Dropout Edit Checks

11/22/2026 7:26 pm EST

Dropout Edit Checks

Use these articles to investigate and correct data conditions identified by the **(NC) Dropout Data Collection** report. Review source records before making changes. A result identifies a condition to review; it does not determine the correction.

How Edit Check Results Work

The collection includes related data check rules for Dropout records, enrollment, coding, CCAHS, graduation, W3 and expulsion.

A student may appear more than once when the collection identifies multiple issues for the student or the student's records. Review each result and its **issueCode**. Resolving one issue may resolve other results for the same student.

Use the **Owning PSU** and **Owning School** fields to identify the school assigned to review the Dropout record issue. Evidence PSU, Evidence School, and the evidence dates identify supporting records that may refer to a different school.

Interpret the Report Values

The report provides comparison and evidence fields to support review:

- **currentValue** shows the value currently recorded for the item being reviewed.
- **expectedValue** shows the value the report calculates for comparison. Verify it against the student's source records before making a change.
- **suggestedDate** provides a date associated with some results. Verify the date against source records and reporting guidance before using it.
- Evidence fields identify the PSU, school, and dates associated with supporting records.

Fields are populated when they apply to a result. A blank field does not, by itself, mean that the result is invalid or that no evidence exists.

Choose an Edit Check

Open the report that matches the DR code, then open the related article. Review each result for the student, as a student may have more than one result.

Review the applicable edit checks in this order.

Order	Report	Review Focus
1	DOC01 - Dropout Record Checks	Review multiple open or reportable Dropout program records.
2	DOC02 - Enrollment Checks	Review current year enrollment, subsequent membership, and reporting school or grade conflicts.
3	DOC03 - Record Coding Checks	Review the Dropout Year, Dropout Reason, and Exemption Code.
4	DOC04 - CCAHS Checks	Review CCAHS records, W2T conflicts, and prior record rollover issues.
5	DOC05 - Graduation Checks	Review open or incorrectly coded Dropout Program records for graduates.
6	DOC06 - W3 Checks	Review W3 evidence, DTH program exemption codes, and conflicting enrollment.
7	DOC07 - Expulsion Checks	Review conflicts involving permanent expulsion evidence and EXPL coding.

Refresh the Results

After correcting source data, wait for the next nightly refresh before reviewing the results again. See Generate the (NC) Dropout Data Collection Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/generate-the-nc-dropout-data-collection-reports) for instructions to generate the updated report.

DOC01 - Dropout Record Checks

Summary

Use the **DOC01 - Dropout Record Checks** worksheet to review students with multiple Dropout Program records in the same PSU. A result identifies a condition to investigate; it does not identify which record, if any, should be changed. Review the local records and evidence before making a correction.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC01- Dropout Record Checks** worksheet. Filter or group the results by student to review the student's related rows. Review the issueCode and the owning PSU and school fields. More than one issue code may apply to the same student; review each code separately.

Issue Code	What the result indicates
MULTIPLE_DROPOUT_RECORDS_IN_DISTRICT	The student has more than one Dropout Program record in the PSU with the same reporting year. Some of these records may not be open or reportable.
MULTIPLE_OPEN_DROPOUT_RECORDS	The student has more than one Dropout Program record without an end date in the PSU.
MULTIPLE_REPORTABLE_DROPOUT_RECORDS	More than one of the student's Dropout Program records currently meets the conditions to be reported.

These conditions can overlap, so a student may have multiple rows or issue codes. The report's values reflect the data available when it was generated.

Report Content

The worksheet includes student, ownership, record, and issue information. Use the PSU and school ownership fields to identify where the result should be reviewed. Use the student identifier to compare the report row with the student's records in NCSIS.

Column	How to use it
ReportEndYear	Identifies the reporting year
studentUID	Student identifier for matching the result to NCSIS records
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet the value is RECORDS
issueCode	Identifies the condition being reported - see specific issue codes in the Recommended Action section below
owningPSUCode, owningPSUName	PSU responsible for reviewing the result
owningSchoolCode, owningSchoolName	School associated with the result, when available

Column	How to use it
lastEnrollmentYear	Most recent enrollment year available for the student - use as research context
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment information included as research context
recordDropoutYear, dropoutType	Dropout Program record details, when available - these fields may be blank for the multiple record count results
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable - this field may be blank for the multiple record count results
currentValue	Number of dropout records counted for the issue code
expectedValue	Expected count of dropout records for these DOC01 checks - this value does not identify which record should be changed
suggestedDate	Suggested date, when the issue provides one - this field is generally blank for the DOC01 multiple record results
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable - these fields may be blank for the DOC01 multiple record results

Recommended Action

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's Dropout Program record (*Student Information > State Programs > Dropout*) in NCSIS for the relevant reporting period.
- Review the student's Dropout Program records for the owning PSU. Compare each record's **Start Date**, **End Date**, **School**, **Grade**, **Dropout Year**, **Dropout Reason**, and **Exemption Code** with the student's enrollment history and supporting records. Confirm that they accurately reflect the student's history.
- See issue codes below for specific actions to take.
- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC01 results. Confirm that the issue cleared or determine why it remains.

MULTIPLE_DROPOUT_RECORDS_IN_DISTRICT

More than 1 Dropout Program record falls within the report's review period.

- Review each Dropout Program record against the student's history.
- Correct fields in the Dropout Program record only when available evidence shows that they are inaccurate.
- If one of the Dropout Program records is confirmed to be a duplicate, delete the duplicated record.
- Multiple Dropout Program records can remain if they are accurate and only one has no **End Date.**

MULTIPLE_OPEN_DROPOUT_RECORDS

More than 1 Dropout Program record has no **End Date**.

- Confirm whether each record should remain open.
- If the student's history and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports ending a record, enter the appropriate **End Date** and **Exemption Code**.
- If one of the records is confirmed to be a duplicate or an error, delete the record.

MULTIPLE_REPORTABLE_DROPOUT_RECORDS

More than 1 Dropout Program record currently meets the report's conditions for reporting.

- Review the Dropout Program record fields and the student's enrollment and applicable Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance.
- Correct the Dropout Program data only when the review confirms that it is inaccurate.
- Follow the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) when determining whether a record should end and which exemption applies. Delete a record only when it was entered in error and should not remain in the student's history.

Do not change a record only to remove an issue code.

NEXT: Continue to **DOC02 - Enrollment Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc02-enrollment-checks)

Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks)

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

DOC02 - Enrollment Checks

Summary

Use the **DOC02 - Enrollment Checks** worksheet to review Dropout Program records with enrollment, reporting school, or grade conflicts. A result identifies a condition to investigate; it does not identify which record, if any,

should be changed. Review the local records and evidence before making a correction.

