

Review Potential Dropouts

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Summary

Use **DR09 - Potential Dropouts** to identify students whose records may need research for the selected reporting year. The report identifies candidate students who do not have a valid high school graduation or a qualifying current year enrollment in the report data.

A student listed on the Potential Dropout report is not automatically a confirmed dropout. The report is a research tool. Review the student's enrollment, graduation, dropout program, and other supporting records before determining whether the student should be reported.

A student may appear on the Potential Dropout report even when a Dropout record already exists. The report includes separate fields that indicate whether a record was found and whether it meets the report's current reporting logic.

Review the Results

Review each student's row and compare the report information with the student's source records.

- Confirm the reporting year, PSU, and reporting school.
- Review the student's last enrollment dates, entry and withdrawal codes, and admission status.
- Review the reporting school's last day and the Day 20 dates shown in the report.
- Check whether the student has a valid high school graduation or qualifying current year enrollment in the source records.
- Review the Dropout record indicators and counts. If the report indicates multiple or open records, review the student's records and the related DR02 - Dropout Record Audit results.
- Review applicable W3 evidence and other supporting records. W3 information is not displayed as a separate field in the Potential Dropout report, but it can affect whether a Dropout record is considered reportable.
- Correct a source record only when research confirms that the data is inaccurate.

Note: The potential dropout result and the willBeReportedDropout field answer different questions. A student may appear in the Potential Dropout report because no qualifying current year enrollment or valid graduation was found, while an existing Dropout record may separately meet the current reporting logic.

Report Content

The report presents one row per student. The report content is grouped below by the type of information it provides.

Student and Reporting Information

The report identifies the student and the reporting context, including the reporting year, PSU, school and grade.

Enrollment Information

The report includes the student's last enrollment year and prior enrollment type. Prior Enrollment Type may display Early Leaver, Completer, or Previous CCAHS. Entry and exit dates and codes, admission status, and the reporting school's last day provide additional context about the enrollment.

Day 20 Information

The report displays the prior school's Day 20 date and the Applicable 20th Day used by the report's logic. These dates provide context for evaluating enrollment and Dropout record status.

Additional Student Indicators

The report indicates whether expulsion evidence or a previous CCAHS record was found.

Dropout Program Record Information

The report indicates whether a Dropout program record was found, whether it matches the reporting context, and whether it is open or active through the Applicable 20th Day. Will Be Reported Dropout indicates whether an existing record meets the report's current reporting conditions; the presence of a record alone does not establish that it will be reported.

The report also includes indicators that ended before the Applicable 20th Day and for multiple, open, or reportable records. Record counts show the number of qualifying and reportable records found for the student.

Issue Code

The issue code identifies the result as POTENTIAL_DROPOUT.

> **Note:** DR09 - Potential Dropouts does not display detailed graduation, current year enrollment, or W3 information. Review those source records when researching why a student appears in the report.

Research an Unexpected Result

Use the result fields to determine which source records need review.

The student has a current year enrollment

Review the enrollment record and determine whether it represents qualifying current year membership under the report's logic. Confirm the entry and exit dates, school, grade, and other enrollment details. Use DR03 - Enrollment

Audits to review enrollment related issues.

The student has graduated

Verify that the student has a valid high school graduation record for the applicable reporting context. If the graduation information is missing or inaccurate, research and correct the appropriate source record.

A Dropout program is present

Review the Dropout program's school, dates, reason, and status. Use the program record indicators in DR09 and review DR02 - Dropout Record Audits for additional record level issues. A record being present does not, by itself, mean it will be reported.

Multiple or open Dropout programs are indicated

Review the student's programs to determine whether the records are accurate and whether they belong to the same reporting context. Correct duplicate, open, or inaccurate records only after confirming the appropriate action from the source information and applicable reporting guidance.

W3 or other supporting information may apply

Review the supporting enrollment records. DR09 does not display W3 details, but the report logic considers W3 evidence when evaluating whether an existing Dropout program will be reported.

If the source records are accurate and the student remains unresolved, retain the result for follow up. Do not add or change a Dropout program record solely to remove the student from the Potential Dropout list.

For reporting requirements or policy guidance, consult the current Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data).

Refresh and Annual Cycle

The dropout validation data is refreshed nightly through November 4 of the current year. Rerun the (NC) Dropout Data Collection after the next completed refresh to check whether researched corrections are reflected.

Beginning November 5, of the current cycle potential dropout working data is cleared and is no longer rebuilt for the reporting year. The reportable dropout detail is retained as the historical record.

NEXT: Continue to **Dropout Edit Checks.** (https://nc-sandbox.knowledgeowl.com/home/dropout-edit-checks)

Return to **Dropout Reporting.** (https://nc-sandbox.knowledgeowl.com/home/dropout-reporting-fb63bf2)

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