

# NC Dropout Extract

Last Modified on 12/12/2025 10:07 am CST

The NC Dropout Extract consists of several reports that list all students who are considered 'dropout', defined as any student who leaves school for any reason before graduation or completion of a program of studies without transferring to another elementary or secondary school.

NC Dropout Extract ☆
Reporting > NC State Reporting > NC Dropout Extract

Instructions +

Setup +

Report Options -

Extract Type \*

Potential Dropout List

Start Date \*

07/01/2024

End Date \*

06/30/2025

Output Options -

Format Type

☐ HTML
☒ CSV

Batch Queue Results -

Start Date

End Date

MM/DD/YYYY

MM/DD/YYYY



Report Title	Queued Time ↓	Status
PotentialDropout	07/15/2025 11:31:03 AM	QUEUED
PotentialDropout	07/15/2025 11:21:02 AM	QUEUED

Generate

NC Dropout Extract Editor

## Report Editor

Data Element	Description
<b>Set Up</b>	
<b>Search Calendars</b>	<p>Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars.</p> <p>As noted previously, all calendars are automatically selected because this is a school-wide report.</p>
<b>Report Options</b>	

Data Element	Description
<b>Extract Type</b>	Determines which Extract Type reports. Available options are: <ul style="list-style-type: none"> <li><a href="#">Potential Dropout (November 2025)</a> </li> <li><a href="#">Verified Dropout (August 2025)</a> </li> </ul>
<b>Start Date</b>	Determines which enrollments to return in the report that fall within the entered start and end dates. This field defaults to July 1 of the selected school year.
<b>End Date</b>	Determines which enrollments to return in the report that fall within the entered start and end dates. This field defaults to June 30 of the selected school year.
<b>Output Options</b>	
<b>Report Processing</b>	<p>This report only generates through the Batch Queue.</p> <p>The Batch Queue processing can be used for both the report generation and the report review, allowing results to be reviewed at a later time.</p>
<b>Format Type</b>	<p>Determines in which format the report generates - CSV or HTML.</p> <div> <p><b>CSV Best Practice</b></p> <p>CSV files usually open with the Microsoft Excel application. The default handling of date values in Excel removes leading zeros. <b>This causes issues with reporting.</b></p> <p>To prevent this issue, perform edits to CSV files through a text editor application such as Notepad, Notepad++, etc. Or, to use Excel, ensure that all date fields are set to format MM/DD/YYYY <b>with leading zeros</b> (e.g., 8/4/2024 should display as 08/04/2024).</p> </div>

## Generate the Report

1. Select the applicable **Calendar(s)** to include in the report.
2. Select the desired **Extract Type** from the dropdown list.
3. Enter (or modify) the **Start Date**.
4. Enter (or modify) the **End Date**.
5. Select the desired **Format Type**.
6. Click **Generate**. The report is submitted to the Batch Queue and will be available for download when it completes.

When generating the Potential Dropout Extract, a "No Student Found" message displays if no students meet the criteria for potential dropouts.

Refer to the PDF attachments in the [Extract Type](#) description for the report layout.

---