The worksheet may contain more than one result for a student. Review all related rows together because the results only identify conditions to investigate; they do not determine which record should be changed.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC02 - Enrollment Checks** worksheet. Filter or group the results by student to review the student's related rows. Review the issue code, ownership fields, evidence fields and/or currentValue and expectedValue fields.

Issue Code	What the result indicates
OPEN_DROPOUT_WITH_CURRENT_YEAR_ENROLLMENT	An open Dropout Program record exists while the student also has qualifying current year enrollment. The evidence fields identify the enrollment found by the check.
OPEN_DROPOUT_WITH_SUBSEQUENT_MEMBERSHIP	An open Dropout Program record exists along with subsequent membership during the same reporting year. The evidence fields identify the subsequent enrollment.
DROPOUT_SCHOOL_MISMATCH	The school and PSU on the Dropout Program record do not match the expected reporting school and PSU.
DROPOUT_GRADE_MISMATCH	The grade on the Dropout Program record does not match the expected reporting grade.

For the enrollment evidence issue codes, subsequentEnrollmentPeriod indicates whether the evidence is in the **Same Reporting Year** or **Current Year**, when applicable. For school and grade mismatches, compare currentValue with expectedValue.

Report Content

The worksheet includes student, ownership, enrollment, Dropout Program record, and issue code information. The ownership fields identify the PSU and school associated with the Dropout record. Evidence fields, when populated, describe the enrollment associated with the issue code. For coding results, currentValue shows the value found on the record and expectedValue shows the value or condition the audit expects.

Column	How to use it
ReportEndYear	Identifies the reporting year

Column	How to use it
studentUID	Student identifier for matching the result to NCSIS records
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet, the value is ENROLLMENT
issueCode	Identifies the condition being reported - see specific issue codes in the Recommended Action section below
owningPSUCode, owningPSUName	PSU responsible for reviewing the result
owningSchoolCode, owningSchoolName	School associated with the result, when available
lastEnrollmentYear	Most recent enrollment year available for the student - use as research context
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment information included as research context
recordDropoutYear, dropoutType	Dropout Program record details, when available
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable
currentValue	Value from the Dropout Program record or current reporting context that triggered a school or grade mismatch
expectedValue	Expected school/PSU or grade for a mismatch result - for school results, the value combines PSU and school codes separated by a slash
suggestedDate	Suggested date, when provided - this field is generally blank for enrollment results
evidencePSUCode, evidencePSUName	PSU associated with the enrollment evidence, when applicable
evidenceSchoolCode, evidenceSchoolName	School associated with the enrollment evidence, when applicable
evidenceStartDate, evidenceEndDate	Start and end dates of the enrollment evidence, when applicable.

Recommended Action

- Review the student's rows and identify the Issue Code for each result.

- Locate the student's Dropout (*Student Information > State Programs > Dropout*) and enrollment (*Student Information > General > Enrollments*) records in NCSIS for the relevant reporting period.
- Review the Dropout Program record information, PSU, school, grade, and enrollment evidence shown in the report with the student's enrollment history and supporting records. Confirm that they accurately reflect the student's history.
- See issue codes below for specific actions to take.
- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction. For an open Dropout Program record with subsequent or current year enrollment evidence, determine whether the Dropout Program record should remain open or whether its end date or other information needs correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC02 results. Confirm that the issue cleared or determine why it remains.

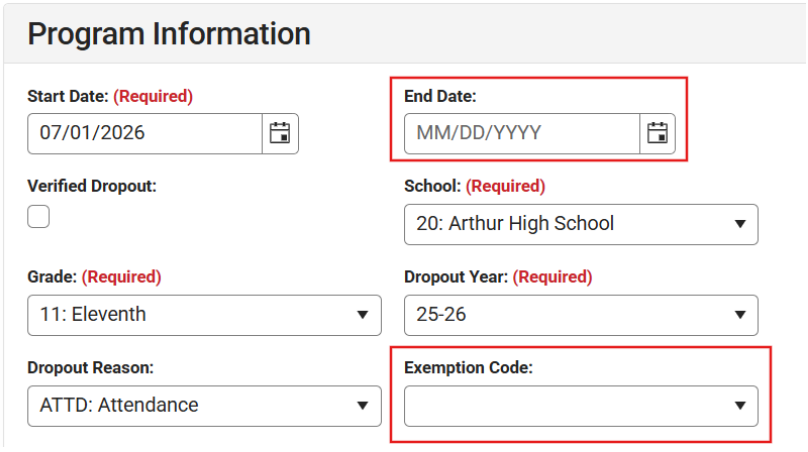
OPEN_DROPOUT_WITH_CURRENT_YEAR_ENROLLMENT

issueCode	owningPSUCode	owningPSUName	owningSchoolCode	owningSchoolName	lastEnrollmentYear	priorEnrollmentType	priorEnrollmentExitCode	recordDropoutYear	dropoutType	subsequentEnrollmentPeriod	currentValue	expectedValue	suggestedDate	evidencePSUCode	evidencePSUName	evidenceSchoolCode	evidenceSchoolName	evidenceStartDate	evidenceEndDate
OPEN_DROPOUT_WITH_CURRENT_YEAR_ENROLLMENT	123	School District	123456	High School	2026	Completer		2026		Current Year				789	Another School District	789456	High School	2026-09-16	

DOC02 - Enrollment Checks report outcome for OPEN_DROPOUT_WITH_CURRENT_YEAR_ENROLLMENT.

If enrollment evidence confirms an enrollment in the current year and/or documentation is received providing evidence that a student should not be identified as a dropout, end the Dropout Program record.

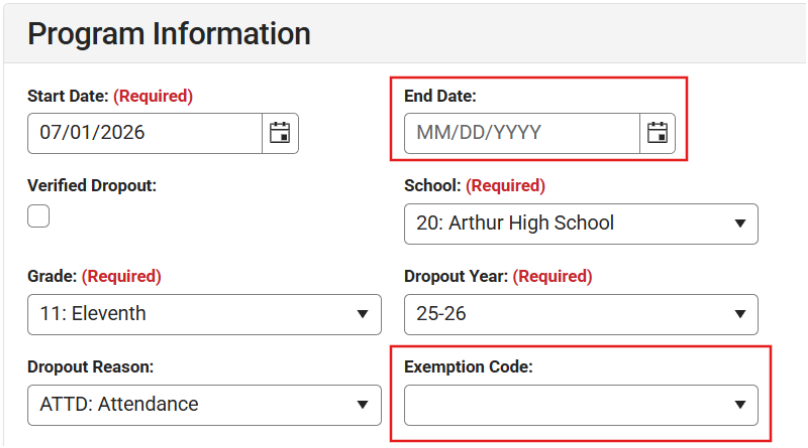
- Open *Student Information > State Programs > Dropout* and select the correct record.
- Add the appropriate **End Date** for the record.
- Select the appropriate **Exemption Code**.
- Click **Save** to update the record.



