

Generate the (NC) Dropout Data Collection Reports

11/22/2026 7:07 pm EST

Summary

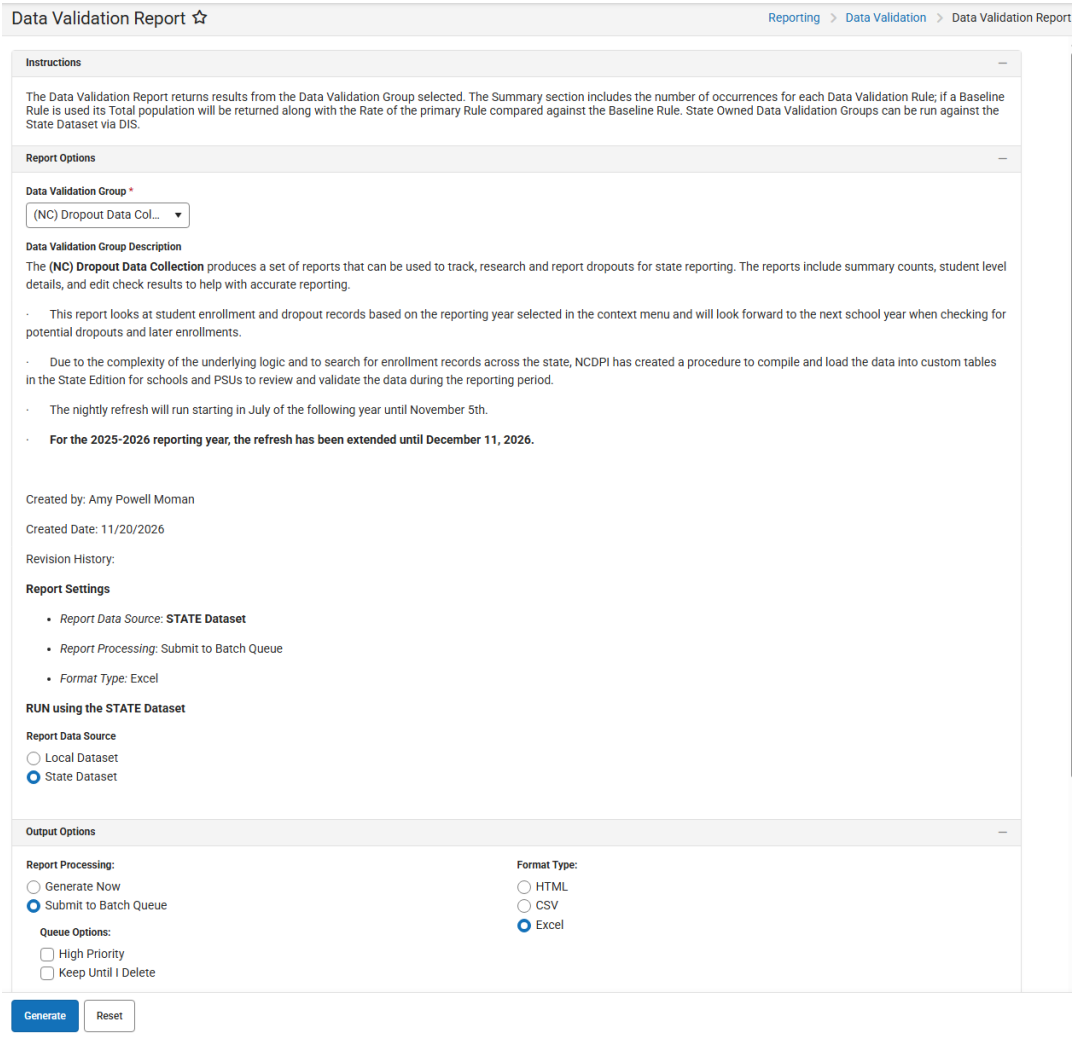
Use the **(NC) Dropout Data Collection** to review potential dropouts, investigate data issues, verify reported dropout records, and review summary results for a reporting year. Your context when running the reports should always be the reporting year being reviewed, even when running the report during the following submission year. The report may use information from the submission year to help determine whether a student's status has changed or should be reviewed.

For example, to review students who will be reported for 2025-26, select the 2025-26 reporting year.

It is important to note that the **(NC) Dropout Data Collection**, unlike other reports, is run using the **Report Data Source** of **State Dataset.**

Generate the Reports

1. Select the **reporting year** and the appropriate **PSU or school context**.
2. Navigate to *Reporting > Data Validation > Data Validation Report*.
3. Select **(NC) Dropout Data Collection**.
4. Select **State Dataset** as the Report Data Source.
5. Select **Excel** as the Report Format.
6. **Generate** the report.



Recommended Review Order

Review the results in this order. The numbers in the name of the report do not indicate the recommended review order.

1. **DOP07 - Potential Dropouts**: Identify students whose available records in NCSIS indicate that they may be considered a dropout. A student listed here is not automatically a confirmed or reported dropout.
2. **DOC02 - Enrollment Checks**: Review enrollment related issues and supporting details.
3. **DOC01 - Dropout Record Checks**: Review issues related to dropout records.
4. **DOC03-DOC07 - Additional Checks**: Review the Record Coding, CCAHS, Graduation, W3, and Expulsion Audit worksheets as applicable.
5. **DOD01 - Reported Dropout Detail**: Verify the dropout records included for the reporting year.
6. **DOS01 - Dropout Summary**: Review the summarized results after researching and correcting applicable source data.

Regenerate the Report

Review each result against the student's actual history before making changes in NCSIS. Each report identifies information to review; it does not automatically mean that a source record is incorrect. Use the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) and the related review article to determine whether a correction is supported.

Data refreshes nightly, so a correction may not be removed or appear in the report until after the next refresh. After the refreshed data is available in the State Dataset, generate the reports again and review the updated output.

NEXT: Continue to **Review Potential Dropouts.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-potential-dropouts-dop07)

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

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