DOC05- Graduation Checks

11/22/2026 7:09 pm EST

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

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 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.

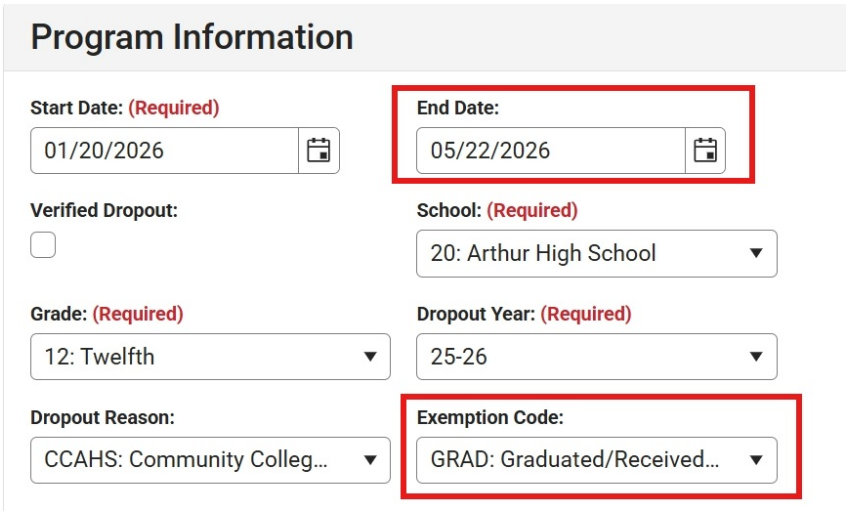
GRADUATED_WITH_OPEN_DROPOUT

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.



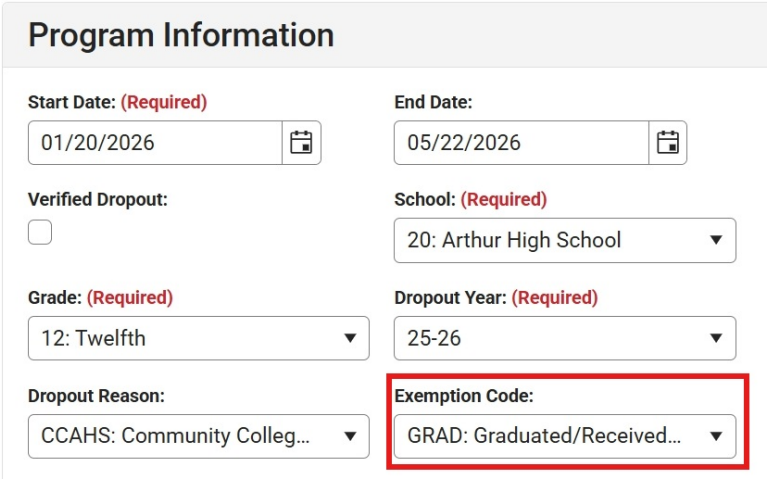
GRAD_CODING_REVIEW

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)