OPEN_DROPOUT_WITH_SUBSEQUENT_MEMBERSHIP

If the enrollment evidence confirms a subsequent enrollment in the reporting year and/or documentation is received providing evidence that a student should not be identified as a dropout, end the Dropout Program record.

- Open *Student Information > State Programs > Dropout* and select the correct record.
- Add the appropriate **End Date** for the record.
- Select the appropriate **Exemption Code**.
- Click **Save** to update the record



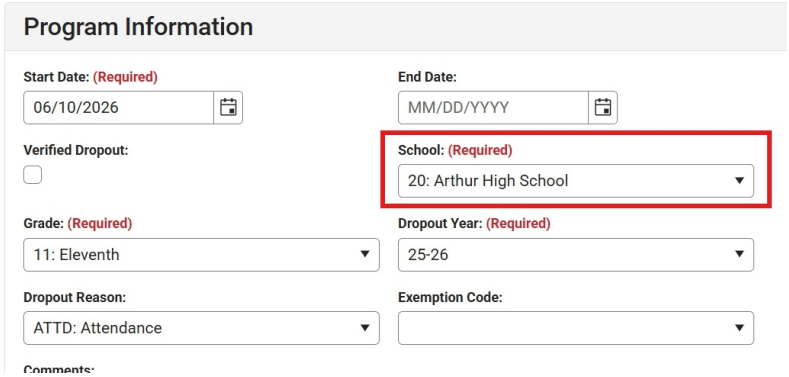
DROPOUT_SCHOOL_MISMATCH

issueCode	owningPSUCode	owningPSUName	owningSchoolCode	owningSchoolName	lastEnrollmentYear	priorEnrollmentType	priorEnrollmentExitCode	recordDropoutYear	dropoutType	subsequentEnrollmentPeriod	currentValue	expectedValue
DROPOUT_SCHOOL_MISMATCH	123	School District	123340	High School	2026	Completer		2026			123 / 123340	123 / 123396

DOC02 - Enrollment Checks report outcome for DROPOUT_SCHOOL_MISMATCH.

The evidence indicates that the school on the Dropout Program is inconsistent with enrollment evidence.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program records are correct, no action is required.
- If the incorrect school was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **School** on the record.
- If an additional Dropout Program record is needed for the correct school, end the existing Dropout Program record and create a new Dropout Program record with correct information.



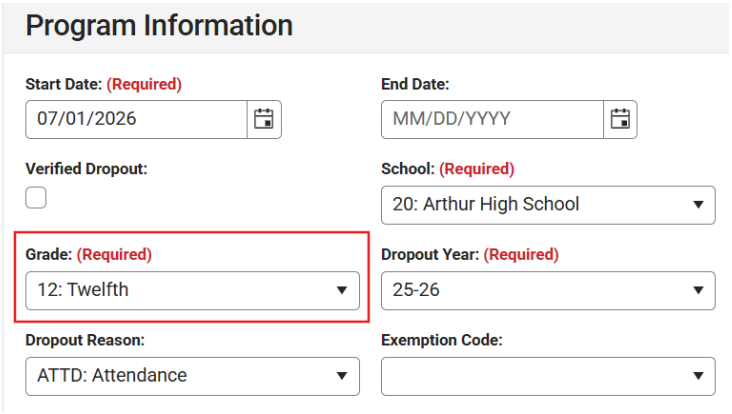
DROPOUT_GRADE_MISMATCH

issueCode	owningPSUCode	owningPSUName	owningSchoolCode	owningSchoolName	lastEnrollmentYear	priorEnrollmentType	priorEnrollmentExitCode	recordDropoutYear	dropoutType	subsequentEnrollmentPeriod	currentValue	expectedValue
DROPOUT_GRADE_MISMATCH	123	School District	123456	High School	2026	Completer		2026			12	11

DOC02 - Enrollment checks report outcome for DROPOUT_GRADE_MISMATCH.

The evidence indicates that the grade level on the Dropout Program is inconsistent with enrollment evidence.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the grade level found in the Dropout Program record is incorrect, open *Student Information > State Programs > Dropout* and update **Grade** on the record.



Do not change a record only to remove an issue code.

NEXT: Continue to **DOC03 - Record Coding Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc03-record-coding-checks) Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks) Return to **(NC) Dropout Data Collection.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-dropout-data-collection)

DOC03 - Record Coding Checks

Summary

Use the **DOC03 - Record Coding Checks** worksheet to review Dropout Program records with a reporting year or coding issue.

The worksheet may contain more than one result for a student. Review all related rows together because the results only identify conditions to investigate; they do not determine which record, if any, should be changed. Review the local records and evidence before making a correction.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC03 - Record Coding Checks** worksheet in Excel output. Filter or group the results by student to review the student's related rows. Review the issue code, student and record details, and the currentValue and expectedValue fields.

Issue Code	What the result indicates
DROPOUT_REPORTING_YEAR_MISMATCH	The Dropout Year on the Dropout Program record does not match the expected reporting year.
REPORTABLE_DROPOUT_MISSING_REASON	A Dropout Program record that is currently being reported does not have a Dropout Reason.
REPORTABLE_DROPOUT_HAS_EXEMPTION	A Dropout Program record that is currently being reported has an Exemption Code.
ENDED_DROPOUT_MISSING_EXEMPTION	An ended Dropout Program record, other than a CCAHS record, does not have an Exemption Code.

The CCAHS reporting year check is handled in DOC04 - CCAHS Checks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc04-ccahs-checks).

Report Content

The worksheet includes student, ownership, enrollment, record, and issue information. The ownership fields identify the PSU and school associated with the Dropout record. For coding results, currentValue shows the value found on the record and expectedValue shows the value or condition the check expects.

Column	How to use it
ReportEndYear	Identifies the reporting year
studentUID	Student identifier for matching the result to NCSIS records
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet, the value is CODING
issueCode	Identifies the condition being reported - see specific issue codes in the Recommended Action section below

Column	How to use it
owningPSUCode, owningPSUName	PSU responsible for reviewing the Dropout record and result
owningSchoolCode, owningSchoolName	School associated with the Dropout record and result
lastEnrollmentYear	Most recent enrollment year available for the student - use as research context
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment information included as research context
recordDropoutYear, dropoutType	Dropout Program record details, when available
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable - this field is generally blank for DOC03
currentValue	Value found on the Dropout Program record - for a missing value, this may be blank
expectedValue	Expected value or condition, such as reporting year, a valid Dropout Reason, BLANK, or a valid Exemption Code
suggestedDate	Suggested date, when provided - for ENDED_DROPOUT_MISSING_EXEMPTION, this is the Dropout record's end date
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable - these fields are generally blank for DOC03

Recommended Action

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's Dropout (*Student Information > State Programs > Dropout*) and enrollment (*Student Information > General > Enrollments*) records in NCSIS for the relevant reporting period.
- Review the Dropout Program record information, PSU, school, grade, and enrollment evidence shown in the report with the student's enrollment history and supporting records. Confirm that they accurately reflect the student's history.
- See issue codes below for specific actions to take.

- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction. For an open Dropout Program record with subsequent or current year enrollment evidence, determine whether the Dropout Program record should remain open or whether its end date or other information needs correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC03 results. Confirm that the issue cleared or determine why it remains.

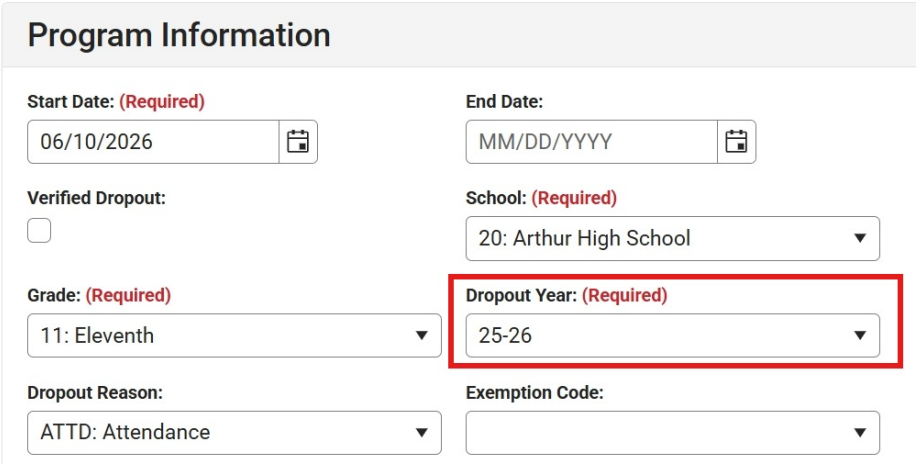
DROPOUT_REPORTING_YEAR_MISMATCH

issueCode	owningPSU Code	owningPSU Name	owningSchool Code	owningSchool Name	lastEnrollment Year	priorEnrollment Type	priorEnrollment ExitCode	recordDrop outYear	dropout Type	subsequent EnrollmentP eriod	current Value	expected Value
DROPOUT_REPORTING_ YEAR_MISMATCH	123	PSU Name	123308	School Name	2026	Completer		2027			2027	2026
DROPOUT_REPORTING_ YEAR_MISMATCH	123	PSU Name	123340	School Name	2026	Completer		2027			2027	2026
DROPOUT_REPORTING_ YEAR_MISMATCH	123	PSU Name	123348	School Name	2026	Completer		2027			2027	2026

DOC03 - Enrollment Checks report outcome for DROPOUT_REPORTING_YEAR_MISMATCH.

The evidence indicates that the reporting year on the Dropout Program is inconsistent with enrollment evidence.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

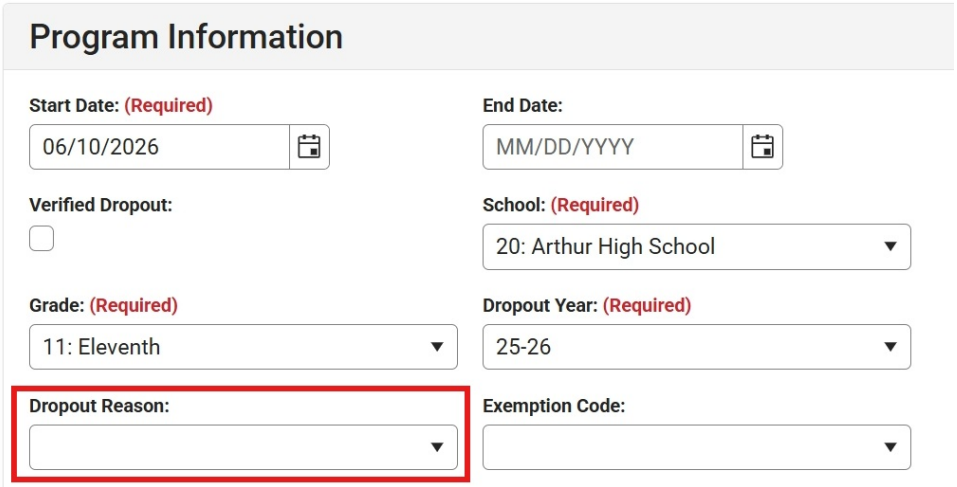


REPORTABLE_DROPOUT_MISSING_REASON

The evidence indicates that an open Dropout Program is missing the dropout reason.

- Determine which dropout reason is correct.
- Open *Student Information > State Programs > Dropout* and update **Dropout Reason** on the record.
- If an additional Dropout Program record is needed for the correct dropout reason, end the existing Dropout

Program record and create a new Dropout Program record with correct information.



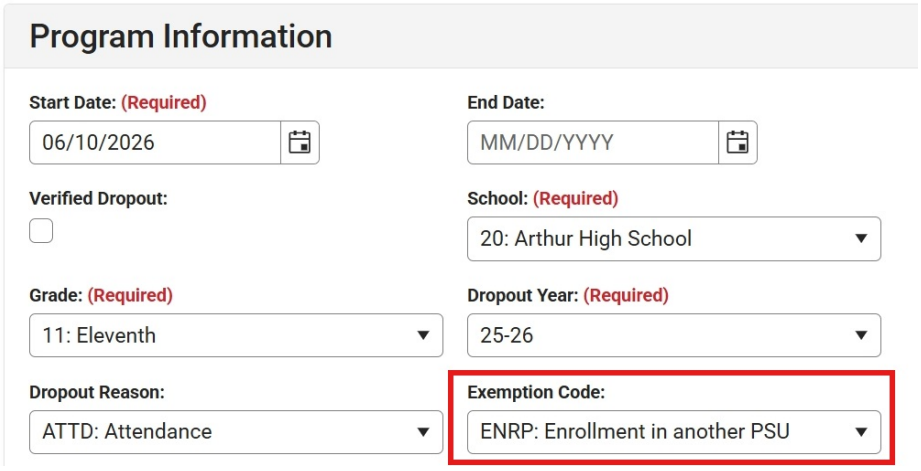
REPORTABLE_DROPOUT_HAS_EXEMPTION

issueCode	owningPSU Code	owningPSU Name	owningSchool Code	owningSchool Name	lastEnrollment Year	priorEnrollment Type	priorEnrollment ExitCode	recordDrop outYear	dropout Type	subsequent Enrollment Period	current Value	expected Value
REPORTABLE_DROPOUT _HAS_EXEMPTION	123	PSU Name	123309	School Name	2026	Completer		2026			LUS	BLANK

DOC03 - Record Checks report outcome for REPORTABLE_DROPOUT_HAS_EXEMPTION.

