

Dropout Program Fields Used by the Reports

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Summary

The (NC) Dropout Data Collection evaluates information entered in the student's Dropout program record. Review the fields used by the reports before researching Potential Dropouts or correcting Edit Checks.

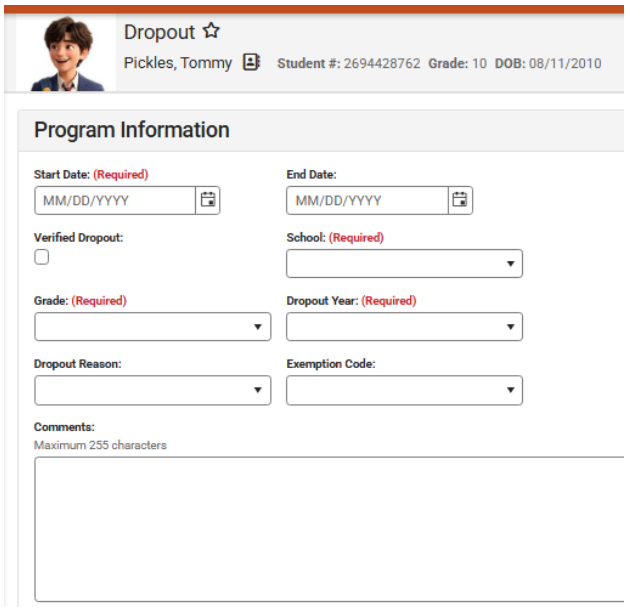
This article explains how the reports use each field. Refer to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to determine the appropriate dates, Dropout Reason, Exemption Code, and supporting documentation.

For general instructions on adding and maintaining a record, refer to Dropout (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/dropout-north-carolina).

Access the Dropout Program

1. Search for the student.
2. Select **Student Information**.
3. Select **State Programs**.
4. Select **Dropout.**

Note: Access to view, add, edit or delete Dropout program records depends on the assigned tool rights.

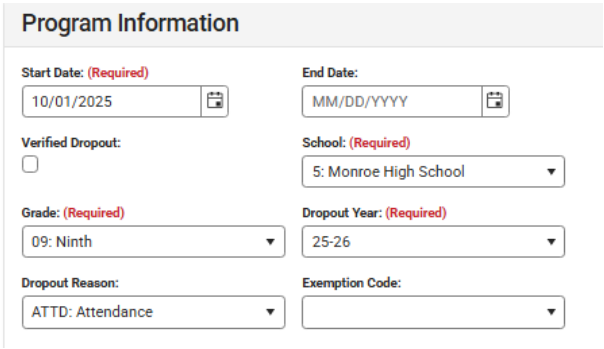


Dropout Program Fields

The reports evaluate the following fields:

Field	Required in NCSIS	How the Reports Use the Field
Start Date	Yes	Helps determine whether the record is within the reporting cycle review window.
End Date	No	Determine whether the record remains active through the Applicable Day 20.
Verified Dropout	No	Is not currently used by the Dropout Data Collection to determine whether a record is potential, reportable, or included in an Edit Check.
School	Yes	Identifies the school that owns the Dropout record and is compared with the authoritative reporting school.
Grade	Yes	Identifies the grade stored on the Dropout record and is compared with the authoritative reporting grade.
Dropout Year	Yes	Identifies the reporting year associated with the Dropout record.
Dropout Reason	Required	Determines the reported classification and whether the record is included in the state dropout rate population.
Exemption Code	Required when ending a program	Identifies why an end dated record is no longer reportable.

Field	Required in NCSIS	How the Reports Use the Field
Comments	No	Provides local information about the record. Comments are not used by the Dropout Data Collection reports.



Start Date

The **Start Date** is required when adding a Dropout program record.

The reports use the Start Date to determine whether the record falls within the reporting cycle review window. The report does not use the Start Date by itself to establish the student's authoritative reporting year enrollment or historical enrollment sequence.

Review the Start Date when:

- A record does not appear in the expected report.
- A record appears under an unexpected reporting cycle.
- The record dates do not align with the student's enrollment history.
- An Edit Check displays an unexpected Dropout Year or reporting context.

