

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

PowerS	chool										Welcome,	Help S
											School:	High Term: 16-
age > Reports > Rep	orts (State Rep	orts)										2 û ! 🗎
ions ance ulletin	Repor	S										
ent Summary Schedule	System	ReportWorks State Report	ting Dashboard	State Standalone Rep	orts Engine	Setup	Custom Reports	NCDPI Reports	sqlReports 4			
ard Functions Schedules nnouncement	Current	Collections										Refresh
lutions 2	Details	Report						Submi	ssion Starts	Submission Ends	Errors / Warnings	Workflow Options
ts		Final Graduation Data Verit	ication					08	/02/2016	08/12/2016	16/0 😫	Run Review
Reports /orks	•	Common Follow Up Data Co	ollection					09	/01/2016	09/30/2016	0 / 829 Å	Run Review
ports		Principal's Monthly Report ((PMR 1)					09	/26/2016	10/05/2016	57 / 0 🔀	Run Review
one Reports	•	Dropout Data Collection						10	/01/2016	10/23/2016	5/0 😫	Run Review
		Retention/Promotion/Gradu	ation Data Collecti	n				09	/23/2016	10/27/2016		Run
Search arch	-	SAR Data Collection						09	/02/2016	- Dropout Data Co	I	
										Choose data view: Results (0 total records)	Please Select	n Detail
		Dropout Data Collection										
		Choose category:	DROP Views							/		
		Choose data view:	Potential Dropout Mat	h Report 🔹								
			f a student is not enrolled in ti	e LEA but has enrollment records f						ding W1, W3, W4, and W5. Use this information to e current year with enter date not exclut to exit date,		
		Results								¥		
		Potential Dropout Match Report (2	4 total records)							Results per page 25	•	
			udent 🍸 Grade 🌱	Exit Y Exit Y Date	Dropout Reason Y Verifie	Natch T Entry Date	ΎEntry ΎE	tch Match xit ∀ Exit ∀ te Code	Match LEA # 7 LEA Name	Match Match Match ∀ School ∀ School ∀ School # Name Phone		
		1 0.000 0.0	10 1	1/17/2015 W2								

- 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, <u>Section B</u>, page 7.

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

PowerSch													Welcome,	Help	5
FOWEISCH	1001												School:	High Term	n: 16
ige > Reports > Reports	(State Rep	oorts)												B & I	
ons															
nce R	eport	S													
lletin															
ent Summary Schedule	System	ReportWorks	State Reporting Dashboard	State Standalone Re	ports Engine	Setup	Custom Reports	NCDPI Reports	sqlReports 4						
ard														Refre	_
Functions Schedules														Refre	sn
knnouncement C	Current (Collections													
	Details	Report							1	Submission Starts		Submission Ends	Errors / Warnings	Workflow Opti	ions
	•	Final Gradu	ation Data Verification							08/02/2016		08/12/2016	16 / 0 😫	Run Review	
Reports /orks		Common F	ollow Up Data Collection							09/01/2016		09/30/2016	0 / 829 🔺	Run Review	
eports	-	Principal's I	Monthly Report (PMR 1)							09/26/2016		10/05/2016	57 / 0 😫	Run Review	
one Reports		Dropout Da	ta Collection							10/01/2016		10/23/2016	5/0 🖬	Run Review	
	•	Retention/F	Promotion/Graduation Data Col	lection						09/23/2016		10/27/2016		Run	
Search arch	-	SAR Data (Collection							09/02/2016		11/13/2016	45 / 751 🗳	Run Review	١.
Search	•	Fall AIG He	adcount							11/15/2016		11/30/2016	0/1 📥	Run Review	1
ew Student Iff Entry	•	CRDC Rep	ort - Part 2							10/01/2016		04/17/2017		Run	Т
	•	CRDC Rep	ort - Part 1							10/01/2016		01/17/0017		Run	+
al I	•	Spring AIG	Headcount							04/15/2017		Dropout Data Collecti	on		
trator Survey	•	Alternative	Learning Program Report							06/01/2017		ose category:	DROP Views	· · /	
	•	Discipline F	Report							06/01/2017	Cho	ose data view:	Please Se		
										04/17/2017			Potential Dropou	Match Report	
											Re	sults	Final Dropout Ve	Failed to Return rification	4
											(81)	ital records)	Final Dropout Ve Summary by Ger	rfication Detail der/Ethnicity	
															·
															_
- Dropout Data Collect	tion														
Choose category:		DROP Views	•												
Choose data view:		Completers That Faile	d to Return 👻												
A listing of students who succe			ol year (any code not W2, W3, W4,or V	V6) but could not be found enrol	led this school year in	any North Caro	lina public school by Sept	ember 30. These students a	are potential dropouts.		↓ I				
Results															
Completers That Failed to Re	leturn (O total	records)								Results per	page 25 🔹				
	•	Y Stude	sat Name	Grade	Exit Date	Υ	Exit Code	T Dropout Reaso	a	Y Verified					
🍟 🍸 Student #															

- 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, <u>Section C</u>, page 8.

