

# Create CCAHS Graduate Enrollment

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).