

Students who maintain continuous enrollment

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Students that maintain continuous enrollment in the Adult High School Program from a previous year do not need a new enrollment or dropout program. Ensure the student has a W2T end status and a dropout program with a CCAHS dropout reason.

Check Previous Year Enrollment Record

Student should already have an end status of W2T: Comm Coll Adult High School (CCAHS) on the previous enrollment record. Navigate to the student's Enrollment tool to confirm the end status is correct.

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

- Confirm the end status is **W2T: Comm Coll Adult High School (CCAHS)**.

Check Dropout Program

If a dropout program was added to the student from the previous year, the existing program should contain a dropout reason of CCAHS: Community College Adult High School Program.

Navigation: *Student Information > State Programs > Dropout*

- Verify the dropout reason is recorded as **CCAHS: Community College Adult High School 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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