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.

HOME BASE INC STUDENT	
	School: Term: 13-14 Year
	📥 ! 🍰 🔨
Functions Attendance Daily Bulletin	Start Page
Enrollment Summary	Search
Master Schedule Dashboard	Students Staff Parents
Special Functions Teacher Schedules	Yentrydate >=07/01/2014; exitdate<=09/30/2014; exitcode=W2 SN View Field List View Function List How to Search
Reports	Browse Students
	PORSTUVWXYZ

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)'

Current Table: Students (1)	▼	
Current Records in Selection: 9		
List View Table View Export F	Records Match Selection Tab	le View Setup
(Export Records	·
	Export Records	3
Search Students	Export th	e 9 selected records (Table: Students)
		Ĭ
•	= LastFirst SchoolD	
•	Student_Number	
Search only in records belong	ing to EntryDate	
	ExitDate	
	ExitCode	
	ExitDate	.d Tab ▼
	ExitDate ExitCode Searct	
	Search Field Delimiter	Tab 🔻
	ExitCode Searci Field Delimiter Record Delimiter	Tab V CR V
	Searci Field Delimiter Record Delimiter Signature Record Delimiter Signature	Tab V CR V
	ExtDate ExtCode Field Delimiter Record Delimiter "Surround fields" Export DCID	Tab CR ✓ ✓ ✓ ✓ ✓ ✓
	ExtDate ExtCode Field Delimiter Record Delimiter "Surround fields" Export DCID	Tab CR CR Column titles on 1st row Direction
	ExtDate ExtCode Field Delimiter Record Delimiter "Surround fields" Export DCID	Tab Tab CR CR CR CR Direction

- 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.

ou have chosen to	open:			
student.expor	t.text			
which is: Text I	ile			
from: https://	and the state of	enders Shini	1.000	
What should Firefox	do with this f	ile?		
Open with	<u>B</u> rowse]		
🔘 <u>S</u> ave File				
🔲 Do this <u>a</u> utor	matically for f	iles l <mark>ike t</mark> his	from now on.	
			ОК	Cancel

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

Lastfirst	Schoolid	Student Number	Entrydate	Exitdate	Exitcode
Without, Japanes Palitypool	.8	15794	7/1/2014	9/30/2014	W2
Without, / Associations !	.8	120773	7/1/2014	9/30/2014	W2
strikers, Phagene	.8	14199	7/1/2014	9/30/2014	W2
Millers, Phillipper (Piagemagniser	.8	125508	7/1/2014	9/30/2014	W2
Britterom, Wields Regillar	.8	125508	7/1/2014	9/30/2014	W2
Bridgrom, Balland Flooring	.8	121735	7/1/2014	9/30/2014	W2
	0	121587	7/1/2014	9/30/2014	W2
		-	7/1/2014	9/30/2014	14.00

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, <u>Section A</u>, 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

Enrollment Activities All Enrollments		TUDENT RMATION S	YSTEM					School:	Help Sign Out Term: 13-14 Ye
unctions	Start Page > Stu	dent Se	lection > Trans	fer info	ormation				8 t # 5
Special Programs Transfer Info	Transfer			1 Ø	15				
Scheduling	Current Enrolln	nent							
Bell Schedule View	Entry Date / Co	de	Exit Date / Co	ode	Grade	Entry Comment	Exit Comment	School	
ist View	08/25/2014	E1	06/19/2015		11	Promote Same Sch	lool	Territor High	
latrix View lodify Schedule	Previous Enrol	Iments							
equest Management	Entry Date / Co	de	Exit Date / Co	ode	Grade	Entry Comment	Exit Comment	Stational.	
cheduling Setup	08/26/2013	E1	06/18/2014	PR	10		Promote Same School	Thereign: High	
	08/07/2012		05/24/2013		10			Smaller Sunty/ (Smith	ni Tupi
(07/16/2011	E1	<u>06/12/2</u> 012		9	180352		Catally South / Barily	1.110.00
								Fattantia South / Milling	and the second
3	Edit Prev			BHS		7/2012 mm (MW D0/1/1/	70		
	Entry Code						- -	1	
	Entry Comment								
	Exit Date				05/2	4/2013 (MM/DD/YYY	γ)	1	
	Exit Code						•		

- 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 <u>Step 2</u>.
- **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.

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.

	student to view student screens or choose the pop ow to perform an action for the current selection.	up
Search:		
	s: (1025) st 500 are listed here)	

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 <u>Step 2</u>.

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.



