

Verify Reported Dropout Detail

11/22/2026 7:33 pm EST

Summary

Use **DOD01 - Reported Dropout Detail** worksheet to review the Dropout records identified as reportable in the current report output.

Each row represents one Dropout record. A student may appear on more than one row, so review all rows for the student together. Compare the records with the student's source data in NCSIS before reviewing the Dropout Summary.

Severity

Information

What to Review

Open the DOD01 - Reported Dropout Detail worksheet in the output. For instructions to generate the report, see Generate the (NC) Dropout Data Collection Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/generate-the-nc-dropout-data-collection-reports).

For each row:

- Confirm the reporting year and student identifier.
- Compare the Dropout record's dates, year, grade, reason, and exemption with the source record in NCSIS.
- Compare the Dropout record's PSU and school with the reporting PSU, school, and grade.
- Review the enrollment context fields, including the applicable Day 20 and the last entry and exit information.
- If a value appears unexpected, review the related Edit Checks worksheet and correction article before changing source data.

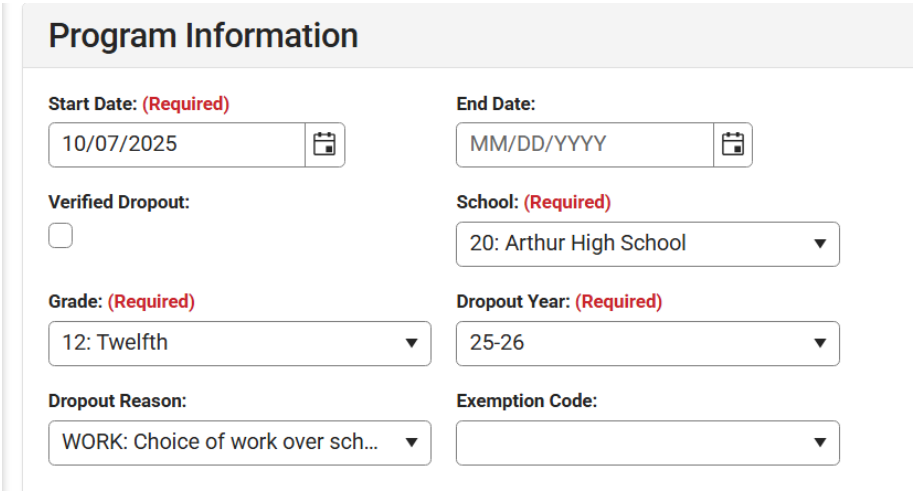
Reported Dropout Detail contains records classified as reportable by the current data load. It does not display every Dropout record considered during validation or include a separate "will be reported" indicator.

Locate Source Records

Open the Dropout Program record:

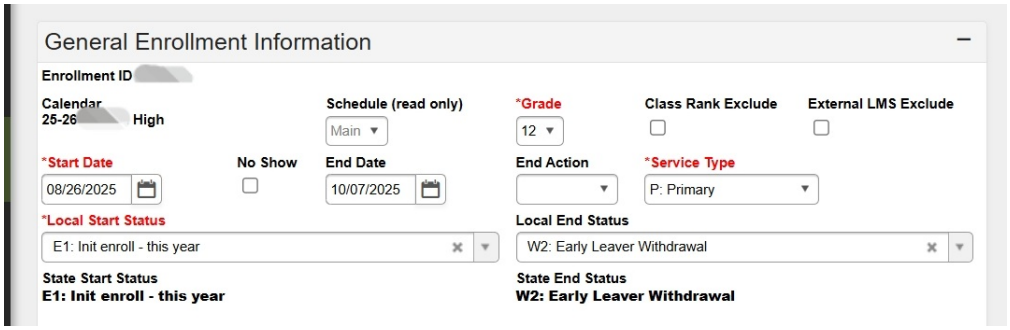
- Search for the student.

- Open *Student Information > State Programs > Dropout*.
- In the program editor, locate the record for the reporting year and select View.
- Compare the record's school, grade, Dropout Year, Start Date, End Date, Dropout Reason, and Exemption Code with the row.



Open Enrollment History

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Review the enrollment records for the reporting year and following submission year.
- Compare the school, grade, start and end dates, entry and exit information, and admission status with the row. Use the related enrollment article to determine which enrollment is authoritative.



Report Content

Column	How to use it
ReportEndYear	Identifies the reporting year covered by the result.
studentUID	Student identifier for matching the result to NCSIS records.

Column	How to use it
lastName, firstName	Student name.
sex, raceEthnicity	Student demographic values included in the report output.
lastEnrollmentYear	School year of the authoritative enrollment used for the reporting context.
priorEnrollmentType	Prior enrollment classification used in the reporting context.
dropoutPSUCode, dropoutPSUName	PSU associated with the Dropout record.
dropoutSchoolCode, dropoutSchoolName	School associated with the Dropout record.
recordGrade	Grade value on the Dropout record.
recordDropoutYear	Dropout Year value on the Dropout record.
recordStartDate, recordEndDate	Start and end dates on the Dropout record. A blank end date indicates that the record has no end date in the report output.
dropoutReason	Dropout Reason value on the record.
exemptionCode	Exemption Code value on the record.
dropoutType	Reporting classification derived from the Dropout Reason or Prior Enrollment Type, when applicable. For how Dropout Type affects the summary counts, see How the Dropout Reports Classify Students (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/how-the-dropout-reports-classify-students).
reportingPSUCode, reportingPSUName	PSU associated with the student's reporting context. Compare with the Dropout PSU fields.
reportingSchoolCode, reportingSchoolName	School associated with the student's reporting context. Compare the Dropout School fields.
reportingGrade	Grade associated with the student's reporting context. Compare with recordGrade.
reportingStateGrade	State grade value associated with the reporting context.
lastEntryDate	Entry date for the student's last enrollment record used in the reporting context.
lastExitDate	Exit date for the student's last enrollment record used in the reporting context.
priorEnrollmentExitCode	Exit code associated with the prior enrollment context. Review it with the related entry and exit dates and source enrollment record.
applicable20thDay	Applicable Day 20 date used by the report logic for the student's reporting context.

For policy guidance on Dropout Reasons and Exemption Codes, consult the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data).

Recommended Actions

1. Compare each row with the student's Dropout Program and enrollment records in NCSIS.
2. If the Dropout PSU, school, or grade differs from the reporting context, review the DOC02 - Enrollment Checks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc02-enrollment-checks) results and follow the steps to review or correct as applicable. Confirm whether the enrollment record or Dropout Program record is inaccurate before changing either one.
3. If the Dropout Year, dates, reason, or exemption do not match the source records or applicable guidance, follow the related edit check article. Correct the source record only when the evidence supports the change.
4. If a student appears on multiple rows, review each record and the DOC01 - Dropout Record Checks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc01-dropout-record-checks) results. Multiple rows alone do not confirm a duplicate.
5. If the source records and documentation support the reported Dropout record, make no source-data change and continue to Review the Dropout Summary (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-the-dropout-summary-dos01).
6. After a supported correction, wait for the nightly refresh, then generate the report again and confirm the updated detail.

NEXT: Continue to **Review the Dropout Summary.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-the-dropout-summary-dos01)

Return to **(NC) Dropout Data Collection.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-dropout-data-collection)