DOC02 - Enrollment Checks

11/22/2026 7:26 pm EST

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
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

Column	How to use it
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.

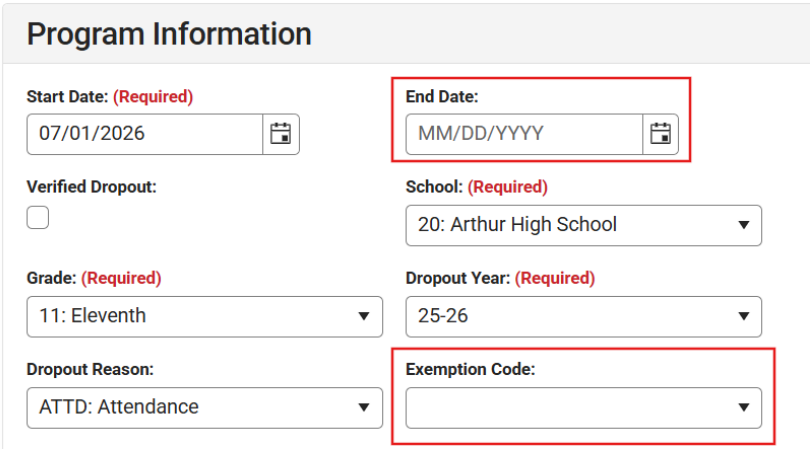
OPEN_DROPOUT_WITH_CURRENT_YEAR_ENROLLMENT

issueCode	owningPSU Code	owningPSU Name	owning School Code	owningSchool Name	lastEnroll mentYear	priorEnroll mentType	priorEnrollm entExitCode	recordDrop outYear	dropoutType	subsequentEnroll mentPeriod	current Value	expected Value	suggested Date	evidence PSUCode	evidencePSU Name	evidenceS choolCode	evidenceSch oolName	evidenceStart Date	evidenceEnd Date
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.

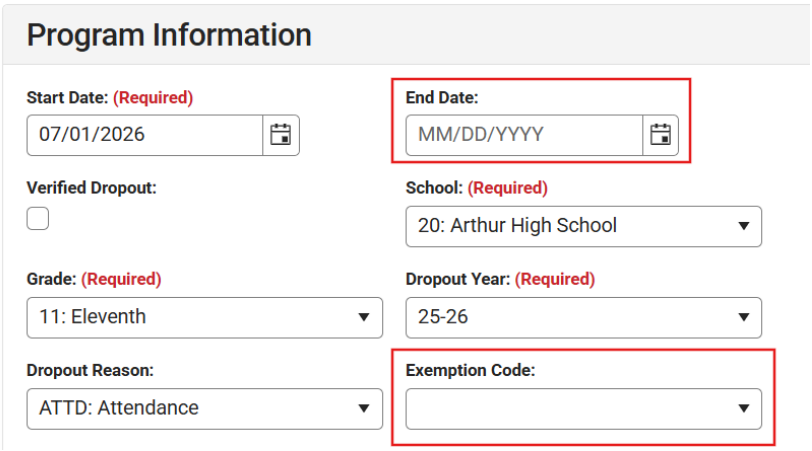
- Open *Student Information > State Programs > Dropout* and select the correct record.
- Add the appropriate **End Date** for the record.
- Select the appropriate **Exemption Code**.
- Click **Save** to update the record.



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

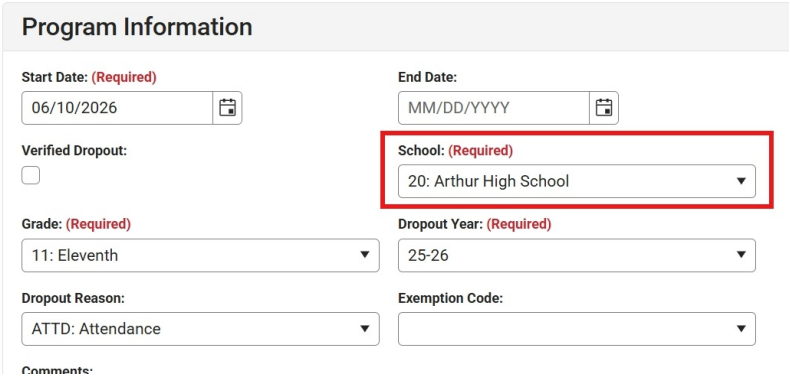
issueCode	owningPSUCode	owningPSUName	owningSchoolCode	owningSchoolName	lastEnrollmentYear	priorEnrollmentType	priorEnrollmentExitCode	recordDropoutYear	dropoutType	subsequentEnrollmentPeriod	currentValue	expectedValue
DROPOUT_SCHOOL_MISMATCH	123	School District	123340	High School	2026	Completer		2026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



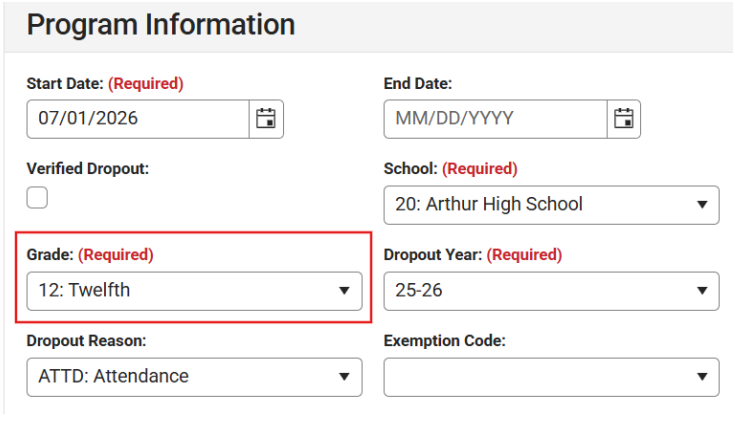
DROPOUT_GRADE_MISMATCH

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)