

Students Graduating from a CCAHS Program

12/11/2025 6:38 am EST

Use the steps below to create an enrollment that represents the completion of the CCAHS program.

Create Enrollment Record (if an enrollment record does not exist in current year)

If the student does not have a result in a student search, use the All People search.

All People Search Navigation: Census > People > Enrollments

- Click **New**.
- Be sure the calendar is selected in the context is the year and school the student completed the Adult High School program.
- The Schedule will default to **Main**.
- Select the **Grade Level** as the W2Tenrollment record.
- Check the box to **Exclude from Class Rank**.
- Enter the **Start Date** as the date the student completed the CCAHS program.
- Enter the **End Date** as the date the student completed the CCAHS program.
- Select the **Local Start Status**
 1. **R6** if the re-enrollment is in the same school year.
 2. **E1** if the re-enrollment is in a new school year.
- Select the Local End Status of **W6: High School Graduate**.
- Start and End Comments are optional. Follow PSU guidelines on entering comments.

General Enrollment Information

Enrollment ID 1515628

Calendar
25-26 Nixon School

Schedule (read only)
Main

*Grade
12

Class Rank Exclude
☒

External LMS Exclude
☐

*Start Date
7/12/2025

No Show
☐

End Date
7/12/2025

End Action

*Service Type
P: Primary

*Local Start Status
E1: Init enroll - this year

Local End Status
W6: High School Graduate

State Start Status
E1: Init enroll - this year

State End Status
W6: High School Graduate

Start Comments
CCAHS Graduate

End Comments
CCAHS Graduate

CRDC School of Accountability
33: Nixon School

Rolled From Enrollment ID: 754951

- Select **VST1: Visitor - Standard Day Program/Foreign Exchange Student** as the admission status.

State Reporting Fields

State Exclude
☐

*Admission Status
VST1: Visitor - Standard Day Program/Foreign Exchange Student

- Click **Save** to save all updates.

Update Current Enrollment Record

Student Search Navigation: Student Information > General > Enrollments

- Select the enrollment record containing the W2T: Comm Coll Adult High School (CCAHS) end status .
- Update the End Status to **W6: High School Graduate**.
- Update or add End Comments (Optional per PSU guidelines).

Update CCAHS Graduation Tool

Navigation: Student Information > General > Graduation

- Enter the **Diploma date** as the date the student completed the Adult High School program.
- Select **FRC: Future Ready Core** for the diploma type.
- Select **R: Regular Period** for the diploma period.
- Select the appropriate **Post Grad Plans** from the dropdown.
- Click **Save** to update the graduation tool.

General Graduation Information

GRAD Score: 146

Diploma Date: 7/12/2025

Diploma Type: FRC: Future Ready Core

Diploma Period: R: Regular

Date First Entered the 9th Grade: 07/01/2023

NGA Cohort End Year: 2027

NCLB Cohort End Year: 2027

Post Grad Plans: UN: Undecided/Other

Student Post Grad Confirmation:

Indicates the most recent student acknowledgement of their Post Graduation Plans.

Update Dropout Program

Modify Current Dropout Program

If a dropout program was added to the student from the previous year with the dropout reason to CCAHS: Community College Adult High School Program, this program will need to be ended.

Navigation: Student Information > State Programs > Dropout

- Select the Dropout Program containing the dropout reason CCAHS: Community College Adult High School Program.
- Enter the *day* the student met graduation requirements in the Adult High School program as the program **End Date**.
- Select **GRAD: Graduated/Received High School Diploma** as the Exemption Code.
- Leave all other fields as is.
- Click **Save** to save the program.

Program Information

Start Date: (Required) 10/30/2025

End Date: 05/01/2026

Verified Dropout:

School: (Required) 8: Harrison High School

Grade: (Required) 11: Eleventh

Dropout Year: (Required) 25-26

Dropout Reason: CCAHS: Community Coll...

Exemption Code: GRAD: Graduated/Receiv...

Comments:

Maximum 255 characters

