

Dropout Reporting

The North Carolina Public Schools annual dropout data collection involves three steps:

- Researching Potential Dropouts
- Designating Verified Dropouts
- Submitting Verified Dropouts (School/Local Education Agency)

Researching Potential Dropouts

Students marked W2 on the enrollment record from the dropout reporting year.

1. Print the **Potential Dropout Match Report**.

Navigation: Start Page > State Reports > **Current Collections** > Dropout Data Collection > **Review** button > **Potential Dropout Match Report** Data View

Current Collections

Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
▼	Final Graduation Data Verification	08/02/2016	08/12/2016	16 / 0	Run Review
▼	Common Follow Up Data Collection	09/01/2016	09/30/2016	0 / 829	Run Review
▼	Principal's Monthly Report (PMR 1)	09/26/2016	10/05/2016	57 / 0	Run Review
▼	Dropout Data Collection	10/01/2016	10/23/2016	5 / 0	Run Review
▼	Retention/Promotion/Graduation Data Collection	09/23/2016	10/27/2016		Run
▼	SAR Data Collection	09/02/2016	11/15/2016		

Dropout Data Collection

Choose category: DROP Views

Choose data view: **Potential Dropout Match Report**

Results

(0 total records)

Potential Dropout Match Report (24 total records)

Results per page: 25

Student #	Student Name	Grade	Exit Date	Exit Code	Dropout Reason	Verified	Match Entry Date	Match Entry Code	Match Exit Date	Match Exit Code	Match LEA #	Match School #	Match School Name	Match School Phone
10	11/17/2016	W2												

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2. Students on the **Potential Dropout Match** Report are not dropouts if they meet the following criteria:
 - A school name is listed in the **Match School Name** field (indicating that the W2 student has returned to school for the next school year) and Entry and Exit dates listed in the **Match Entry Date** and **Match Exit Date** fields indicate that the student was in school on the 20th school day.
 - The student has a documented exception. See Dropout Data Collecting and Reporting Manual for allowed exceptions.
<http://www.dpi.state.nc.us/docs/research/dropout/reports/dropoutmanual.pdf>
3. The remaining students should be verified as a dropout. See instructions under Designating Verified Dropouts section, [Section B](#), page 7.

Dropout Reporting

Students who finished the previous school year (reporting year) and failed to return for the current year

1. Print the Completers That Failed to Return.

Navigation: Start Page > State Reports > **Current Collections** section > Dropout Data Collection > **Review** button > **Completers That Failed to Return** Data View

The screenshot shows the PowerSchool Reports interface. The 'Current Collections' table lists various reports. The 'Dropout Data Collection' report is highlighted. A red box around the 'Review' button for this report leads to a pop-up window. In this window, the 'Dropout Views' dropdown is set to 'Completers That Failed to Return'. The 'Results' section shows a table with columns: Student #, Student Name, Grade, Exit Date, Exit Code, Dropout Reason, and Verified. The table is currently empty, indicating 0 total records.

Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
-	Final Graduation Data Verification	08/02/2016	08/12/2016	16 / 0	Run Review
-	Common Follow Up Data Collection	09/01/2016	09/30/2016	0 / 821	Run Review
-	Principal's Monthly Report (PMR 1)	09/26/2016	10/05/2016	57 / 0	Run Review
-	Dropout Data Collection	10/01/2016	10/23/2016	5 / 0	Run Review
-	Retention/Promotion/Graduation Data Collection	09/23/2016	10/27/2016		Run Review
-	SAR Data Collection	09/02/2016	11/13/2016	45 / 751	Run Review
-	Fall AIG Headcount	11/15/2016	11/30/2016	0 / 1	Run Review
-	CRDC Report - Part 2	10/01/2016	04/17/2017		Run Review
-	CRDC Report - Part 1	10/01/2016			Run Review
-	Spring AIG Headcount	04/15/2017			Run Review
-	Alternative Learning Program Report	06/01/2017			Run Review
-	Discipline Report	04/17/2017			Run Review

Dropout Data Collection
Choose category: DROP Views
Choose data view: Completers That Failed to Return
A listing of students who successfully completed the previous school year (any code not W02, W03, W04 or W05) but could not be found enrolled this school year in any North Carolina public school by September 30. These students are potential dropouts.