The evidence indicates that an open Dropout Program record has an Exemption Code assigned to it.

- Review the student's information to determine if the student should be considered a dropout or has an exemption code.
- If the student should be considered a dropout, open *Student Information > State Programs > Dropout* and remove the **Exemption Code** on the record. Ensure other information on the Dropout Program record is accurate.



- If the student should not be considered a dropout, open *Student Information > State Programs > Dropout* and add an **End Date** to the Dropout Program record. Ensure other information on the Dropout Program record is

accurate.

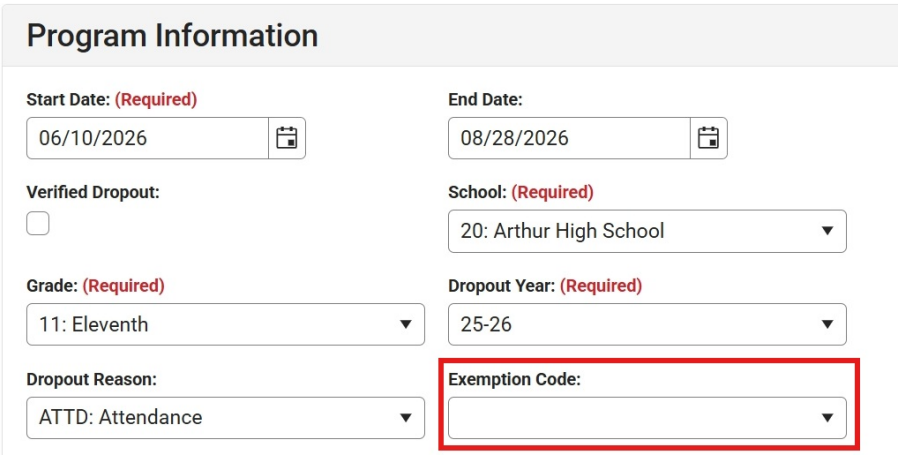
ENDED_DROPOUT_MISSING_EXEMPTION

issueCode	owningPSU Code	owningPSU Name	owningSchool Code	owningSchool Name	lastEnrollment Year	priorEnrollment Type	priorEnrollment ExitCode	recordDropout Year	dropout Type	subsequentEnrollment Period	currentValue	expectedValue
ENDED_DROPOUT_MISSING_EXEMPTION	123	PSU Name	123340	School Name	2026	Completer		2027				VALID EXEMPTION CODE

DC03 - Record Checks report outcome for ENDED_DROPOUT_MISSING_EXEMPTION.

The evidence indicates that an ended Dropout Program record is missing the exemption code.

- Determine which dropout reason is correct.
- Open *Student Information > State Programs > Dropout* and update Dropout Reason on the record.
- If an additional Dropout Program record is needed for the correct dropout reason, end the existing Dropout Program record and create a new Dropout Program record with correct information.



Do not change a record only to remove an issue code.

NEXT: Continue to **DOC04 - CCAHS Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc04-ccahs-checks)

Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks)

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

DOC04 - CCAHS Checks

Summary

Use the **DOC04 - CCAHS Checks** worksheet to review Dropout Program records, W2T withdrawal coding, and prior CCAHS records that may need to be rolled over for the current reporting cycle.

The worksheet may contain more than one result for a student. Review all related rows together because the results only identify conditions to investigate; they do not determine which record should be changed.

In this report, CCAHS is a Dropout Reason or Dropout Type value. **Previous CCAHS** is a Prior Enrollment Type value. These fields describe different parts of the student's record.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC04 - CCAHS Checks** worksheet. Review the issue code, the student's prior enrollment type, and the currentValue and expectedValue fields.

Issue Code	What the result indicates
CCAHS_REASON_WITHOUT_W2T	A Dropout record has the CCAHS reason, but the student's prior enrollment exit code is not W2T.
W2T_CHANGE_REASON_TO_CCAHS	The student has a W2T exit code and a matching Dropout record, but the record's reason is not CCAHS.
W2T_ADD_CCAHS_RECORD	The student has a W2T exit code, but the audit did not find a matching Dropout record with the CCAHS reason.
CCAHS_REPORTING_YEAR_MISMATCH	The Dropout Year does not match the reporting year expected for the student's CCAHS reporting context.
CCAHS_PRIOR_RECORD_NEEDS_ROLLOVER	A prior CCAHS record is open and its Dropout Year does not match the expected prior reporting year. The expected value describes the rollover sequence.
CCAHS_PRIOR_RECORD_OPEN	A prior CCAHS record is open and its Dropout Year matches the expected prior reporting year. The expected value indicates that the prior record should be ended before the next record is added.

Report Content

The worksheet includes student, ownership, enrollment, Dropout Program record, and issue information. The ownership fields identify the PSU and school associated with the Dropout record. For coding results, currentValue shows the value found on the record and expectedValue shows the value or condition the check expects.

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

Column	How to use it
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet, the value is CCAHS
issueCode	Identifies the CCAHS or W2T condition - see specific issue codes in the Recommended Action section below
owningPSUCode, owningPSUName	PSU responsible for reviewing the Dropout record and result
owningSchoolCode, owningSchoolName	School associated with the Dropout record and result
lastEnrollmentYear	Most recent enrollment year available for the student - use as research context
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment type and exit code associated with the student's enrollment context
recordDropoutYear, dropoutType	Dropout Program record details, when available
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable - this field is generally blank for DOC04
currentValue	Value found by the check - depending on the Issue Code, this may be an exit code, Dropout Reason, reporting year, or open record status
expectedValue	Value or action expected by the check - for rollover results, it describes the prior record year, end date, and new record sequence
suggestedDate	Suggested date for the prior record rollover checks - review it with the student's record history before applying it
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable - these fields are generally blank for DOC04 results
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable - these fields are generally blank for DOC04 results
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable -these fields are generally blank for DOC04 results

For W2T_ADD_CCAHS_RECORD, currentValue may display NO DROPOUT RECORD when the audit does not find a matching record. For rollover results, currentValue and expectedValue provide the record year and rollover context used by the audit.