Refer to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to determine the appropriate Start Date for the student's circumstances.

End Date

The **End Date** indicates that the Dropout program record is no longer open.

The reports compare the End Date with the student's Applicable Day 20.

- A blank End Date means the record remains open.
- An End Date on or after the Applicable Day 20 means the record was active through the reporting cutoff.
- An End Date before the Applicable Day 20 means the record was not active through the cutoff.

A record that ended before the Applicable Day 20 may remain available in report detail or Edit Checks even when it is

not included in the reported population.

Review the End Date when:

- The student returned to school.
- Valid graduation evidence exists.
- Documentation supports an applicable exemption.
- The report identifies qualifying subsequent or current year enrollment.
- An open record appears unexpectedly in an Edit Check.

Refer to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) before selecting an End Date or determining that a student meets an exemption.

Verified Dropout

The **Verified Dropout** checkbox indicates that the applicable procedures were completed to verify the student as a dropout.

The current Dropout Data Collection does not use this checkbox to:

- Determine whether a student is a Potential Dropout
- Determine whether a record will be reported
- Assign a Dropout Type
- Calculate the Dropout Summary
- Generate an Edit Check

Continue maintaining this field according to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp and-dropout-data) and approved procedures.

> **Note:** Selecting **Verified Dropout** does not cause an otherwise ineligible record to appear in Reported Dropout Detail. Clearing the checkbox does not resolve a student from the Potential Dropouts report.

School

The **School** identifies the school associated with the Dropout program record.

The reports compare this value with the student's authoritative reporting school. The authoritative reporting school is based on the student's true last qualifying actual membership during the reporting year.

A later no show or administrative enrollment does not replace the authoritative reporting school.

An incorrect School may generate:

- DROPOUT_SCHOOL_MISMATCH

- Ownership or routing of an Edit Check to an unexpected school
- A record appearing under an unexpected school in Reported Dropout Detail

Grade

The **Grade** identifies the grade stored on the Dropout program record.

The reports compare the record Grade with the grade from the student's authoritative reporting year enrollment.

An incorrect Grade may generate:

- DROPOUT_GRADE_MISMATCH
- An unexpected grade band count in the Dropout Summary
- A difference between the Dropout record and reporting enrollment information

Dropout Year

The **Dropout Year** identifies the reporting year assigned to the program record.

The reports generally expect:

- A regular reporting cycle Dropout record to use the reporting year.
- A qualifying Previous CCAHS record to use the applicable prior reporting year before the annual rollover process is completed.

An incorrect Dropout Year may generate:

- DROPOUT_REPORTING_YEAR_MISMATCH
- CCAHS_REPORTING_YEAR_MISMATCH
- CCAHS_PRIOR_RECORD_NEEDS_ROLLOVER

Refer to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) and the applicable CCAHS correction instructions before changing the Dropout Year.

Dropout Reason

The **Dropout Reason** records the underlying reason associated with the student's dropout status.

A record included in Reported Dropout Detail must contain a Dropout Reason.

The reports use the reason to assign the Dropout Type:

Dropout Reason Condition	Dropout Type
Reason is CCAHS	CCAHS

Dropout Reason Condition	Dropout Type
Reason is EXPL	Expulsion
Another reason with Prior Enrollment Type of Early Leaver	Early Leaver
Another reason with Prior Enrollment Type of Completer	Completer

The Dropout Reason also affects the Dropout Summary:

- CCAHS and Expulsion are included in overall dropout counts.
- CCAHS and Expulsion are excluded from the North Carolina state dropout rate population.

A missing or conflicting Dropout Reason may generate:

- REPORTABLE_DROPOUT_MISSING_REASON
- CCAHS_REASON_WITHOUT_W2T
- W2T_CHANGE_REASON_TO_CCAHS
- UPDATE_DROPOUT_REASON_EXPL
- EXPL_REASON_WITHOUT_EXPULSION
- CCAHS_EXPL_REVIEW

Refer to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to select the appropriate Dropout Reason. Do not select a reason only to clear an Edit Check.

Exemption Code

The **Exemption Code** identifies the information that resolves an end dated Dropout program record from reporting.

