

Complete the Dropout Reporting Review

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Summary

Use this checklist to confirm that potential dropouts, edit check results, reported detail, and summary totals have been reviewed for the selected reporting year. Use the linked articles for detailed research and correction steps. Consult the current Dropout Manual and local PSU procedures for policy decisions.

Review unexpected results against source data before making changes. A report identifies conditions to investigate; it does not determine the correction.

Complete the Review

1. Review the latest report output

Generate and open the latest completed (NC) Dropout Data Collection report for the reporting year. If source data were corrected after the report was generated, wait for the next nightly refresh and select Generate the Reports again. See Generate the (NC) Dropout Data Collection Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/generate-the-nc-dropout-data-collection-reports) for report generation steps.

2. Confirm potential dropouts were researched

Confirm each DOP07 - Potential Dropout (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-potential-dropouts-dop07) result was researched and its disposition determined. Use Review Potential Dropouts for the student level review steps.

3. Confirm edit checks were reviewed

Confirm all applicable DOC01-DOC07 results were reviewed in the order listed in Dropout Edit Checks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks). Follow the linked issue specific article when a source correction is needed. If a result remains after review, document the finding and follow PSU procedures.

4. Confirm reported detail was reviewed

Confirm DOD01 - Reported Dropout Detail was reviewed against the Dropout records and reporting context in NCSIS.

Use Verify Reported Dropout Detail (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/verify-reported-dropout-detail-dod01) for field comparisons and source record pathways.

5. Confirm the summary was reviewed

Confirm DOS01 - Dropout Summary was reviewed against DOD01 - Reported Dropout Detail and the Month 1 PMR MLD values. Use Review the Dropout Summary (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-the-dropout-summary-dos01) to reconcile counts, grade bands, and State rates.

6. Confirm the review is complete

Before completing the local reporting process, confirm that:

- Potential Dropout results and applicable edit check results were reviewed.
- Supported source data corrections appear in the latest report output.
- Any remaining results have a documented disposition or follow up.
- DOD01 - Reported Dropout Detail and DOS01 - Dropout Summary are consistent with the source records and reviewed Month 1 PMR data.
- NCSIS dropout entry, review, and verification are complete by November 4 of the submission year.

Do not change source data solely to remove a result or reach a preferred total. Make corrections only when the source records and applicable guidance support them.