Recommended Action

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's Dropout (*Student Information > State Programs > Dropout*) and enrollment (*Student Information > General > Enrollments*) records in NCSIS for the relevant reporting period.
- Review the Dropout Program record information, PSU, school, grade, and enrollment evidence shown in the report with the student's enrollment history and supporting records. Confirm that they accurately reflect the student's history.
- See issue codes below for specific actions to take.
- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction. For an open Dropout Program record with subsequent or current year enrollment evidence, determine whether the Dropout Program record should remain open or whether its end date or other information needs correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC03 results. Confirm that the issue cleared or determine why it remains.

CCAHS_REASON_WITHOUT_W2T

The evidence indicates that the Dropout Program record has the CCAHS reason, but the student's prior enrollment exit code is not W2T.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

W2T_CHANGE_REASON_TO_CCAHS

The evidence indicates that the Dropout Program record does not have the CCAHS reason, but the student's prior enrollment exit code is W2T.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

W2T_ADD_CCAHS_RECORD

The evidence indicates that the student's prior enrollment exit code is W2T but there is no Dropout Program record associated with the student.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

CCAHS_REPORTING_YEAR_MISMATCH

The evidence indicates that the student's Dropout Program record has a Dropout Year that is not consistent with the student's last enrollment.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

CCAHS_PRIOR_RECORD_NEEDS_ROLLOVER

The evidence indicates that the student's Dropout Program record has a Dropout Year that is not consistent with the student's last enrollment.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

CCAHS_PRIOR_RECORD_OPEN

The evidence indicates that the student's Dropout Program record has a Dropout Year that is not consistent with the student's last enrollment.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

The report identifies a condition to review. Use the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-

dropout-data) to determine the appropriate reporting treatment; do not make a code or record change based only on the Issue Code.

NEXT: Continue to **DOC05 - Graduation Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc05-graduation-checks) Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks) Return to **(NC) Dropout Data Collection.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-dropout-data-collection)

DOC05- Graduation Checks

Summary

Use the **DOC05 - Graduation Checks** worksheet to review Dropout Program records associated with graduation data. The worksheet identifies open Dropout Program records and Exemption Code values that may need review.

Verify the student's graduation and Dropout Program records before making changes. A result identifies records to investigate, but it does not determine whether the graduation data or Dropout Program record is incorrect.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC05 - Graduation Checks** worksheet. Review the issue code and any suggested date.

Issue Code	What the result indicates
GRADUATED_WITH_OPEN_DROPOUT	A valid graduation record is present while an open Dropout Program record remains. The report shows the current Exemption Code, expected value GRAD, and graduation data as the suggested end date of the Dropout Program.
GRAD_CODING_REVIEW	A valid graduation record is present, but the Dropout record's Exemption Code is not GRAD. The report shows the current Exemption Code and expected value GRAD.

Report Content

The worksheet includes student, ownership, enrollment, Dropout Program record, and issue code information. For coding results, currentValue shows the value found on the record and expectedValue shows the value or condition the check expects.

Column	How to use it
ReportEndYear	Identifies the reporting year
studentUID	Student identifier for matching the result to NCSIS records
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet, the value is GRADUATION
issueCode	Identifies the graduation condition - see specific issue codes in the Recommended Action section below
owningPSUCode, owningPSUName	PSU responsible for reviewing the Dropout record and result.
owningSchoolCode, owningSchoolName	School associated with the Dropout record and result.
lastEnrollmentYear	Most recent enrollment year available for the student - use as research context.
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment information included as research context
recordDropoutYear, dropoutType	Dropout Program record details, when available
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable - this field is generally blank for DOC05 results
currentValue	Exemption Code value found on the Dropout Program record - for a missing value, this may be blank
expectedValue	Expected value or condition, such as the expected exemption code of GRAD
suggestedDate	For GRADUATED_WITH_OPEN_DROPOUT, the date of the graduation record, as a suggestion for the end date of the Dropout Program record - review it with the student's record history before using it
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable - these fields are generally blank for DOC05 results
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable - these fields are generally blank for DOC05 results
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable - these fields are generally blank for DOC05 results

Recommended Action

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's Dropout (*Student Information > State Programs > Dropout*) and enrollment (*Student Information > General > Enrollments*) records in NCSIS for the relevant reporting period.
- Review the Dropout Program record information, PSU, school, grade, and enrollment evidence shown in the report with the student's enrollment history and supporting records. Confirm that they accurately reflect the student's history.
- See issue codes below for specific actions to take.
- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction. For an open Dropout Program record with subsequent or current year enrollment evidence, determine whether the Dropout Program record should remain open or whether its end date or other information needs correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC05 results. Confirm that the issue cleared or determine why it remains.

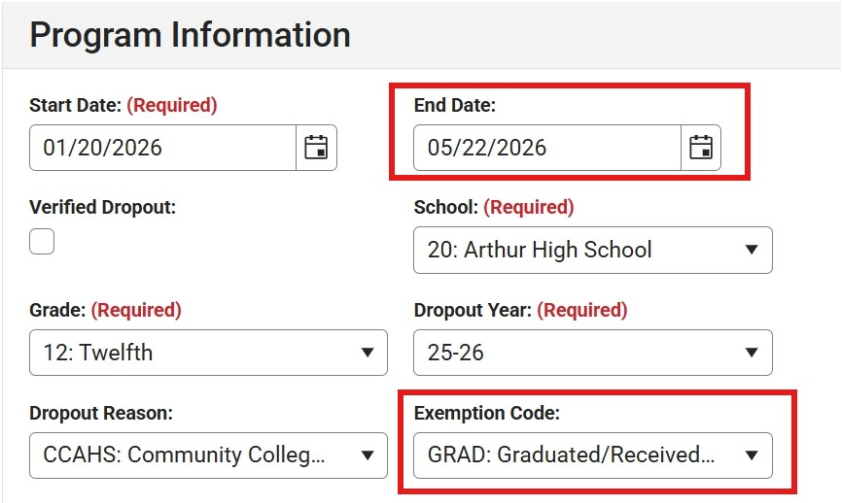
GRADUATED_WITH_OPEN_DROPOUT

issueCode	owningPSU Code	owningPSU Name	owningSchool Code	owningSchool Name	lastEnrollment Year	priorEnrollment Type	priorEnrollment ExitCode	recordDropout Year	dropout Type	subsequent Enrollment Period	current Value	expected Value	suggestedDate
GRADUATED_WITH_OPEN_DROPOUT	123	PSU Name	123308	School Name	2026	Completer		2026				GRAD	2026-05-22

DOC05 - Graduation Checks report outcome for GRADUATED_WITH_OPEN_DROPOUT.

The evidence indicates that the student has graduated but still has an open dropout record.

- If the end date in the Dropout Program record needs to be updated, open *Student Information > State Programs > Dropout* and update **End Date** on the record. The suggested date is the graduation date according to the student's record and may be used if correct.
- If the exemption code in the Dropout Program record needs to be updated, open *Student Information > State Programs > Dropout* and update **Exemption Code** on the record.



