

Students Graduating from a CCAHS Program

05/21/2026 11:38 am EDT

An enrollment for the current year will need to be created or edited to represent the completion of the CCAHS program. If an enrollment record does not exist in the current year, create one according to the steps below in the **Create Enrollment Record** section. If an enrollment record already exists in the current year, edit according to the **Update Current Enrollment Record** section.

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** to be the same as the W2T enrollment record.
- Check the box for **Class Rank Exclude**.
- 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 of E: Init enroll - this year** if the re-enrollment did not exist in the current year.
- Select the Local End Status of **W6: High School Graduate** or **W4: Early Completer/Midyear Grad Graduate** as appropriate.
- 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** or **W4: Early Completer/Midyear Grad Graduate** as appropriate.
- 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**, **M: Mid-Year**, or **S: Summer** for the diploma period, as appropriate.
- Select the appropriate **Post Grad Plans** from the dropdown.

- Click **Save** to update the graduation tool.

General Graduation Information —

GRAD Score: 146 ❗

Diploma Date: 📅

Diploma Type: ▼

Diploma Period: ▼

Date First Entered the 9th Grade: ❗ 📅

NGA Cohort End Year: ▼ Converted data

NCLB Cohort End Year:

Post Grad Plans: ▼

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 <input type="text"/>	End Date: 05/01/2026 <input type="text"/>	Verified Dropout: <input type="checkbox"/>
School: (Required) 8: Harrison High School <input type="text"/>	Grade: (Required) 11: Eleventh <input type="text"/>	Dropout Year: (Required) 25-26 <input type="text"/>
Dropout Reason: CCAHS: Community Coll... <input type="text"/>	Exemption Code: GRAD: Graduated/Receiv... <input type="text"/>	

Comments:

Maximum 255 characters

 **Community College Adult High School Program (CCAHS)** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/ccahs>)

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