Results
Completers That Failed to Return (0 total records)
Results per page: 25

Student #	Student Name	Grade	Exit Date	Exit Code	Dropout Reason	Verified
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Export Clear Cache

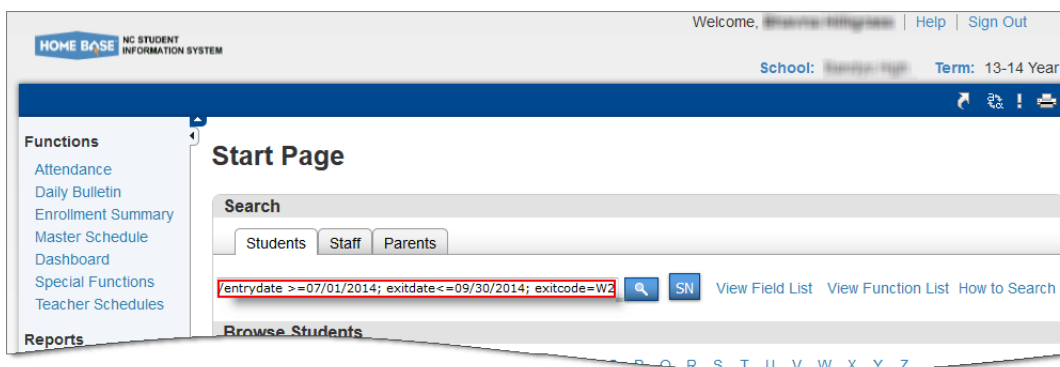
2. Students on the **Completers That Failed to Return** Report are not dropouts if they meet the following criteria:
 - The student has a documented exception. See Dropout Data Collecting and Reporting Manual for allowed exceptions.
<http://www.dpi.state.nc.us/docs/research/dropout/reports/dropoutmanual.pdf>
3. The remaining students should be verified as a dropout. See instructions under Designating Verified Dropouts section, [Section C](#), page 8.

Dropout Reporting

Students incorrectly coded as a W2 for the current school year instead of the previous school year (reporting year)

1. To display any student records with this error (using the 2013-14 reporting year as an example):

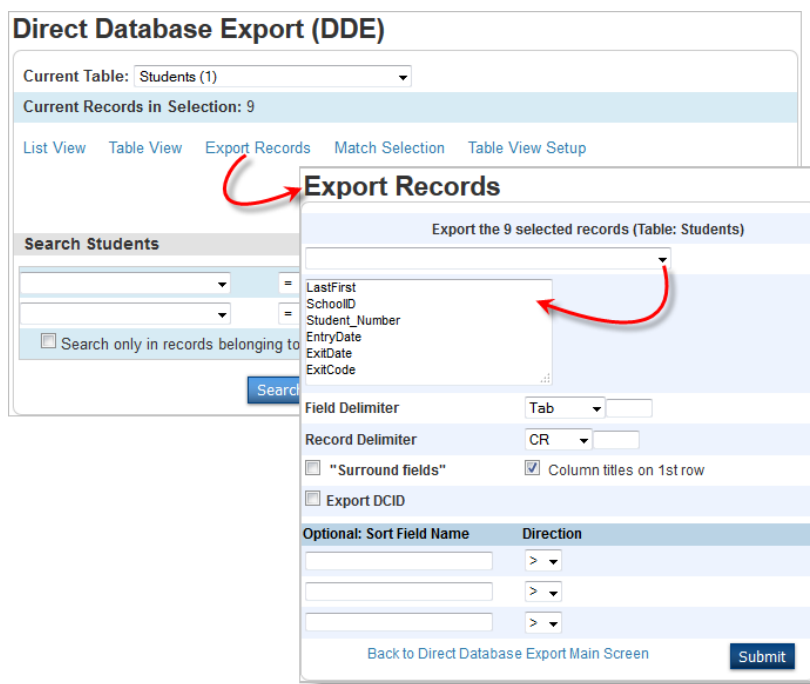
Navigation: Start Page > **Search** section > **Students** tab > Enter 'entrydate >=07/01/2014; exitdate<=09/30/2014; exitcode=W2' in **Search** field.