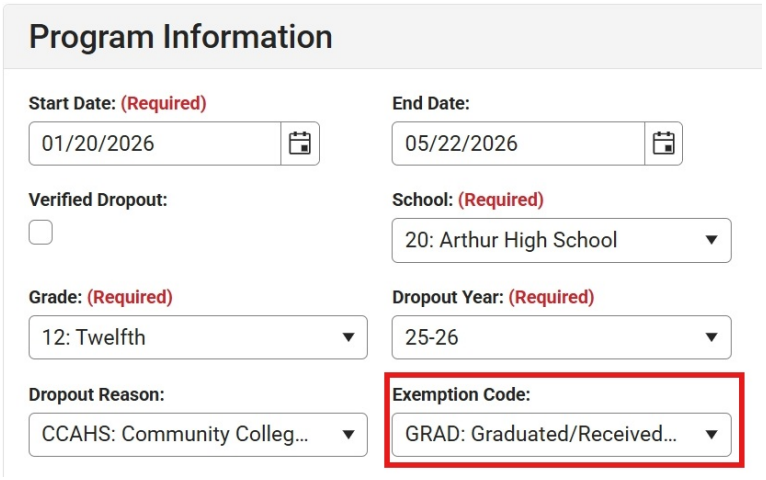
GRAD_CODING_REVIEW

issueCode	owningPSU Code	owningPSU Name	owningSchool Code	owningSchool Name	lastEnrollment Year	priorEnrollment Type	priorEnrollment ExitCode	recordDropout Year	dropout Type	subsequent Enrollment Period	current Value	expected Value	suggested Date
GRAD_CODING_REVIEW	123	PSU Name	123308	School Name	2026	Completer		2026				GRAD	

DOC05 - Graduation Checks report outcome for GRAD_CODING_REVIEW.

The evidence indicates that the student has graduated, yet the exemption code on the Dropout Program record is not GRAD.

- Open *Student Information > State Programs > Dropout* and update **Exemption Code** on the record to GRAD.



Do not close a Dropout record or change its Exemption Code based only on the graduation result. Verify the graduation and Dropout source records first.

NEXT: Continue to **DOC06 - W3 Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc06-w3-checks)

Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks)

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

DOC06 - W3 Checks

Summary

Use the **DOC06 - W3 Checks** worksheet to review W3 enrollment records and related Dropout Program records.

The worksheet may contain more than one result for a student. Review all related rows together because the results only identify conditions to investigate; they do not determine which record, if any, should be changed. Review the local records and evidence before making a correction.

A W3 that can be exempted from the Dropout Program is one with an end date on or before the applicable Day 20.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC06 - W3 Checks** worksheet in Excel output. Review the issue code, owning PSU and school, evidence fields, and the currentValue and expectedValue fields.

Issue Code	What the result indicates
W3_QUALIFYING_CY_ENROLLMENT	An enrollment with an End Status of W3 and a qualifying current year enrollment are both present.
W3_LAST_ENROLLMENT_DROPOUT_RECORD	The student's last actual enrollment has an end status of W3, and a Dropout Program record was active when the W3 occurred.
UPDATE_ACTIVE_RECORD_DTH	A Dropout Program record was active when student was withdrawn with an end status of W3 , but the Dropout Program record does not have the DTH exemption.
ADD_DROPOUT_RECORD_DTH	A student was withdrawn with an end status of W3, no Dropout Program record was active at that time, but the evidence indicates that a Dropout Program record with the DTH exemption should be added.

Report Content

The worksheet includes student, ownership, enrollment, Dropout record, and issue information. Ownership is assigned according to the record that needs review: the reporting school, the Dropout record's school, or the school associated with the W3 enrollment.

Column	How to use it
ReportEndYear	Identifies the reporting year
studentUID	Student identifier for matching the result to NCSIS records
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet, the value is W3
issueCode	Identifies the W3 condition - see specific issue codes in the Recommended Action section below

Column	How to use it
owningPSUCode, owningPSUName	PSU responsible for reviewing the Dropout record and result
owningSchoolCode, owningSchoolName	School responsible for reviewing the result - this may be the school associated with the W3 enrollment or the Dropout record, depending on the Issue Code
lastEnrollmentYear	Most recent enrollment year available for the student - use as research context
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment information included as research context
recordDropoutYear, dropoutType	Dropout Program record details, when available
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable - this field is generally blank for DOC06 results
currentValue	Describes the condition found - depending on the Issue Code, it may show the W3 date and enrollment information, or the current Dropout Reason and Exemption Code
expectedValue	Describes the condition or action expected by the audit, such as reviewing the enrollment/W3 record, reviewing or ending a Dropout Program record, or adding/updating a Dropout Program record with the DTH exemption code
suggestedDate	For the update, enrollment conflict, and last enrollment results, this is the W3 exit date but generally blank for ADD_DROPOUT_RECORD_DTH
evidencePSUCode, evidencePSUName	PSU associated with the enrollment/W3 evidence
evidenceSchoolCode, evidenceSchoolName	School associated with the enrollment/W3 evidence
evidenceStartDate, evidenceEndDate	Entry and exit dates for the enrollment/W3 evidence

For W3_QUALIFYING_CY_ENROLLMENT, the evidence fields describe the qualifying current year enrollment that conflicts with the W3 record. For the other issue codes, they identify the W3 enrollment used by the NCSIS.

Recommended Action

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's Dropout (*Student Information > State Programs > Dropout*) and enrollment (*Student Information > General > Enrollments*) records in NCSIS for the relevant reporting period.

- Review the Dropout Program record information, PSU, school, grade, and enrollment evidence shown in the report with the student's enrollment history and supporting records. Confirm that they accurately reflect the student's history.
- See issue codes below for specific actions to take.
- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction. For an open Dropout Program record with subsequent or current year enrollment evidence, determine whether the Dropout Program record should remain open or whether its end date or other information needs correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC06 results. Confirm that the issue cleared or determine why it remains.

W3_QUALIFYING_CY_ENROLLMENT

The evidence suggests that there was a previous enrollment with an End Status of W3, yet there is a current year enrollment for the student as well.

- Review the previous enrollment/W3 and current year enrollment records together to determine which data needs correction.
- Open *Student Information > General > Enrollments* for the enrollment record that needs to be corrected and adjust as needed or delete if a record was entered by mistake.

W3_LAST_ENROLLMENT_DROPOUT_RECORD

The evidence suggests that there is an enrollment with an end status of W3, and that the existing Dropout Program record may need to be updated to reflect that information.

