

# 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.

**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).