The reports apply the following record checks:

- A reportable Dropout record must not contain an Exemption Code.
- An end dated non-CCAHS record must contain an applicable Exemption Code.
- An end dated CCAHS record is excluded from the general missing exemption check,.
- A record resolved by valid graduation evidence is expected to contain GRAD.
- Applicable W3/death corrections may require DTH.

An incorrect or missing Exemption Code may generate:

- REPORTABLE_DROPOUT_HAS_EXEMPTION
- ENDED_DROPOUT_MISSING_EXEMPTION
- GRAD_CODING_REVIEW
- GRADUATED_WITH_OPEN_DROPOUT
- ADD_DROPOUT_RECORD_DTH

- UPDATE_ACTIVE_RECORD_DTH

Refer to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) before selecting an Exemption Code.

Comments

Use **Comments** to record relevant local information about the Dropout program record when appropriate.

The Dropout Data Collection does not use Comments to determine:

- Potential Dropout status
- Reportability
- Dropout Type
- Exemption status
- Edit Check results

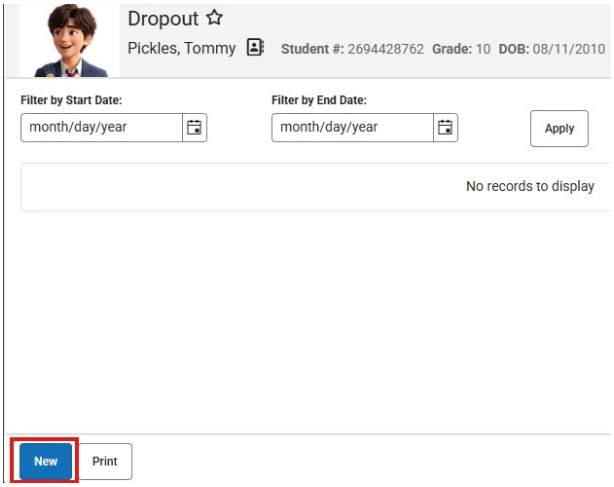
Do not rely on Comments as a substitute for correcting an inaccurate field or maintaining required supporting documentation.

Add a Dropout Program Record

1. Search for the student.
2. Navigate to *Student Information > State Programs > Dropout*.
3. Select **New**.
4. Enter the required record information.
5. Select **Save**.

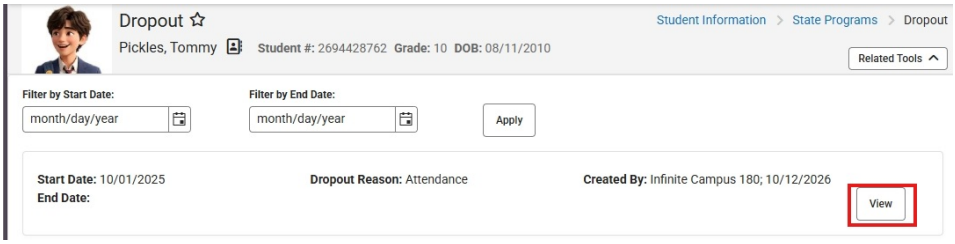
Use the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to determine the appropriate field values.

For detailed tool instructions, refer to Dropout (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/dropout-north-carolina).



Edit a Dropout Program Record

1. Search for the student.
2. Navigate to *Student Information > State Programs > Dropout*.
3. Select the applicable record.
4. Update the incorrect or incomplete information.
5. Select **Save**.
6. Review the applicable report after the nightly refresh.



End a Dropout Program Record

1. Search for the student.
2. Navigate to *Student Information > State Programs > Dropout*.
3. Select the applicable record.
4. Enter the appropriate **End Date**.
5. Select the applicable **Exemption Code.**
6. Update other fields as needed.
7. Select **Save**.

8. Review the applicable report after the nightly refresh.

Refer to the current **Dropout Data Manual** (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to determine whether an exemption applies and which date and code to enter.

Delete a Dropout Program Record

Deleting a record permanently removes it and requires **Delete** tool rights.

Delete a record only when it has been confirmed that the record was entered in error and should not remain in the student's history.

Do not delete an accurate historical record only to remove an Edit Check. Correct or end date the record when the history should be retained.