- Review whether the existing Dropout Program record is appropriate when the last enrollment has an End Status of W3.
- If the current records are correct, no action is needed.
- Open *Student Information > State Programs > Dropout* and update **Dropout Exemption** on the record if needed.

UPDATE_ACTIVE_RECORD_DTH

The evidence suggests that a Dropout Program record was active when student was withdrawn with an end status of W3, but the Dropout Program record does not have the DTH exemption.

- Review whether the existing Dropout Program record is appropriate when the last enrollment has an End Status of W3.
- If the current records are correct, no action is needed.
- Open *Student Information > State Programs > Dropout* and update **Dropout Exemption** on the record if needed

ADD_DROPOUT_RECORD_DTH

A Dropout Program record did not exist when a student was withdrawn with an end status of W3, but evidence suggests that there should be one.

- Review whether a Dropout record is appropriate for this student.
- If the current records are correct, no action is needed.
- If a Dropout Program Record should be added, open *Student Information > State Programs > Dropout* and create a new record with the appropriate values.

NEXT: Continue to **DOC07 - Expulsion Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc07-expulsion-checks)

Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks)

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

DOC07 - Expulsion Checks

Summary

Use the **DOC07 - Expulsion Checks** worksheet to review expulsion evidence, enrollment history, and related Dropout records.

The check may identify a missing or inconsistent record or a situation where the school or PSU must review the available information before deciding which Dropout Reason applies. The EXPL actions in this worksheet concern the Dropout Reason, not the Exemption Code.

The worksheet may contain more than one result for a student. Review all related rows together because the results only identify conditions to investigate; they do not determine which record, if any, should be changed. Review the local records and evidence before making a correction.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC07 - Expulsion Checks** worksheet in Excel output. Filter or group the results by student to review the student's related rows. Review the Issue Code, owning PSU and school, student enrollment history, and related Dropout record.

Issue Code	What the result indicates
EXPULSION_WITHOUT_PRIOR_ENROLLMENT	Expulsion evidence is present in the Dropout Program record, but the check does not find qualifying reporting year enrollment to establish the student's Prior Enrollment Type. The report directs the user to review enrollment history.

Issue Code	What the result indicates
CCASH_EXPL_REVIEW	CCAHS conditions and expulsion evidence are both present. The check will not choose between CCAHS and EXPL; the school or PSU must review the record.
ADD_DROPOUT_RECORD_EXPL	The check identifies evidence at the reporting school and does not find an active EXPL Dropout record for the reporting year.
UPDATE_DROPOUT_REASON_EXPL	An active Dropout record is present with expulsion evidence, but its current Dropout Reason is not EXPL.
EXPL_REASON_WITHOUT_EXPULSION	The Dropout record has the EXPL reason, but the audit does not find matching expulsion evidence at the PSU and school that own the record.

Report Content

The worksheet includes student, ownership, enrollment, Dropout record, and issue information. The owning PSU and school fields identify where the result should be reviewed. For EXPL_REASON_WITHOUT_EXPULSION, the evidence check is limited to the PSU and school that own the Dropout record.

Column	How to use it
ReportEndYear	Identifies the reporting year
studentUID	Student identifier for matching the result to NCSIS records.
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet, the value is EXPULSION
issueCode	Identifies the expulsion condition - see specific issue codes in the Recommended Action section below
owningPSUCode, owningPSUName	PSU responsible for reviewing the result
owningSchoolCode, owningSchoolName	School responsible for reviewing the result
lastEnrollmentYear	Most recent enrollment year available for the student, if available - use as research context
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment type and exit code, when available - these may be blank when there is no qualifying enrollment context.

Column	How to use it
recordDropoutYear, dropoutType	Dropout Program record details, when available
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable - this field is generally blank for DOC07 results.
currentValue	Describes the condition found, such as expulsion evidence without prior enrollment, the current Dropout Reason, or the absence of an active EXPL record
expectedValue	Describes the condition or review indicated by the check, such as reviewing enrollment history, reviewing whether CCAHS or EXPL applies, or adding/updating the Dropout Reason to EXPL
suggestedDate	Suggested date, when provided - this field is generally blank for these results
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable - these fields are generally blank for these results
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable - these fields are generally blank for these results
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable - these fields are generally left blank for DOC07

Recommended Action

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's dropout (*Student Information > State Programs > Dropout*), enrollment (*Student Information > General > Enrollments*), and expulsion (*Student Information > General > Behavior*) records in NCSIS for the relevant reporting period.
- Review the located information. Confirm that it accurately reflects the student's history.
- See issue codes below for specific actions to take.
- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC07 results. Confirm that the issue cleared or determine why it remains.

EXPULSION_WITHOUT_PRIOR_ENROLLMENT

An Expulsion Dropout Reason is present in the Dropout Program record, but the check cannot find a qualifying reporting year enrollment to establish the student's Prior Enrollment Type.

- Review the enrollment history and determine whether a Dropout Program record is appropriate.

- If the Dropout Program record needs to be updated or ended, open *Student Information > State Programs > Dropout* and update the fields on the record as necessary.
- If the Dropout Program record needs to be deleted, open *Student Information > State Programs > Dropout* and delete if it was mistakenly entered.

CCAHS_EXPL_REVIEW

Both CCAHS conditions and expulsion evidence are both present in a student's record. It must be determined which dropout reason is correct for the student by the PSU.

- Review the student's CCAHS and expulsion information together.
- Consult the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to determine the appropriate adjustments to the Dropout Program record.

ADD_DROPOUT_RECORD_EXPL

Evidence at the reporting school indicates that a student was expelled and there is no active EXPL Dropout record for the reporting year

- Review the expulsion information.
- If the Dropout Program record needs to be added, open *Student Information > State Programs > Dropout* and add a new Dropout Program Record with the appropriate values.

UPDATE_DROPOUT_REASON_EXPL

Evidence at the reporting school indicates that a student was expelled and there is an active Dropout Program record, but the Dropout Reason is not EXPL.

- Review the expulsion information and related Dropout Program record.
- If the Dropout Program record needs to be updated, open *Student Information > State Programs > Dropout* and update the fields on the existing Dropout Program record as necessary.

EXPL_REASON_WITHOUT_EXPULSION

A reportable Dropout Program record has the EXPL Dropout Reason, but the audit does not find matching expulsion evidence at the PSU and school that own the record.

- Confirm whether matching expulsion information exists in the PSU and school that own the Dropout record. If it does not, review whether the information is incomplete or the Dropout Reason needs correction.

Use the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to confirm updates and whether the EXPL Dropout Reason applies. The check identifies a condition to review; it does not replace the policy determination.

Do not change a record only to remove an issue code.

NEXT: Continue to **Verify Reported Dropout Detail.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/verify-reported-dropout-detail-dod01)

Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks)

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