

Incident Reporting Data Validations

09/03/2026 10:22 am EDT

Overview

Due to the amount of incident data and the complexity of the underlying logic, NCDPI has created a procedure to compile and load incident data into custom tables for schools and PSUs to monitor, review, operational reporting and validate the data throughout the school year and verify during data certification.

Incident validation data is refreshed once each morning before the start of the business day. Changes entered after the daily refresh will appear after the next scheduled refresh. Any changes to underlying data during the current business day will not be reflected until the following day.



A validation flag identifies data that may require review. A flag does not always mean the incident is incorrect, and the validation process does not change incident data automatically.

General Data Validation Structure

Summary View

- Provide overall totals and counts of behaviors and actions.
- These checks can be used to look for missing data by school and type of behavior/action, as well as check for possible miscoding of specific categories and types of behavior or actions.

Detail Views

- Provide detailed information about each behavior event and action resolution.

Edit Checks

- Look for possible data entry errors, miscoded/unexpected values, and missing data within an incident.
- A record may be flagged even when it was entered correctly. Review the incident, confirm that the data is accurate, and retain any locally required documentation supporting the entry. No correction is needed when the entry is valid.

How to Use These Reports

1. Review the summary views for missing, unexpected, or unusually high or low totals.

2. Use the detail views to identify the incidents, participants, behaviors, actions, victims, or weapons that contributed to a total.
3. Review each edit check to determine whether the source incident needs correction.
4. Make corrections in Infinite Campus. The validation reports do not change source data.
5. Allow the next daily refresh to update the reports, then confirm that the issue is resolved.
6. When a flagged record is correct, retain any locally required documentation supporting the entry. No correction is needed.



All incident information should be entered in compliance with the [Discipline Data Collecting and Reporting Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Navigation: Menu > Reporting > Data Validation > Data Validation Report



(NC) Incident Actions and Responses



(NC) Incident Behavior Events

Icons provided by Heroicons (<https://heroicons.com>).

NCSIS Knowledgebase | Article: Incident Reporting Data Validations | Last Updated: 09/03/2026 10:22 am EDT