CAUTION: The query will also return students who have been correctly withdrawn with a W2 code for the current school year.

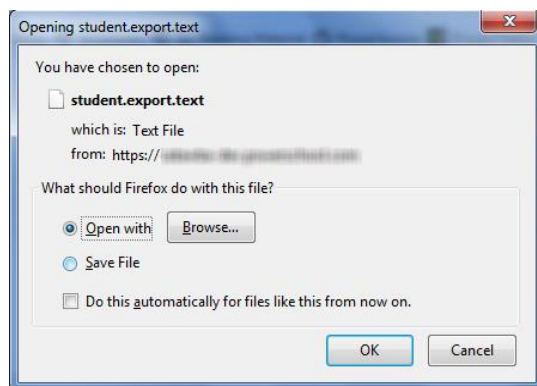
2. To print the list, follow these steps:

Navigation: Start Page > System > Direct Database Export (DDE) > **Current Table** drop-down menu > 'Students (1)'



Dropout Reporting

- a. Select desired fields; suggested fields:
lastfirst
schoolid
student_number
entrydate
exitdate
exitcode
3. Click **Submit** button.
 - a. At the **Open with** radio button, select 'Microsoft Excel' to view the exported files.



- b. Click **OK** button. The exported records are displayed as follows:

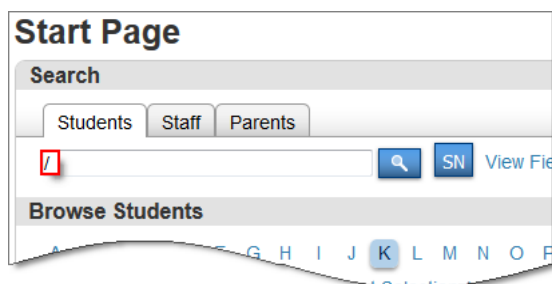
Lastfirst	Schoolid	Student Number	Entrydate	Exitdate	Exitcode
Alfonso, Daniel Miguel	11008	15794	7/1/2014	9/30/2014	W2
Alfonso, Daniel Miguel	11008	120773	7/1/2014	9/30/2014	W2
Alfonso, Daniel	11008	14199	7/1/2014	9/30/2014	W2
Alfonso, Daniel (Chapman)	11008	125508	7/1/2014	9/30/2014	W2
Anderson, Nicole Regine	11008	125508	7/1/2014	9/30/2014	W2
Anderson, Robert Thomas	11008	121735	7/1/2014	9/30/2014	W2
Anderson, Robert Thomas	11008	121587	7/1/2014	9/30/2014	W2

4. If a student is determined to have been incorrectly coded as W2 for the current year and needs to be reported as a dropout in the reporting year, see instructions under Designating Verified Dropouts section, [Section A](#), page 6. (In the example image above, 2014-15 is the current year and 2013-14 is the reporting year.)

Designating Verified Dropouts

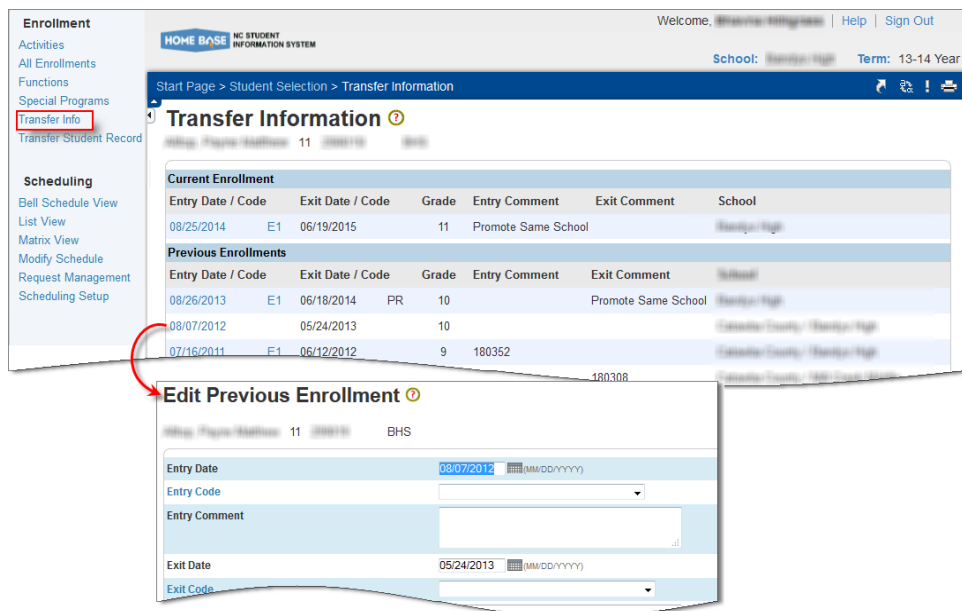
Section A: Incorrectly coded students who need to be reported as previous year (reporting year) dropouts

