

Day Ten

07/27/2026 9:04 pm EDT

The **Day Ten** process is the final review of the Start of School period. Verify that enrollment, attendance, scheduling, and other important data are complete and accurate. Ensure all students who have not attended are processed correctly. Resolve any remaining issues and confirm the school is ready for ongoing daily operations and state reporting.

Various staff may complete these tasks, and all local procedures should be followed.

Review Students Who Have Not Attended

By the end of the tenth instructional day, every student should have either:

- attended school,
- been withdrawn,
- or been processed as a no-show.

Use the appropriate attendance reports to help determine any student that has not attended since their first day. See the [Attendance Cleanup](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/days-two-through-nine) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/days-two-through-nine>) article for different report options. The State Published Ad Hoc, Student Absent First Day of Enrollment, can be used to search and select the students to work with.

Complete No Show Processing

Use the [No Show Start of School](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school>) article for processing students as a No Show. Ensure students have a start and end date of 07/01/YYYY, the no show checkbox checked, and the appropriate End Status according to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394>).

Review Students Who Were No Showed

Review all students processed as no shows to verify the enrollment was ended correctly and supporting documentation has been received according to local procedures. Correct any records that were processed in error.

Examples to review and confirm students were processed correctly:

- Student accidentally no showed
 - Student attended another school
 - Student transferred into another PSU
 - Student later returned (after first ten instructional days)
 - Student should have remained enrolled
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Students Who Are Not Attending School

If it is determined that a student is not attending another school or educational program, the student may be considered a Dropout. Follow the process to [No Show](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school>) the student and enter a Dropout Program for the student.

Use the [Programs](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/programs) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/programs>) presentation for NC specific details on adding a Dropout program for students. More information about the program can be found on the [Dropout \(North Carolina\) | Infinite Campus](https://kb.infinitecampus.com/help/dropout-north-carolina) (<https://kb.infinitecampus.com/help/dropout-north-carolina>) article.

Review PMR Data

Review the Principal's Monthly Report (PMR) validations to identify enrollment and attendance issues that could affect state reporting. Information about the Validations can be found on the [PMR Validations](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/principals-monthly-report-pmr) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/principals-monthly-report-pmr>) articles. Also, review the PMR Data to ensure students are reporting correctly from state reporting guidelines. Resolve any validations errors prior to the PMR submission to lessen the workload at the end of the month interval.

Data Review

Below are areas to review to ensure data is correct moving forward.

Enrollment

- Active students are enrolled correctly.
- Grade levels are correct.
- Enrollment dates are accurate.

Attendance

- Attendance entered accurately.
- No attendance before enrollment.

- No attendance after withdrawal.

Scheduling

- Students have schedules and correct roster dates.
- Teachers have correct rosters.

Programs

- Required programs assigned.

Continue Daily School Year Processes

Once Day Ten activities are complete, continue following standard school-year procedures for:

- Enrollment changes
- Attendance
- Scheduling
- Grading
- State reporting
- Program management



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