DOC06 - W3 Checks

11/22/2026 7:09 pm EST

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UPDATE_ACTIVE_RECORD_DTH	A Dropout Program record was active when student was withdrawn with an end status of W3 , but the Dropout Program record does not have the DTH exemption.
ADD_DROPOUT_RECORD_DTH	A student was withdrawn with an end status of W3, no Dropout Program record was active at that time, but the evidence indicates that a Dropout Program record with the DTH exemption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
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

Column	How to use it
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)

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