

INFO-04

09/23/2026 12:38 pm EDT

Rule: Students Who Have Graduated

Summary

This validation identifies students in grade 10 or higher with a Local End Status of W4 during the current school year.

W4 is used when a student completes a formal instructional program before the end of the school year calendar. Review the student's enrollment and completion information to confirm that the W4 withdrawal is appropriate.

Severity

INFO

What to Review

For each student reported in the validation, review the previous and current enrollment and completion information.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Review the student's **Grade**.
- Review the **End Date**.
- Review **Local End Status** and confirm that it is **W4**.

General Enrollment Information

Enrollment ID 957050

Calendar

26-27 Monroe High School

Schedule (read only)

Main

*Grade

12

Class Rank Exclude

External LMS Exclude

*Start Date

8/24/2026

No Show

End Date

1/25/2027

End Action

*Service Type

P: Primary

*Local Start Status

E1: Init enroll - this year

Local End Status

W4: Early Completer / Midyear Grad

State Start Status

E1: Init enroll - this year

State End Status

W4: Early Completer / Midyear Grad

- Review the applicable documentation to confirm that the student completed the formal instructional program before the end of the school year calendar.
- Confirm that the Grade, End Date and Local End Status accurately reflect the student's completion and enrollment history.

- Confirm all steps in the [Graduation | NC Department of Public Instruction](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation>) checklist have been completed.

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 W4 requirements.

Recommended Action

W4 Withdrawal Code Is Correct

If the student completed the formal instructional program before the end of the school year calendar and the enrollment information is accurate:

- Confirm that **W4** is the appropriate Local End Status.
- Confirm that the **End Date** accurately reflects the student's completion.
- Confirm that the student's **Grade** is accurate.
- No correction is needed.



Note: A student appearing in INFO-04 does not indicate an error. This validation provides an opportunity to verify that the W4 withdrawal accurately reflects the student's completion status.

Enrollment Information Is Incorrect

If the Grade, End Date, or Local End Status does not accurately reflect the student's enrollment or completion:

- Review the documentation supporting the student's enrollment and completion status.
- 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>) to determine the appropriate Withdrawal Code.
- Determine which enrollment information requires correction.
- Correct the inaccurate information.
- Select **Save**.



Important: Do not change an accurate W4 withdrawal only to remove the student from INFO-04.

Verify the Review or Correction

If the W4 withdrawal is correct:

- Confirm that the student's enrollment and completion information has been reviewed.
- No additional action is needed.
- Continue reviewing any remaining info validation results.

If a correction was made:

- Rerun the applicable PMR INFO Validations.
- Confirm that the validation result reflects the corrected enrollment information.
- Continue reviewing any remaining info validation results.

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