

Correct Dropout Record Edit Checks

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Summary

Use the **DR02 - Dropout Record Audits** worksheet in the (NC) Dropout Data Collection report to identify students with multiple qualifying, open, or reportable Dropout records in the same PSU. Review the student's records and source data before correcting anything.

A student can appear more than once when multiple record conditions apply. Review all rows for the student together; a result identifies a condition to investigate and does not determine which record should be changed.

Purpose

DR02 identifies possible duplicate conflicting Dropout Program records that could affect reporting. It checks for:

- More than one qualifying Dropout Program record in the PSU
- More than one open Dropout Program record in the PSU
- More than one Dropout record that would be reported

The results help identify which student records need review before the collection is finalized.

Severity

Warning

What to Review

Run the (NC) Dropout Data Collection report and open the **DR02 - Dropout Record Audits** worksheet in the Excel output. Review the Issue Code and the student's related rows together.

Issue Code	What the result indicates
MULTIPLE_DROPOUT_RECORDS_IN_DISTRICT	The student has more than one qualifying Dropout record in the PSU. Some of these records may not be open or reportable.

Issue Code	What the result indicates
MULTIPLE_OPEN_DROPOUT_RECORDS	The student has more than one Dropout record without an end date in the PSU.
MULTIPLE_REPORTABLE_DROPOUT_RECORDS	More than one of the student's Dropout records currently meets the conditions to be reported.

These conditions can overlap, so a student may have multiple rows or Issue Codes. The report's values reflect the data available when it was generated.

Report Content

The worksheet includes student, ownership, record, and issue information. Use the PSU and school ownership fields to identify where the result should be reviewed. Use the student identifier to compare the report row with the student's records in NCSIS.

Column	How to use it
ReportEndYear	Identifies the reporting year covered by the result.
studentUID	Student identifier for matching the result to the student's NCSIS records.
lastName, firstName	Student name.
sex, raceEthnicity	Student demographic values included in the report output.
cleanupType	Identifies the edit check group. For this worksheet the value is RECORDS.
issueCode	Identifies the record condition. See the issue descriptions above.
owningPSUCode, owningPSUName	PSU responsible for reviewing the result.
owningSchoolCode, owningSchoolName	School associated with the result, when available.
lastEnrollmentYear	Most recent enrollment year available for the student; use as context when researching the record.
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment information included as research context.
recordDropoutYear, dropoutType	Dropout record details, when available. These fields may be blank for the multiple record count results.
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable. This field may be blank for the multiple record results.

Column	How to use it
currentValue	Number of qualifying, open, or reportable records found for the Issue Code.
expectedValue	Expected count for the condition; these multiple record checks show 1.
suggestedDate	Suggested date, when the issue provides one. This field is generally blank for the DR02 multiple record results.
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable.
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable.
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable. These fields may be blank for the DR02 multiple record results.

Recommended Action

(NEED TO EXPAND and provide screenshots)

- Group all rows for the student and review each Issue Code.
- Locate the student's Dropout records in NCSIS.
- Compare the records' PSU and school, Dropout Year, reason, start date, end date, and other relevant source data.
- Determine which records accurately represent the student's history and which record, if any, should remain open and reportable.
- Correct the source record when the data are inaccurate. End date or otherwise resolve a duplicate record only when the student's record history supports that change and applicable guidance allows it.
- Rerun the report after the nightly data refresh and confirm the issue no longer appears or that the remaining result is understood.

Do not select a record to change based only on the currentValue, expectedValue, or the order of rows. Review the underlying student and enrollment records first.

NEXT: Continue to **Dropout Enrollment Edit Checks.** (https://nc-sandbox.knowledgeowl.com/home/correct-dropout-enrollment-edit-checks)

Return to **Dropout Edit Checks.** (https://nc-sandbox.knowledgeowl.com/home/dropout-edit-checks)

Return to **Dropout Reporting.** (https://nc-sandbox.knowledgeowl.com/home/dropout-reporting-fb63bf2)