

# Students Graduating from a CCAHS Program

12/11/2025 6:38 am EST

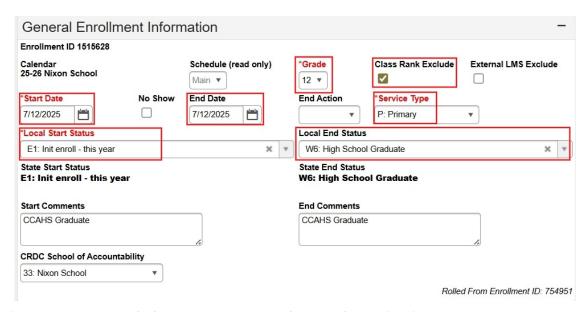
Use the steps below to create an enrollment that represents the completion of the CCAHS program.

# 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.



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



• Click Save to save all updates.

# **Update Current Enrollment Record**

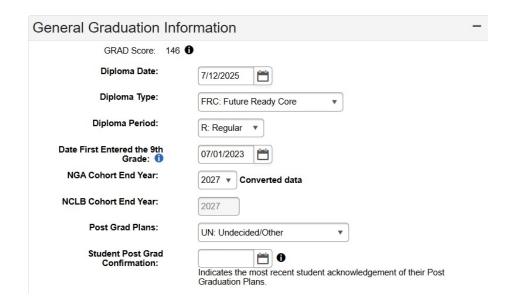
## Student Search Navigation: Student Information > General > Enrollments

- 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.



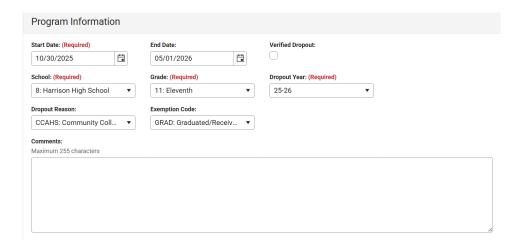
# **Update Dropout Program**

## **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.



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

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