

## Students who left during the previous school year

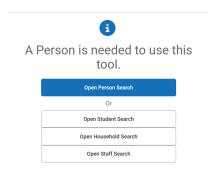
12/04/2025 10:35 am EST

Use the following steps to record information for students that withdraw in the previous school year and enroll in the Adult High School program in the current year.

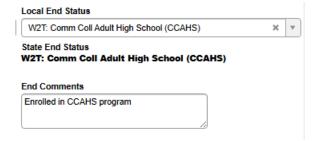
## **Update Previous Year Enrollment Record**

Navigation: Student Information > General > Enrollments

**Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Enrollment tool. If a student was already selected, the Enrollment tool will open automatically.



- Click the last enrollment record containing the W2 end status.
- Select W2T: Comm Coll Adult High School (CCAHS) end status.
- Enter an End Comment (Optional).
- · Click Save to save updates.

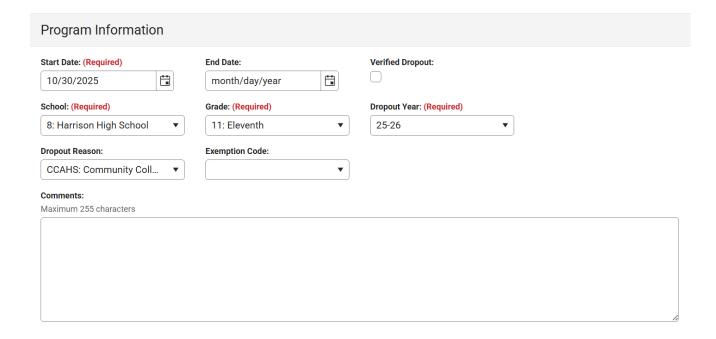


## **Modify/Add Dropout Program**

If a dropout program was added to the student from the previous year, the existing program can be updated to adjust the dropout reason to CCAHS: Community College Adult High School Program. If a dropout program was not added to the student from the previous year, a dropout program should be added.

## Navigation: Student Information > State Programs > Dropout

- Enter the student's withdrawal date as the Start Date.
- Leave the End Date blank.
- Select the **School** where the W2T end status enrollment record is contained.
- Select the **Grade** where the W2T end status enrollment record is contained.
- Enter the Dropout Year of the school year where the W2T end status enrollment record is contained.
- Enter a Dropout Reason of CCAHS: Community College Adult High School Program .
- Leave the Exemption Code blank.
- Enter Comments (Optional).
- Click Save to save the program.



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

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