1. Search for former student with prefix “/” to include inactive students.



2. Select the student from the matching results.

Navigation: Enrollment > Transfer Information > **Previous Enrollments** section > **Entry Date** for student's previous enrollment



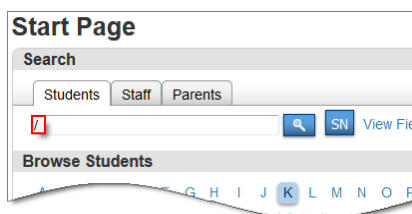
- a. Check **Verified Dropout** box.
- b. Select the appropriate value from the **Dropout Reason** drop-down menu.
- c. Ensure all required fields have data.
- d. Click **Submit** button.
- e. Repeat steps for all students listed in [Step 2](#).

Important: The W2 on the Current Enrollment record will also need to be corrected if the student was never in attendance in the current year. A No Show on a current year record should be denoted by an E1 entry code and a W1 withdrawal code on the same day. Start and End date for a No Show student is the first day of school.

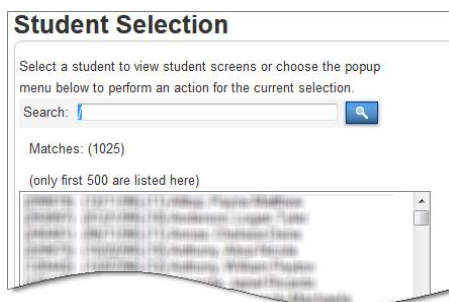
Dropout Reporting

Section B: For students already coded as W2 who need to be reported as previous year (reporting year) dropouts:

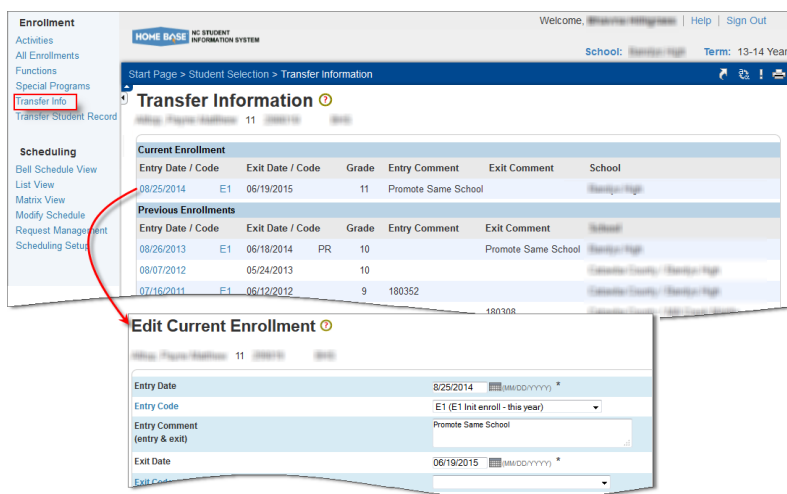
1. Search for former student with prefix "/" to include inactive students.



2. Select the student from the matching results.



Navigation: Enrollment > Transfer Information > **Current Enrollments** section > **Entry Date** for student's previous enrollment



Note: If the student has returned to school this year (but still must be reported as a dropout because the student was not enrolled on the 20th day), the enrollment record for the reporting year will be a Previous Enrollment instead.

