

WARN-03

09/10/2026 9:05 am EDT

Rule: Kindergarten Student With Birthdate Before August 31

Summary

This validation identifies Kindergarten students whose **Birth Date** is before the applicable age requirement date evaluated by the validation.

Review the student's Grade and Birth Date to confirm that both values are accurate and that the student is appropriately enrolled in Kindergarten.

Severity

WARNING

What to Review

For each student reported in the validation, review the student's **Grade** and **Birth Date**.

Review the Grade

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Review the **Grade**.

General Enrollment Information

Enrollment ID 957006

Calendar
26-27 Buchanan School

Schedule (read only)
Main

***Grade**
KG

Class Rank Exclude
☐

External LMS Exclude
☐

***Start Date**
08/25/2026

No Show
☐

End Date

End Action

***Service Type**
P: Primary

***Local Start Status**
E1: Init enroll - this year

Local End Status
Select a Value

State Start Status
E1: Init enroll - this year

State End Status

- Confirm that Kindergarten is the correct grade level for the student.

Review the Birth Date

- Open *Census > People > Demographics*.

- Review the student's **Birth Date**.

Person Information

PersonID 22901

*Last Name Agnew *First Name Ian

*Sex M: Male

*Birth Date (Age: 6) 09/10/2020

- Compare the Birth Date with the student's birth certificate.
- Confirm that the Birth Date is entered correctly in NCSIS.

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) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) for North Carolina age requirements for enrollment.

Recommended Action

Determine whether the student's Grade, Birth Date, or both are correct.

Grade Is Incorrect

If the Birth Date is correct but the student is enrolled in the incorrect grade:

- Review the documentation supporting the student's grade placement.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Update Grade according to the appropriate grade-level correction process.
- Select **Save**.

Birth Date Is Incorrect

If the student's Grade is correct but the Birth Date does not match the student's birth certificate:

- Review the student's birth certificate.
- Open *Census > People > Demographics*.
- Update **Birth Date** to match the verified documentation.
- Select **Save**.



Important: Update the Birth Date only when verified documentation confirms that the information in NCSIS is incorrect.

Grade and Birth Date Are Correct

If both the student's Grade and Birth Date are correct, no correction is needed.

Confirm that the student's Kindergarten enrollment meets the applicable requirements in 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>).



Note: A student appearing in WARN-03 does not necessarily indicate an error. The purpose of the Warning is to verify that the student's demographic and enrollment information is accurate.

Verify the Review or Correction

If a correction was made:

- Rerun the applicable PMR WARN Validations, as needed.
- Confirm that WARN-03 reflects corrected Grade or Birth Date.
- Continue reviewing any remaining Warning validation results.

If both Grade and Birth Date are correct:

- Confirm that the information has been reviewed.
- No correction is needed.
- Continue reviewing the remaining Warning validation results.