

Correct Dropout Enrollment Edit Checks

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Summary

Use the **DR03 - Enrollment Audits** worksheet in the (NC) Dropout Data Collection report to review Dropout records with enrollment, reporting school, or grade conflicts. Review the student's enrollment and Dropout records before changing source data.

The worksheet may contain more than one result for a student. Review all related rows together because the results identify conditions to investigate; they do not determine which record should be changed.

Purpose

Enrollment Audits identifies enrollment information that may conflict with a Dropout record or its reporting context. It checks for:

- An open Dropout record when the student has qualifying current year enrollment
- An open Dropout record when the student has subsequent membership
- A mismatch between the Dropout record's school and the expected reporting school
- A mismatch between the Dropout record's grade and the expected reporting grade

Severity

Warning

What to Review

Run the (NC) Dropout Data Collection report and open the **DR03 - Enrollment Audits** worksheet in Excel output. Review the Issue Code, ownership fields, and any evidence fields or current and expected values.

Issue Code	What the result indicates
OPEN_DROPOUT_WITH_CURRENT_YEAR_ENROLLMENT	An open Dropout record exists while the student also has qualifying current year enrollment. The evidence fields identify the enrollment found by the audit.

Issue Code	What the result indicates
OPEN_DROPOUT_WITH_SUBSEQUENT_MEMBERSHIP	An open Dropout record exists along with subsequent membership during the same reporting year. The evidence fields identify the subsequent enrollment.
DROPOUT_SCHOOL_MISMATCH	The school and PSU on the Dropout record do not match the expected reporting school and PSU.
DROPOUT_GRADE_MISMATCH	The grade on the Dropout record does not match the expected reporting grade.

For the enrollment evidence issues, subsequentEnrollmentPeriod indicates whether the evidence is in the **Same Reporting Year** or **Current Year**, when applicable. For school and grade mismatches, compare currentValue with expectedValue.

Report Content

The worksheet includes student, ownership, enrollment, Dropout record, and issue information. The owning PSU and school fields identify where the result is routed for review. Evidence fields, when populated, describe the enrollment associated with the issue.

Column	How to use it
ReportEndYear	Identifies the reporting year covered by the result.
studentUID	Student identifier for matching the result to 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 ENROLLMENT.
issueCode	Identifies the enrollment condition. See the issue descriptions above.
owningPSUCode, owningPSUName	PSU responsible for reviewing the Dropout record and result.
owningSchoolCode, owningSchoolName	School associated with the Dropout record and result.
lastEnrollmentYear	Most recent enrollment year available for the student; use as research context.
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment information included as context for the result.

Column	How to use it
recordDropoutYear, dropoutType	Dropout record year and type or reason, when available.
subsequentEnrollmentPeriod	Indicates the enrollment period for the two open record enrollment issues, when applicable.
currentValue	Value from the Dropout record or current reporting context that triggered a school or grade mismatch.
expectedValue	Expected school/PSU or grade for a mismatch result. For school results, the value combines PSU and school codes separated by a slash.
suggestedDate	Suggested date, when provided. This field is generally blank for enrollment results.
evidencePSUCode, evidencePSUName	PSU associated with the enrollment evidence for an open record enrollment issue, when applicable.
evidenceSchoolCode, evidenceSchoolName	School associated with the enrollment evidence, when applicable.
evidenceStartDate	Start date of the enrollment evidence, when applicable.
evidenceEndDate	End date of the enrollment evidence, when available. This may be blank for the Enrollment Audits open record enrollment results.

Recommended Action (need to expand and add screenshots)

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's Dropout and enrollment records in NCSIS for the relevant reporting period.
- Compare the record dates, PSU, school, grade, and enrollment evidence shown in the report with the source records.
- Confirm that the source records accurately reflect the student's enrollment and withdrawal history.
- Correct source data only when the underlying records support the correction. For an open Dropout record with enrollment evidence, determine whether the record should remain open or whether its end date or other information needs correction.
- Rerun the report after the nightly refresh and review the updated result.

Do not change the Dropout record solely because the report displays an enrollment result. Verify the enrollment and Dropout source records first.

NEXT: Continue to **Dropout Coding Edit Checks.** (https://nc-sandbox.knowledgeowl.com/home/correct-dropout-coding-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)