2. Select the student from the matching results.



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

Enrollment Activities	HOME BASE NO	TUDENT	CO TEM				Welcome	Bistoria filligen	Help S	ign Out
Activities All Enrollments	INPU	Remarition 5	TSTEM					School:	Term:	13-14 Yea
	Start Page > Stu	dent Se	lection > Transf	er Info	rmation				5	& ! ⇔
Special Programs		Infe	ormation	0						
Transfer Student Record	Indiisiei									
	Contraction of the second s		11							
Scheduling	Current Enrollr	nent								
Bell Schedule View	Entry Date / Co	ode	Exit Date / Co	de	Grade	Entry Comment	Exit Comment	School		
List View Matrix View	08/25/2014	E1	06/19/2015		11	Promote Same Sch	ool	Thereis a Trail		
Modify Schedule	Previous Enrol	Iments								
Request Management	Entry Date / Co	ode	Exit Date / Co	de	Grade	Entry Comment	Exit Comment	Sellend)		
Scheduling Setup	08/26/2013	E1	06/18/2014	PR	10		Promote Same School	(Barriss / Figh		
	08/07/2012		05/24/2013		10			(Secondar Score) / 1	Denitys i Tugh	
	07/16/2011	F1	06/12/2012		9	180352		(SmellerSong/1	Danitys / Tigh	
								(Fatalla (Baata/)	AND TAXABLE PARTY.	
8	Edit Prev	ious	Enrollme	ent 🕻	Ð					
	Addama (Filmana / Add		14	BHS				1		
	and building and		100000	DHS				1		
	Entry Date				08/07	7/2012 (MWDD/YYY	Y)			
	Entry Code						•			
	Entry Comment									
	Exit Date				05/24	4/2013 (MWDD/YYY	n	1		
	Exit Code	-			_		-			

- 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 <u>Step 2</u>.

Submitting Verified Dropouts (School/Local Education Agency)

1. Select the appropriate **School**. After all schools are approved, the data can be approved at the LEA level. If you are approving at the LEA level, use the school selection 'LEA Office'.



2. Run the Final Dropout Verification report.

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

in the second	School										Welcome,	Help S
Owers	CHOOL										School:	High Term: 16
Reports > Re	eports (State Re	eports)										e a ! .
	1											
	Report	ts										
lummary dule	System	ReportWorks	State Reporting Dashboard	State Standalone Repo	rts Engine	Setup Custom	Reports NCDPI Report	sqlReports 4				
tions												Refresh
edules	Current	Collections										(Concest)
incement 1s 2												
92	Details	Report								nission Ends	Errors / Warnings	Workflow Options
orts			ation Data Verification							8/12/2016		Run Review
	<u> </u>		ollow Up Data Collection							9/30/2016		Run Review
s Reports			Monthly Report (PMR 1)							0/05/2016		Run Review
reports			ta Collection							0/23/2016		Run Review
rch	•		Promotion/Graduation Data Colle	ection						0/27/2016		Run
	•	SAR Data (09/02		1/13/2016		Run Review
:h tudent	•	Fall AIG He	adcount					11/15	/2016	1/30/2016		Run Review
try	-	CRDC Repo	ort - Part 2					10/01	/2016 0	4/17/2017		Run
Entry		CRDC Repo	ort - Part 1					10/01	/2016 - Dro	pout Data Collec	tion	-
		Spring AIG	Headcount					04/15	/2017 Choose		DROP Views	
r Survey		Alternative I	Learning Program Report					06/01	/2017 Choose	data view:	Final Dropou	t Verification
	-	Discipline R	leport					06/01	/2017 A listing	of students who have	been verified	Select
								04/17	/2017 year wit	Dropout Reason and	Dropout Verif Completers	That Failed to Return
									Resu		Final Dropou Final Dropou	t Verification t Verification Detail
									Resu	15	Summary by	Gender/Ethnicity
											\neg	
		ata Collection										
	Choose category:		DROP Views •								1	
	Choose data view:	4	Final Dropout Verification •									
		nts who have been verified Reason and Dropout Verified		nts were dropouts at the end of the	previous year and cor	tinue to be dropouts as of th	e 20th day of the current school year.	These students must be coded on the	ir last enrollment record from the reporting		/	
	Results								Results per page 25 •			
		erification (2 total records	1)									
	Final Dropout Ve	erification (2 total records Student # •	s) Y Student Name	∀ Grade	Ƴ Exit Date	⊤ Exit Code	P Dropout Re	1508	Y Verified			
	Final Dropout Ve			∀ Grade	∑ Exit Date 12/11/201			son nm Coll Adult High School (CCAHS)	Y Verified Yes			

Click **Clear Cache** link and rerun the report.

nal	Dropout Verification	(2 total records)				Results	per page 25
	Student# +	Student Name	Grade	Exit Date	Exit Code	Dropout Reason	Verified
1	Contraction in the local	analysis.	11	09/02/2013	W2	Lack of student engagement (ENGA)	Yes
2		CONTRACTOR OF STREET,	11	01/06/2014	W2	Lack of student engagement (ENGA)	Yes
2	- HARRIS	(HERRICHARD)	11	01/06/2014		Lack of student engagement (ENGA)	Clea

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.

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.