must have an active dropout program (program with no end date) to be reported as a dropout. Refer to the Dropout (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/dropout-north-carolina) article for more information on the dropout program. Use the State Student Locator Tool (https://locator.ncsis.gov/) to search for student enrollments in other PSUs.

Review the **Dropout Reporting and Verification** report and the table below to ensure students are reported correctly. The **Dropout Reporting and Verification** Report is a Data Validation report that can be found at *Reporting > Data Validation > Data Validation Report* and should be run in the context of the Reporting Year.

Rule	Description	Steps to Review/Correct
R01 - Active Dropout Records (Information)	List of active dropout records for the reporting year. This is the final reporting list of dropouts.	Ensure all dropouts to be reported are listed in this report.
R02 - Dropout Program Record Detail (Information)	List of all dropout program records for the reporting year, including both open and closed records.	N/A

Rule	Description	Steps to Review/Correct
R03 - Potential Dropout List (Information)	A list of Potential Dropouts (Early Leavers or Completers not enrolled on 20th day). This displays students that have no enrollments in the current school year within the PSU.	• Review the list of potential dropouts. • For those that are determined as a dropout, add or review the dropout program. • Use the Dropout (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/dropout-north-carolina) article for more information on the dropout program. • To check for enrollments in another PSU, please use the Student Locator Tool. (https://locator.ncsis.gov/)
R04 - Verified Dropouts w/o Next Year Enrollments (Information)	Student has an active dropout program for the reporting year and no enrollment in the current year as of the 20th day.	• This is expected behavior. • If an unexpected student is listed here, check the student's current year enrollment for errors.
R05 - Verified Dropouts w/ Enrollment/Graduation Records (Information)	List of active dropout records for the reporting year that have enrollments as of the 20th day of the current school year, or have information in their record that indicates they have graduated.	Confirm the student has graduated or has enrollments as of the 20th day of the current school year. If the student **IS** a graduate: • Search the student and navigate to *Student Information > State Programs > Dropout*. • Add the **end date** (date student graduated) and the **GRAD** exemption code. • **Save** the updated program information.

Rule	Description	Steps to Review/Correct
R06 - Reporting Year Expulsions (Information)	List of expulsions that occurred in the reporting year.	Confirm enrollment or add a dropout record. If the student **IS** a dropout: • Search the student and navigate to *Student Information > State Programs > Dropout*. • **Add** a dropout program with the **dropout reason** of EXPL. • Use the Dropout (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/dropout-north-carolina) article for more information on the dropout program.

Rule	Description	Steps to Review/Correct
R07 - Previous CCAHS Dropouts (Information)	List of Previous CCAHS Dropouts with open dropout records.	If the student **IS** still enrolled in the Adult High School program, no further action is needed. If the student **IS NOT** still enrolled in the Adult High School program and has not graduated: • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and add the **end date** for the dropout program containing CCAHS reason code. • **Save** the updated program information. • Add a New program using an updated dropout reason code. • **Save** the updated program information. If the student has **graduated** from the Adult High School program: • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and add an **end date** and **exemption code** of GRAD for the dropout program. • Ensure the enrollment record and the graduation tool reflect the correct information for the graduate.

Rule	Description	Steps to Review/Correct
R08 - Missing Dropout Reason Code (Fatal)	All active dropout records should have a dropout reason code.	• Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and select the appropriate **dropout reason** code. • **Save** the updated program information.
R09 - Dropout Exemption Check (Fatal)	Active dropout records should not have an exemption code.	If the student **IS** determined to be a dropout: • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and remove the dropout exemption code. • **Save** the updated program information. If the student **IS NOT** determined to be a dropout: • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and add the end date for the dropout program. • **Save** the updated program information.

Rule	Description	Steps to Review/Correct
R10 - CCAHS/W2T Check (Fatal)	The CCAHS reason code should only be used with an exit code of W2T (and vice versa).	Student **IS** a CCAHS/W2T: • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and change the dropout reason code to **CCAHS**. • **Save** the updated program information. Student **IS NOT** a CCAHS/W2T • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and remove the dropout CCAHS reason code and select the correct reason code. • **Save** the updated program information.

Rule	Description	Steps to Review/Correct
R11 - Confirm Next Year Enrollment (Warning)	Current Year Enrollment found. Please confirm enrollment on/before 20th day of the current school year (as appropriate to the dropout type) and end date record if applicable.	If the student **IS** enrolled on/before the 20th day (as appropriate to dropout type): • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and add an **End Date** (student's current start date) and **Exemption Code**. • **Save** the updated program information. If the student **IS NOT** enrolled on/before the 20th day (as appropriate to dropout type): • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program.** Confirm the dropout reason is correct. • **Save** the updated program information. • These students will remain on the warning and can be ignored.
R12 - Dropout Record Dates Check (Warning)	The dropout program start/end date differs from the last enrollment record for the student.	• Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and update the **Start Date**. • **Save** the updated program information. • If the student has returned after a dropping out but should be reported as a dropout based on dates, this warning can be ignored.

Rule	Description	Steps to Review/Correct
R13 - Graduated before 20th Day Check (Warning)	If the student graduated before the 20th day of the current school year, end date the dropout program record and add the "GRAD" exemption.	If the student **Graduated:** • Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and add an **End Date** (when student met graduation requirements) and **GRAD Exemption Code**. • **Save** the updated program information. If the student **DID NOT** Graduate: • Search the student and navigate to *Student Information > State Programs > Dropout*. • Add a **Dropout Program** using the correct dropout reason. • **Save** the updated program information. • Review student's enrollment and graduation tool information and correct as necessary.
R14 - Reporting School Check (Warning)	The reporting school on the dropout program record is different than the school where the student was last enrolled.	• Search the student and navigate to *Student Information > State Programs > Dropout*. • Select the **Dropout Program** and select the last school the student was enrolled in from the dropdown list. • **Save** the updated program information.