

Correct Graduation and Dropout Edit Checks

10/19/2026 4:31 pm EDT

Summary

Use the **DR06 - Graduation Audits** worksheet in the (NC) Dropout Data Collection report to review Dropout records associated with graduation data. The worksheet identifies open Dropout records and Exemption Code values that may need review.

Verify the student's graduation and Dropout records before making changes. A result identifies a condition to investigate; it does not determine whether the graduation data or Dropout record is incorrect.

Purpose

Graduation Audits identifies two conditions involving graduation data:

- A valid graduation record is present while a Dropout record remains open.
- A Dropout record associated with a valid graduation record does not have the expected GRAD Exemption Code.

Severity

Warning

What to Review

Run the (NC) Dropout Data Collection report and open the **DR06 - Graduation Audits** worksheet in Excel output. Review the Issue Code and any suggested date.

Issue Code	What the result indicates
GRADUATED_WITH_OPEN_DROPOUT	A valid graduation record is present while an open Dropout record remains. The report shows the current Exemption Code, expected value GRAD, and graduation data as the suggested date.

Issue Code	What the result indicates
GRADE_CODING_REVIEW	A valid graduation record is present, but the Dropout record's Exemption Code is not GRAD. The report shows the current Exemption Code and expected value GRAD.

Report Content

The worksheet includes student, ownership, enrollment, Dropout record, and issue information. Use the PSU and school fields to identify where the record should be reviewed.

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 GRADUATION.
issueCode	Identifies the graduation 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 type and exit code associated with the student's enrollment context.
recordDropoutYear, dropoutType	Dropout record year and type or reason, when available.
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable. This field is generally blank for DR06 results.
currentValue	Exemption Code currently on the Dropout record. This may be blank.
expectedValue	Expected Exemption Code: GRAD.
suggestedDate	For GRADUATED_WITH_OPEN_DROPOUT, the date of the graduation record. Review it with the student's record history before using it.

Column	How to use it
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable. These fields are generally blank for DR06 results.
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable. These fields are generally blank for DR06 results.
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable. These fields are generally blank for DR06 results.

Recommended Action (need to expand and add screenshots)

- Review the results and identify the Issue Code.
- Locate the student's graduation and Dropout records in NCSIS.
- Confirm that the graduation information is accurate and that it belongs to the student and reporting context shown in the result.
- Compare the Dropout record's status and Exemption Code with the report's currentValue, expectedValue, and suggestedDate.
- Consult the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to confirm the appropriate reporting treatment before changing the Dropout record.
- Correct the source record when the review confirms that the information is inaccurate.
- Rerun the report after the nightly refresh and review the updated result.

Do not close a Dropout record or change its Exemption Code based only on the graduation result. Verify the graduation and Dropout source records first.

NEXT: Continue to **Dropout W3 Edit Checks.** (https://nc-sandbox.knowledgeowl.com/home/correct-w3-withdrawal-and-dth-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)