

Correct W3 Withdrawal and DTH Edit Checks

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Summary

Use the **DR07 - W3 Audits** worksheet in the (NC) Dropout Data Collection report to review W3 enrollment records and related Dropout records.

Review the enrollment and Dropout records against the evidence shown in the report. DTH is the related Dropout exemption code.

A student mya have more than one result. Review all related rows together before making changes.

Purpose

W3 Audits identifies conditions involving W3 enrollment records, current year enrollment, and Dropout records. It checks for:

- A W3 record that conflicts with qualifying current year enrollment
- A W3 record that is the student's last actual enrollment when an active Dropout record also exists
- An active Dropout record that does not have the DTH exemption
- A timely W3 record when no Dropout record was active at the time of the W3

For these checks, a timely W3 is one with an exit date on or before the applicable Day 20.

Severity

Warning

What to Review

Run the (NC) Dropout Data Collection report and open the **DR07 - W3 Audits** worksheet in Excel output. Review the Issue Code, owning PSU and school, evidence fields, and any current and expected values.

Issue Code	What the result indicates
W3_QUALIFYING_CY_ENROLLMENT	A W3 record and qualifying current year enrollment are both present. The report directs the user to review and correct the enrollment or W3 record.
W3_LAST_ENROLLMENT_DROPOUT_RECORD	The student's last actual enrollment is W3, and a current cycle Dropout record was active when the W3 occurred. The report directs the user to review the Dropout record.
UPDATE_ACTIVE_RECORD_DTH	A Dropout record was active when a timely W3 occurred, but the record does not have the DTH exemption.
ADD_DROPOUT_RECORD_DTH	A timely W3 occurred, no current cycle Dropout record was active at that time, and the audit indicates that a Dropout record with the DTH exemption should be added.

Report Content

The worksheet includes student, ownership, enrollment, Dropout record, and issue information. Ownership is assigned according to the record that needs review: the reporting school, the Dropout record's school, or the school associated with the W3 enrollment.

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 W3.
issueCode	Identifies the W3 condition. See the issue descriptions above.
owningPSUCode, owningPSUName	PSU responsible for reviewing the Dropout record and result.
owningSchoolCode, owningSchoolName	School responsible for reviewing the result. This may be the school associated with the W3 enrollment or the Dropout record, depending on the Issue Code.
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. The exit code may show W3.

Column	How to use it
recordDropoutYear, dropoutType	Dropout record year and type or reason, when available. These may be blank when the result indicates that a record may need to be added.
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable. This field is generally blank for DR07 results.
currentValue	Describes the condition found. Depending on the Issue Code, it may show the W3 date and enrollment information, or the current Dropout Reason and Exemption Code.
expectedValue	Describes the condition or action expected by the audit, such as reviewing the enrollment/W3 record, reviewing or ending unnecessary Dropout record, or adding/updating a record with DTH exemption code.
suggestedDate	For the update, enrollment conflict, and last enrollment results, this is the W3 exit date. It is generally blank for ADD_DROPOUT_RECORD_DTH.
evidencePSUCode, evidencePSUName	PSU associated with the W3 or enrollment evidence.
evidenceSchoolCode, evidenceSchoolName	School associated with the W3 or enrollment evidence.
evidenceStartDate, evidenceEndDate	Entry and exit dates for the W3 or enrollment evidence.

For W3_QUALIFYING_CY_ENROLLMENT, the evidence fields describe the qualifying current year enrollment that conflicts with the W3 record. For the other issue codes, they identify the W3 enrollment used by the NCSIS.

Recommended Action (need to expand and add screenshots)

- Review the results and identify the Issue Code.
- Locate the W3 enrollment record and related current year enrollment and Dropout records in NCSIS.
- Compare the PSU, school, entry and exit dates, Dropout record status, and exemption information with the report's evidence and values.
- For W3_QUALIFYING_CY_ENROLLMENT, review the enrollment and W3 records together to determine which source data need correction. Do not add or change a Dropout record solely because this result appears.
- For W3_LAST_ENROLLMENT_DROPOUT_RECORD, review whether the existing Dropout record is appropriate when the last actual enrollment is W3.
- For UPDATE_ACTIVE_RECORD_DTH or ADD_DROPOUT_RECORD_DTH, verify the W3 information and the related Dropout record history. Consult the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to confirm the reporting treatment before changing or adding a record.
- Correct the source data when the review confirms that the information is inaccurate.

- Rerun the report after the nightly refresh and review the updated result.