

WARN-06

09/22/2026 10:27 am EDT

Rule: Students Absent On First Day of Enrollment

Summary

This validation identifies students who are recorded absent for more than 50% of the first instructional day of an enrollment.

A student must meet the initial enrollment day attendance requirements to be counted in membership. Review the student's attendance and enrollment information to determine whether the attendance record or enrollment Start Date accurately reflects the student's first day of enrollment.

Severity

WARNING

What to Review

For each student reported in the validation, review the student's enrollment Start Date and attendance for that date.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review the **Start Date**.
- Open *Student Information > General > Attendance*.
- Locate the attendance record for the enrollment Start Date.
- Review the **Attendance Code/Excuse** and applicable present minutes or time.
- Determine how much of the instructional day the student was present.
- Confirm that the attendance and enrollment information accurately reflect the student's first day of enrollment.

General Enrollment Information			
Enrollment ID 957050			
Calendar 26-27 Monroe High School	Schedule (read only) Main ▼	*Grade 11 ▼	
*Start Date 8/24/2026 	No Show ☐	End Date 	End Action ▼

Date	Period												
	1	2	3	4	5	6	10	11	12	15	WIN	Tiger	
08/24/2026 Mon D	2A	2A		2A									

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 initial enrollment day attendance requirements and applicable exceptions.

Recommended Action

Determine whether the student's attendance information or enrollment Start Date requires correction.

Student Was Present for the Full Day

If the attendance record is incorrect and the student was present for the full instructional day:

- Open *Student Information > General > Attendance*.
- Select the attendance record for the student's first day of enrollment.
- Clear the incorrect **Attendance Code/Excuse**.
- Clear any present minutes associated with the incorrect attendance entry.
- Select **Save**.

Student Was Present for at Least 50% of the Instructional Day

If the student arrived late or left early but was present for at least 50% of the instructional day:

- Review the documentation supporting the student's attendance.
- Open the attendance record for the first day of enrollment.
- Select the appropriate **Attendance Code/Excuse**.
- Enter or correct the applicable attendance time information.
- Select **Save**.



Important: Use the appropriate attendance code based on the reason for the student's partial day attendance. Refer 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>) for attendance code requirements.

Student Did Not Meet the Initial Enrollment Day Requirement

If the student was not present for at least 50% of the instructional day and no applicable exception applies:

- Review the student's attendance to determine the first day the student met the initial enrollment day attendance requirement.
- Open the applicable enrollment record.

- Update the **Start Date** to the appropriate date.
- Verify that the attendance information for the new Start Date is accurate.
- Select **Save**.

The **SASA Manual** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) states that when a student is not present on the initial enrollment day, the initial enrollment date must be moved forward until the student meets the requirements to be counted present, unless an identified exception applies.



Important: Do not change attendance or the enrollment Start Date only to clear the Warning. The records must accurately reflect when the student began enrollment and the student's actual attendance.

Verify the Review or Correction

If a correction was made:

- Rerun the PMR WARN Validations.
- Confirm WARN-06 reflects the corrected attendance or enrollment information.
- Continue reviewing any remaining Warning validation results.

If the attendance and enrollment information are correct and an applicable initial enrollment day exception applies:

- Confirm the student meets the applicable exception requirements in the **SASA Manual** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>).
- Confirm the required supporting documentation is maintained.
- No correction is needed.
- Continue reviewing any remaining Warning validation results.

Choose where to go next:

FATAL Validations

(<https://nc-sandbox.knowledgeowl.com/home/pmr-fatal-validations>)

INFO Validations

(<https://nc-sandbox.knowledgeowl.com/home/pmr-info-validations>)

nc-sandbox.knowledgeowl.com/home/pmr-info-validations

Main PMR

(<https://nc-sandbox.knowledgeowl.com/home/principals-monthly-report-pmr>)

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