

Correct Dropout Coding Edit Checks

10/19/2026 4:29 pm EDT

Summary

Use the **DR04 - Record Coding Audits** worksheet in the (NC) Dropout Data Collection report to review Dropout records with a reporting year or coding issue. Compare the report values with the student's source record before making a change.

A student may have more than one result. Review each Issue Code and the related Dropout record before deciding whether a correction is needed.

Purpose

Record Coding Audits identifies Dropout records with coding that may affect reporting. It checks for:

- A Dropout Year that does not match the expected reporting year
- A reportable Dropout record without a Dropout Reason
- A reportable Dropout record with an Exemption Code
- An ended Dropout record without an Exemption Code

Severity

Warning

What to Review

Run the (NC) Dropout Data Collection report and open the **DR04 - Record Coding Audits** worksheet in Excel output. Review the Issue Code, student and record details, and the currentValue and expectedValue fields.

Issue Code	What the result indicates
DROPOUT_REPORTING_YEAR_MISMATCH	The Dropout Year on the record does not match the expected reporting year.
REPORTABLE_DROPOUT_MISSING_REASON	A Dropout record that currently meets the report's reporting conditions does not have a Dropout Reason.

Issue Code	What the result indicates
REPORTABLE_DROPOUT_HAS_EXEMPTION	A Dropout record that currently meets the report's reporting conditions has an Exemption Code.
ENDED_DROPOUT_MISSING_EXEMPTION	An ended Dropout record, other than a CCAHS record, does not have an Exemption Code.

The CCAHS reporting year check is handled with the CDCAHS audit results. See Correct CCAHS and W2T Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-ccahs-and-w2t-edit-checks).

Report Content

The worksheet includes student, ownership, enrollment, record, and issue information. The ownership fields identify the PSU and school associated with the Dropout record. For coding results, currentValue shows the value found on the record and expectedValue shows the value or condition the audit expects.

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 CODING.
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.
recordDropoutYear, dropoutType	Dropout record year and type or reason, when available.
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable. This field is generally blank for DR04 coding results.

Column	How to use it
currentValue	Value found on the record. For a missing value, this may be blank.
expectedValue	Expected value or condition, such as reporting year, a valid Dropout Reason, BLANK, or a valid Exemption Code.
suggestedDate	Suggested date, when provided. For ENDED_DROPOUT_MISSING_EXEMPTION, this is the Dropout record's end date.
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable.
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable.
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable. These fields are generally blank for DR04 coding 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 record in NCSIS. Compare its Dropout Year, Dropout Reason, Exemption Code, and end date, as applicable, with the report values.
- Verify the student's record history and applicable reporting guidance before changing a code or date.
- Use the current Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to determine the appropriate Dropout Reason or Exemption Code. The audit identifies a missing or conflicting value; it does not determine which code applies to the student.
- Correct the source record when the review confirms that the data are inaccurate.
- Rerun the report after the nightly refresh and review the updated result.

NEXT: Continue to **Dropout CCAHS and W2T Edit Checks.** (https://nc-sandbox.knowledgeowl.com/home/correct-ccahs-and-w2t-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)