

# Dropout (North Carolina)

Last Modified on 04/02/2026 10:02 am CDT

Tool Search: Dropout

The Dropout tool tracks a student's reason for not continuing schooling. Users can record when the student dropped out of school and for what reason. When the student returns, an End Date can be entered for that record. Then, if the student drops out again, another Dropout record is created.

**Dropout** ☆ Student Information > State Programs > Dropout

Student: Mary Student #: 123456789 Grade: 13 DOB: 11/06/2007 Counselor: Staff  
 School Pickup Group B

**Program Information**

Start Date: (Required) 03/01/2026 End Date: month/day/year

Verified Dropout:  School: (Required) 090368: West Bladen High

Grade: (Required) 12: Twelfth Dropout Year: (Required) 25-26

Dropout Reason: ATTD: Attendance Exemption Code:

Comments: Maximum 255 characters

District Defined Elements

Save Cancel

*Dropout Program*

- Read** - Access and view the Dropout tool.
- Write** - Modify existing Dropout records.
- Add** - Enter new Dropout records.
- Delete** - Permanently remove Dropout records.

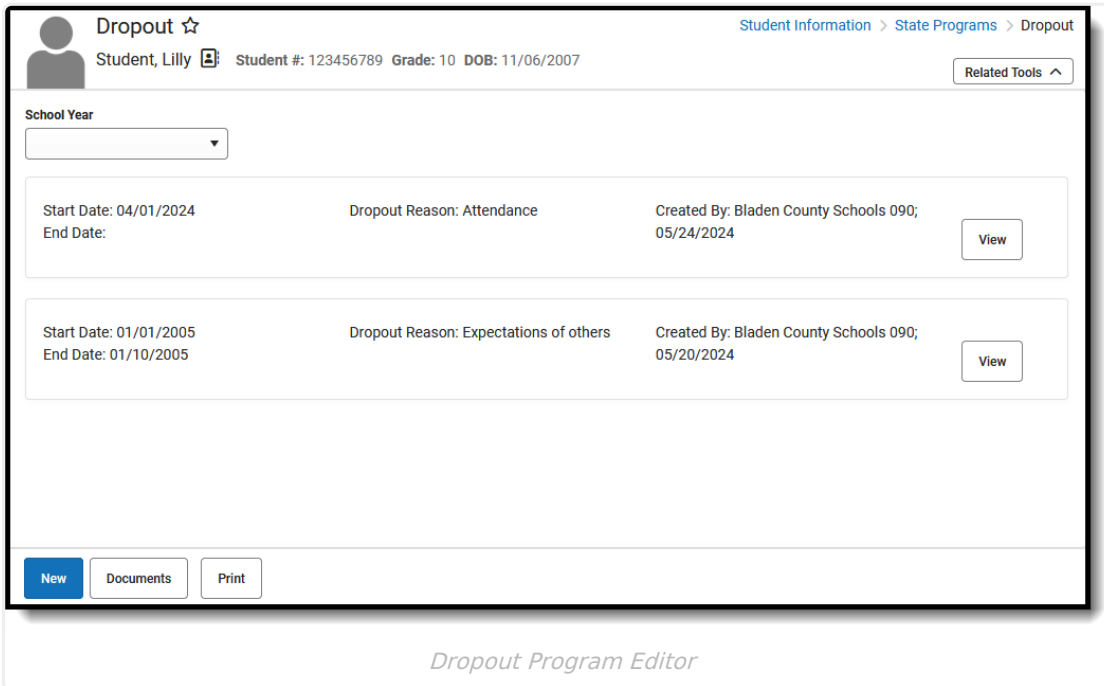
For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Use the [Federal/State Program Updater](#) tool to import Dropout records to this tool.

This tool is available in both State and District Editions. For State Edition users, this tool is read-only.

**Overlapping records are not allowed**, meaning an existing records needs to be ended prior to a new record being added. To add a new Dropout record, click **New** and enter the applicable information for the new record.

The main view of the Dropout record is the Program Editor, which lists all Dropout records for the student in chronological order (most recent first).



To view details of any of the records, click **View**. This opens the Program Detail for the selected record, where information can be viewed or modified as needed.

## State Definitions of Dropout

A "dropout" is an individual who:

- Was enrolled in school at some time during the reporting year;
- Was not enrolled on day 20 of the current year;
- Has not graduated from high school or completed a state or district-approved educational program; and does not meet any of the following reporting exclusions:
  - Transferred to another public school district, private school registered with the North Carolina Department of Non-Public Education, home school registered with the North Carolina Department of Non-Public Education, or state/district-approved educational program (not including programs at community colleges);
  - Temporarily absent due to suspension or school-approved illness; or
  - Death.

See the [North Carolina Department of Education](https://www.ncdehhs.gov/education/assessment/assessment-definitions) website for more information.

## Add a Dropout Record

1. Click **New** in the action bar across the bottom.
2. Enter a **Start Date** for when the student was considered a dropout student.
3. Mark the **Verified Dropout** checkbox when the student has been verified of dropping out of school.
4. Select the School from which the student dropped out.
5. Select the **student's Grade** level.
6. Select the **Dropout Year**.
7. Select the **Dropout Reason**.
8. Select the applicable **Exemption Code**.
9. Enter any **Comments** related to this record.
10. Click **Save** when finished. The new record is listed below the School Year field.

To make changes to the Dropout record, select the record by clicking anywhere in that row. Make any necessary changes and click **Save** when finished.

To end the Dropout record, select the record to end and add an **End Date**. Click **Save** when finished.

Click **Print** from the Program Editor list to generate a PDF Summary of the student's Dropout records.

## Dropout Field Descriptions

Field	Description	Location
<b>Start Date</b> <i>Required</i>	Indicates the date the student was reported to be a dropout.	<b>Database Location:</b> Dropout.startDate  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > startDate <b>(dropout.startDate)</b>
<b>End Date</b>	Indicates the date the student was no longer considered a dropout.	<b>Database Location:</b> Dropout.endDate  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > endDate <b>(dropout.endDate)</b>

Field	Description	Location
<b>Verified Dropout</b>	When marked, indicates all district procedures have been followed to determine the student did indeed drop out of school.	<b>Database Location:</b> Dropout.verifiedDropout  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > verifiedDropout <b>(dropout.verifiedDropout)</b>
<b>School</b> <i>Required</i>	Lists the school from which the student dropped out.	<b>Database Location:</b> Dropout.schoolNumber  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > schoolNumber <b>(dropout.schoolNumber)</b>
<b>Grade</b> <i>Required</i>	Lists the grade level in which the student was enrolled when they dropped out.	<b>Database Location:</b> Dropout.grade  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > grade <b>(dropout.grade)</b>
<b>Dropout Year</b> <i>Required</i>	Lists the school year in which the student dropped out.	<b>Database Location:</b> Dropout.dropoutYear  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > dropoutYear <b>(dropout.dropoutYear)</b>
<b>Dropout Reason</b>	Lists the reason the student dropped out of school.	<b>Database Location:</b> Dropout.dropoutReason  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > dropoutReason <b>(dropout.dropoutReason)</b>

Field	Description	Location
<b>Exemption Code</b>	Indicates the Exemption Code for the student's Dropout Program.	<b>Database Location:</b> Dropout.exemptionCode  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > exemptionCode <b>(dropout.exemptionCode)</b>
<b>Comments</b>	Lists any comments related to the student's Dropout waiver.	<b>Database Location:</b> Dropout.comments  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > Dropout > comments <b>(dropout.comments)</b>