

Create CCAHS Graduate Enrollment

12/03/2025 11:03 am EST

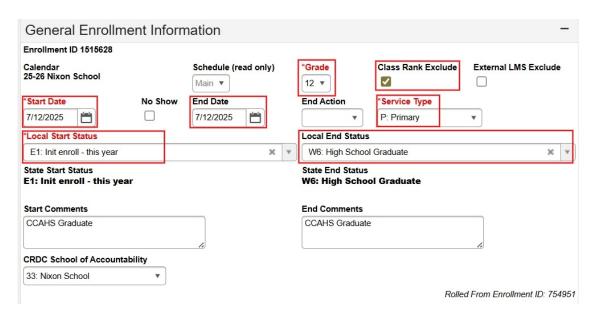
Use the steps below to create an enrollment that represents the completion of the CCAHS program.

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).

NCSIS Knowledgebase | Article: Create CCAHS Graduate Enrollment | Last Updated: 12/03/2025 11:03 am EST