

FATAL-04

10/02/2026 7:04 am EDT

Rule: Students Enrolled in Invalid Grade

Summary

The validation identifies students whose **Grade** is not offered on the calendar in which the student is enrolled.

Review both the student's enrollment and the grade levels available on the enrolled calendar to determine whether the student's grade or calendar enrollment is incorrect.

Severity

FATAL

What to Review

For each student reported in the validation, review:

- The student's **Grade** on the enrollment record.
- The calendar associated with the student's enrollment.
- The grade levels available on the enrolled calendar.

Review the Student Enrollment

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the applicable **enrollment** record.
- Review the **Grade** and **enrolled calendar**.

Determine whether both values accurately reflect the student's current enrollment.

Review Calendar Grade Levels

If the student's Grade and calendar enrollment appear correct, verify that the grade is available on the enrolled calendar.

Navigate to *Scheduling & Courses > Calendar Setup > Grade Level Setup*

Recommended Action

Determine which information does not accurately represent the student's enrollment.

The Student's Grade is Incorrect

- Open *Student Information > General > Enrollments*.
- Select the applicable **enrollment** record.
- Update the **Grade** to the appropriate grade level.
- Click **Save**.

The Student is Enrolled in Wrong Calendar

If the student's Grade is correct, but the student is enrolled in a calendar that does not offer that grade, follow the steps to End Enrollments [During School Year](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/during-school-year) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/during-school-year) or [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) to end the enrollment.

Enroll the student in the correct calendar and grade level.

The Grade Should Be Offered for the Calendar

If both the student's Grade and calendar enrollment are correct, review information in [EDDIE](https://apps.schools.nc.gov/public/f?p=125:1) (https://apps.schools.nc.gov/public/f?p=125:1) (https://apps.schools.nc.gov/public/f?p=125:1) to ensure grade levels are correct. Follow the School Business process to update EDDIE grade levels.

If the Grade Level is listed in the Grade Level Setup and approved in EDDIE, verify that the Exclude from Enrollment and Exclude from State Reporting checkboxes are not checked. See image above.

Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-04 when the grade or calendar issue has been resolved.
- Continue reviewing any remaining FATAL validation results.

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