

FATAL-23

09/08/2026 8:55 am EDT

Rule: Students With Incorrect Membership Status

Summary

This validation identifies students with an **MST1** or **MED1 Admission Status** whose scheduled instructional minutes are less than 50% of the possible instructional minutes for the Student Day.

Students with an MST1 or MED1 Admission Status must be enrolled for at least 50% of the instructional school day to be included in membership.

Severity

FATAL

What to Review

For each student reported in the validation, review the student's **Admission Status**, schedule, and scheduled instructional minutes.

Review the Admission Status

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Locate the **State Reporting Fields** section.
- Review the **Admission Status**.

State Reporting Fields

State Exclude

☐

*Admission Status

MST1: Member - Standard Day Program ▼

- Confirm whether the student should be considered in membership based on the student's instructional day.

Review the Student Schedule

- Search for the student.
- Open *Student Information > General > Schedule*.

- Review the periods and courses scheduled for the student.
- Confirm that all applicable periods and courses are included in instruction.
- Review applicable course roster dates.
- Determine whether the student's schedule accurately represents the instruction the student receives.

Q1 (7/1/2026 - 10/7/2026)					
	A	B	C	D	E
1	43035X0H-1 World History - Hon CARSELEY, J	43035X0H-1 World History - Hon CARSELEY, J	43035X0H-1 World History - Hon CARSELEY, J	43035X0H-1 World History - Hon CARSELEY, J	43035X0H-1 World History - Hon CARSELEY, J
2	24095X0-1 NC Math 4 Honors Huggins-White, K Start: 9/7/2026	24095X0-1 NC Math 4 Honors Huggins-White, K Start: 9/7/2026	24095X0-1 NC Math 4 Honors Huggins-White, K Start: 9/7/2026	24095X0-1 NC Math 4 Honors Huggins-White, K Start: 9/7/2026	24095X0-1 NC Math 4 Honors Huggins-White, K Start: 9/7/2026
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	10232X01-3 English III BURRIS, T	10232X01-3 English III BURRIS, T	10232X01-3 English III BURRIS, T	10232X01-3 English III BURRIS, T	10232X01-3 English III BURRIS, T

Review Scheduled Instructional Minutes

Compare the student's scheduled instructional minutes with the possible **Student Day** minutes.

A student with an MST1 or MED1 Admission Status must be scheduled for at least **50% of the instructional day**.

For example, if the Student Day is 360 instructional minutes:

$$360 \div 2 = 180 \text{ minutes}$$

The student must be scheduled for at least 180 instructional minutes to meet the 50% requirement.



Note: The 50% requirement is not rounded. A student scheduled for less than 50% of the instructional day does not meet the membership requirement.

Recommended Action

Determine whether the student's **schedule** or **Admission Status** does not accurately represent the student's instructional day.

Student Schedule Is Incomplete or Incorrect

If the student should receive instruction for at least 50% of the instructional day but the schedule does not accurately reflect the student's instructional day:

- Review the courses the student should attend.
- Add any missing course or section enrollments, as appropriate.

- Correct inaccurate roster dates, when applicable.
- Confirm that the courses are scheduled during instructional periods and have attendance checked.
- Verify that the corrected schedule accurately represents the student's instructional day.

Course Setup

Subject Type:

Transcript:

Yes

Attendance:

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The Attendance checkbox must be checked for any course that should count in instructional minutes even if placed in an instructional period.



Important: Do not add courses or change roster dates only to meet the 50% requirement. The student's schedule must reflect the instruction the student actually receives.

Admission Status Is Incorrect

If the student's schedule is accurate and the student is enrolled for less than 50% of the instructional day:

- Review the student's instructional day.
- Refer to the **School Attendance and Student Accounting (SASA) Manual** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) to determine the appropriate Admission Status.
- Open the applicable enrollment.
- Locate the **State Reporting Fields** section.
- Update **Admission Status**.
- Select **Save**.

SASA identifies students enrolled for less than 50% of the applicable instructional day as visiting rather than in membership.

Student Day Information Is Incorrect

If the student's schedule and Admission Status appear correct, verify that the **Student Day** minutes for the calendar accurately represent the school's instructional day.

- Open *Scheduling & Courses > Calendar Setup > Calendar Information*.

- Review **Student Day**.
- Compare the value with the instructional minutes for a fully scheduled student on a regular instructional day.
- Correct the Student Day value when the calendar information is inaccurate.

Calendar Information ☆

Save
 Mark for Deletion

Calendar Info		School	
Calendar ID	673	Parent Calendar ID	650
*Name	26-27 Monroe High School	Number	
*Start Date	07/01/2026	*End Date	06/30/2027
Student Day (instructional minutes)	345	Teacher Day (minutes)	380
Whole Day Absence (minutes)	173	Half Day Absence (minutes)	173
Track		Exclude	☐
Type	I: Instructional	School Choice	☐
Require Student Assignment	☐	External LMS Exclude	☐
Ignore Master Push	☐		
Comments			
rolling 10/23/2025 09:05 AM			



Important: A change to Student Day affects more than the individual student reported in this validation. Verify the school's calendar and instructional schedule before changing the value.

Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-23 after the schedule, Admission Status, or applicable calendar information has been corrected.
- Continue reviewing any remaining FATAL validation results.