DOC03 - Record Coding Checks

11/22/2026 7:21 pm EST

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
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

Column	How to use it
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.

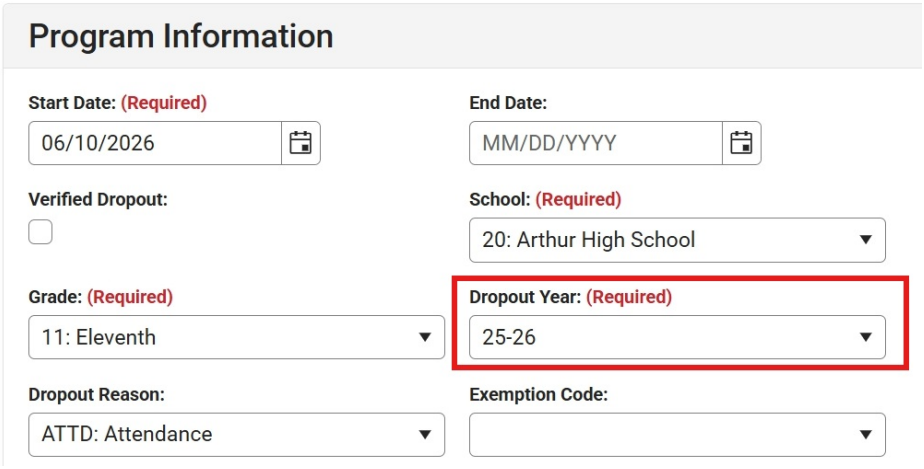
DROPOUT_REPORTING_YEAR_MISMATCH

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.

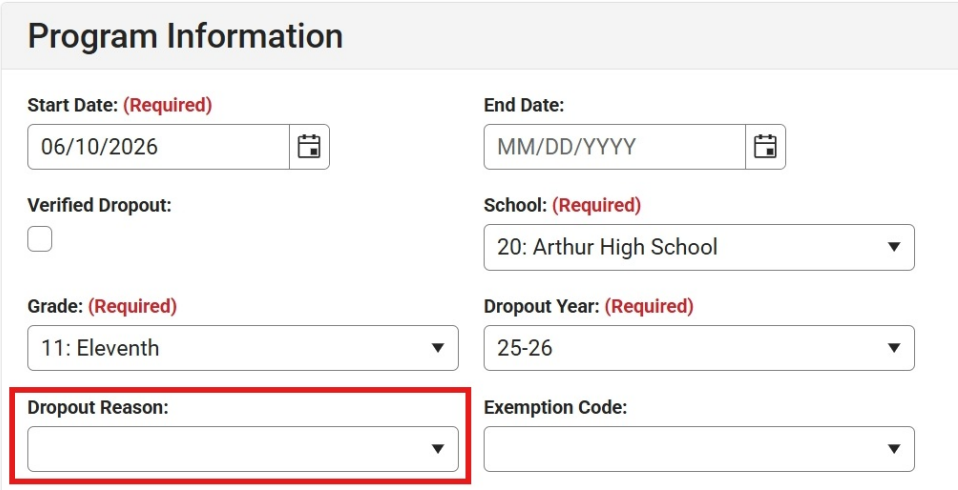
- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout 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

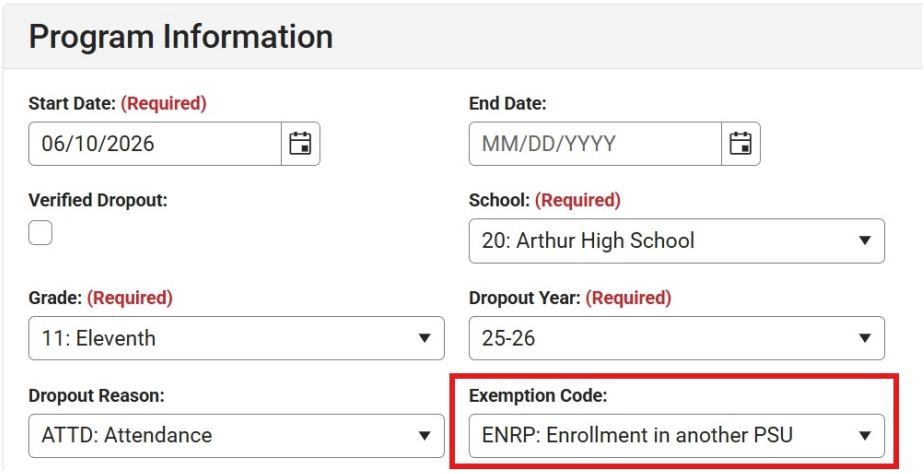
DOC03 - Record Checks report outcome for REPORTABLE_DROPOUT_HAS_EXEMPTION.

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.

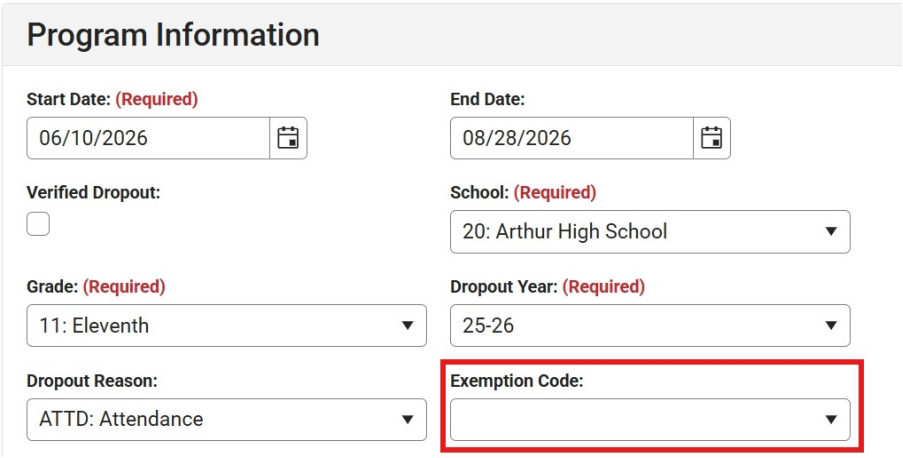
ENDED_DROPOUT_MISSING_EXEMPTION

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)

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