- a. Check **Verified Dropout** box.
- b. Select the appropriate value from the **Dropout Reason** drop-down menu.
- c. Ensure all required fields have data.
- d. Click **Submit** button.
- e. Repeat steps for all students listed in [Step 2](#).

Dropout Reporting

Section C: For students completing the reporting year that failed to return to school this year

The previous year enrollment record for completers will be in the **Previous Enrollment** list because there will be a No Show record as the Current Enrollment.

1. Search for former student with prefix "/" to include inactive students.

The screenshot shows the 'Start Page' with a 'Search' section. Below the search bar, there are tabs for 'Students', 'Staff', and 'Parents'. The 'Students' tab is selected. A search bar contains the character '/'. To the right of the search bar are buttons for 'Search' (magnifying glass icon), 'SN', and 'View Fields'. Below the search bar is a 'Browse Students' section with a grid of letters A through Z. The letter 'K' is highlighted.

2. Select the student from the matching results.

The screenshot shows the 'Student Selection' page. It has a search bar with a magnifying glass icon. Below the search bar, it says 'Matches: (1025)' and '(only first 500 are listed here)'. A list of student names is displayed, with the first few names visible: 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY', 'MAGUIR, PEGGY'.

Navigation: Enrollment > Transfer Information > **Previous Enrollments** section > **Entry Date** for student's previous enrollment

The screenshot shows the 'Enrollment' system interface. On the left is a sidebar with 'Enrollment' and 'Scheduling' sections. The 'Enrollment' section is active, and 'Transfer Info' is highlighted. The main area shows 'Transfer Information' for a student. It has a table for 'Current Enrollment' and a table for 'Previous Enrollments'. The 'Previous Enrollments' table has columns: Entry Date / Code, Exit Date / Code, Grade, Entry Comment, Exit Comment, and School. The table contains three rows of data. A red arrow points from the 'Previous Enrollments' table to the 'Edit Previous Enrollment' form. The 'Edit Previous Enrollment' form has fields for Entry Date, Entry Code, Entry Comment, Exit Date, and Exit Code. The 'Entry Date' field is highlighted with a red box.

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/25/2014 E1	06/19/2015	11	Promote Same School		Stanley High
08/26/2013 E1	06/18/2014 PR	10		Promote Same School	Stanley High
08/07/2012	05/24/2013	10			Cascade County - Stanley High
07/16/2011 E1	05/12/2012	9	180352		Cascade County - Stanley High

Entry Date	Entry Code	Entry Comment	Exit Date	Exit Code
08/07/2012			05/24/2013	

- a. Check **Verified Dropout** box.
- b. Select the appropriate value from the **Dropout Reason** drop-down menu.
- c. Ensure all required fields have data.
- d. Click **Submit** button.
- e. Repeat steps for all students listed in [Step 2](#).

Submitting Verified Dropouts (School/Local Education Agency)

- Welcome, [Welcome, Mr. Higgins](#) | [Help](#) | [Sign Out](#)
- School:** **Term:** 13-14 Year

- Navigation:** Start Page > State Reports > **Current Collections** section > Dropout Data Collection > **Review** button > **Final Dropout Verification** Data View

PowerSchool 9.2 – **7/14/2016**
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Dropout Reporting

Click **clear cache** link and rerun the report.

Results

Final Dropout Verification (2 total records) Results per page: 25

Student #	Student Name	Grade	Exit Date	Exit Code	Dropout Reason	Verified
1	[REDACTED]	11	09/02/2013	W2	Lack of student engagement (ENGA)	Yes
2	[REDACTED]	11	01/06/2014	W2	Lack of student engagement (ENGA)	Yes

<< < Page(s) 1 of 1 > >> [Export](#) [Clear Cache](#)

[Back](#)

3. Check data; make sure there are no fatal errors. If no fatal errors are found, approve the report.

Navigation: State Reports > Dropout Data Collection > **Approve** button

Note: **Approve** button at the LEA level will not be visible until all schools approve data.

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