

Complete the Dropout Reporting Review

10/19/2026 3:58 pm EDT

Summary

Use this review to confirm that potential dropouts, edit check results, reported detail, and summary totals have been reviewed for the reporting year.

Review the source data behind unexpected results before making changes. The report identifies records and conditions to investigate; it does not replace the current Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) or local PSU procedures.

Complete the Review

1. Use the latest report output

Run the (NC) Dropout Data Collection report for the reporting year and review the latest completed Excel output. Each report rule appears on its own worksheet.

Because the data refreshes nightly, a correction may not appear in the report until after the next refresh. Review the refreshed output before completing the remaining checks.

2. Review potential dropouts

Open DR09 - Potential Dropouts and review students identified for further investigation. Compare the report information with the student's enrollment and Dropout records in NCSIS.

Use Review Potential Dropouts (https://nc-sandbox.knowledgeowl.com/home/review-potential-dropouts) for guidance and researching the results.

3. Review and resolve edit check results

Review the Edit Checks (https://nc-sandbox.knowledgeowl.com/home/dropout-edit-checks) worksheets in the recommended correction order below. For each result, verify the source data and reporting context before making a correction.

Worksheet	Review guidance
DR02 - Dropout Record Audits	Correct Dropout Record Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-dropout-record-edit-checks)
DR03 - Enrollment Audits	Correct Dropout Enrollment Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-dropout-enrollment-edit-checks)
DR04 - Record Coding Audits	Correct Dropout Coding Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-dropout-coding-edit-checks)
DR05 - CCAHS Audits	Correct CCAHS and W2T Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-ccahs-and-w2t-edit-checks)
DR06 - Graduation Audits	Correct Graduation and Dropout Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-graduation-and-dropout-edit-checks)
DR07 - W3 Audits	Correct W3 Withdrawal and DTH Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-w3-withdrawal-and-dth-edit-checks)
DR08 - Expulsion Audits	Correct Expulsion and Dropout Edit Checks (https://nc-sandbox.knowledgeowl.com/home/correct-expulsion-and-dropout-edit-checks)

After corrections are made, allow the data to refresh and rerun the report. Confirm that results have updated or that any remaining result has been reviewed against the source records and applicable guidance.

4. Verify the reported detail

Open **DR01 - Reported Dropout Detail** and confirm that the reported student records, Dropout record fields, and reporting context match the source data.

The detail worksheet is record level. A student may have more than one row, so compare students and records rather than using the worksheet row count as the final student count.

Use Verify Reported Dropout Detail (https://nc-sandbox.knowledgeowl.com/home/verify-reported-dropout-detail) for guidance on reviewing the fields.

5. Review the summary

Open **DR00 - Dropout Summary** and review the grade band counts, Month 1 membership values, and State Rates.

Confirm that:

- Overall counts include the report's CCAHS and Expulsion classifications.
- State counts exclude those classifications and are used in the State Rate calculation.
- Grade band values and rates are reviewed using the matching grade ranges.
- PSU totals reflect the school counts; PSU rates are calculated from PSU level totals, not averaged from school

rates.

Use Review the Dropout Summary (https://nc-sandbox.knowledgeowl.com/home/review-the-dropout-summary) for details about the summary fields and calculations.

6. Confirm the review is complete

Before completing the local reporting process:

- Confirm that potential dropout and edit check results were reviewed.
- Confirm that source data corrections are reflected in the refreshed report.
- Confirm that reported detail and summary results are consistent with the reviewed source data.
- Consult the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data)for policy questions and follow PSU procedures for completing the reporting process.

Do not change source data solely to make a result disappear or to reach a preferred total. Make corrections only when the source records and applicable guidance support them.

Refresh Schedule

The Dropout Reporting data refreshes nightly through November 4 of the submission year. Beginning November 5, working validation data are cleared while the Reported Dropout population is preserved as historical data for that reporting year.