

# 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.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

- 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.

**Local End Status**

W2T: Comm Coll Adult High School (CCAHS)
✕ ▼

**State End Status**

**W2T: Comm Coll Adult High School (CCAHS)**

**End Comments**

Enrolled in CCAHS program

## 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.

#### Program Information

Start Date: **(Required)**

10/30/2025



End Date:

month/day/year



Verified Dropout:

☐

School: **(Required)**

8: Harrison High School



Grade: **(Required)**

11: Eleventh



Dropout Year: **(Required)**

25-26



Dropout Reason:

CCAHS: Community Coll...



Exemption Code:

Comments:

Maximum 255 characters

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

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