

FATAL-31

09/09/2026 10:54 am EDT

Rule: Students Not Rostered on Last Instructional Day

Summary

This validation identifies students who were enrolled and rostered in an instructional period during the reporting period but are not rostered on the last instructional day.

Review the student's enrollment and course roster dates to determine whether the student should have remained scheduled through the last instructional day.

Severity

FATAL

What to Review

For each student reported in the validation, compare the student's enrollment dates with the applicable course roster dates.

Review the Enrollment

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review the **Start Date** and **End Date**, when applicable.

Enrollment Editor				
Grade	Type	Calendar	Start Date	End Date
4	P	26-27 Buchanan School	08/31/2026	09/21/2026
Start Status: E1 Init enroll - this year				
End Status: W1 Transfer Withdrawal				

- Determine whether the student was actively enrolled through the last instructional day of the reporting period.

Review the Schedule

If the student was enrolled through the last instructional day:

- Open *Student Information > General > Schedule > Walk-in Scheduler*.
- Review the student's courses for the reporting period.

- Review the roster **Start Date** and **End Date** for the applicable courses.

Q1 (8/25/2026 - 10/31/2026)	
	No Scheduled Course
ATT	99329Z0Y4-41 Homeroom Grade 4 Wagner, S Drop: 9/20/2026 

- Compare the roster start dates with the student's enrollment dates.
- Determine whether the roster dates accurately reflect the student's participation in the courses.



Note: Blank roster Start or End Dates may be valid. The validation excludes blank roster dates when comparing roster dates with enrollment dates.

Recommended Action

Determine whether the student's **enrollment dates** or **course roster dates** are incorrect.

Enrollment Dates Are Incorrect

If the student was not actually enrolled through the last instructional day but the enrollment remained active:

- Review the documentation supporting the student's enrollment or withdrawal.
- Determine the correct enrollment dates.
- Open the applicable enrollment.
- Correct the enrollment information according to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>).

General Enrollment Information					
Enrollment ID 956244					
Calendar 26-27 Buchanan School	Schedule (read only) Main	*Grade 4	Class Rank Exclude ☐	External LMS Exclude ☐	
*Start Date 08/31/2026	No Show ☐	End Date 09/21/2026	End Action	*Service Type P: Primary	
*Local Start Status E1: Init enroll - this year			Local End Status W1: Transfer Withdrawal		
State Start Status E1: Init enroll - this year			State End Status W1: Transfer Withdrawal		

- Select **Save**.

Roster Dates are Incorrect

If the student was actively enrolled and should have remained scheduled:

- Open *Student Information > General > Schedule > Walk-in Scheduler*.
- Select the applicable course.
- Review the roster **Start** and **End Dates**.
- Update the inaccurate roster dates to align with the student's actual course participation and enrollment, as

appropriate.

Filter		Settings		Roster Update	
	Q1 (8/25/2026 - 10/31/2026)	Q2 (11/1/2026 - 1/25/2027)	Q3 (1/26/2027 - 3/31/2027)	Homeroom Grade 4 - 99329Z0Y4 - 41	
ATT	No Scheduled Course 99329Z0Y4-41 Homeroom Grade 4 Wagner, S Drop: 9/20/2026	No Scheduled Course	No Scheduled Course	Start Date MM/DD/YYYY	Today
CPS	No Scheduled Course	No Scheduled Course	No Scheduled Course	End Date 09/20/2026	Today Clear

- Select **Close**.
- Repeat for other applicable courses when needed.



Important: Do not extend roster dates only to clear the validation. Roster dates must accurately reflect the student's actual course participation.

Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-31 after the enrollment or roster information has been corrected.
- Continue reviewing any remaining FATAL validation results.