

DOC01 - Dropout Record Checks

11/22/2026 7:25 pm EST

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
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

Column	How to use it
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)

NCSIS Knowledgebase | Article: DOC01 - Dropout Record Checks | Last Updated: 11/22/2026 7:25 pm EST