



Control	Actions	Responsibility	
1 Documentation Review	Calculate the % of available, on-time and complete source records and reports that are expected to contain the indicator at the site level, CP Central Office, WFP Field and Country Office. Like other pupil-flow rates (e.g. repetition rates), the retention/drop-out rate is derived by analysing data on enrolment and repeaters by grade for two consecutive years. One should therefore ensure that such data are consistent in terms of coverage over time and across grades.	CO M&E Officer/Assistant or School Feeding Officer	🔄 Frequency Twice a year ★★★★ Highly Recommended
2 Recounting & Reaggregating	N/A	N/A	N/A
3 Recomputing Formulas	Recompute the formula used to calculate the reported value of the retention rate/drop-out rate (including disaggregation of age (5-11 and 12-17)/sex) to determine a recomputed value, calculate the % error between the recomputed and reported value, and identify possible reasons for the discrepancy (if any). In COMET, users will enter the values of both indicators (retention rate and drop-out rate). Both values will have to add up to 100 percent.	CO M&E Officer/Assistant or School Feeding Officer	🔄 Frequency Twice a year ★★★★ Highly Recommended
4 Reconciliation & Triangulation	N/A	N/A	N/A
5 Secondary Sources	Cross-check the internally reported value of the retention rate/drop-out rate with identified external secondary data sources (such as actual school records, government reports or the Education Management Information System (EMIS) to ensure that information corroborates and is consistent. Identify possible reasons for the discrepancy, if any.	CO M&E Officer/Assistant or School Feeding Officer	🔄 Frequency Twice a year ★★★★ Highly Recommended
6 On-Site Visits	N/A	N/A	N/A
7 Methodological Compliance	N/A	N/A	N/A