Students who leave during the current school year

12/11/2025 6:34 am EST

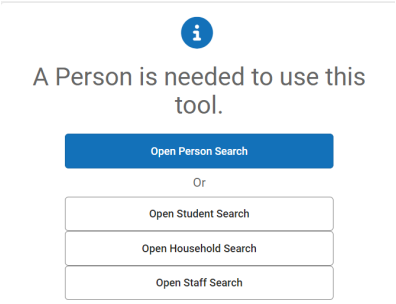
Students who leave during the current school year

Use the following steps to update enrollments and dropout programs for students that withdraw in the current year and also enroll in the Adult High School program in the current year.

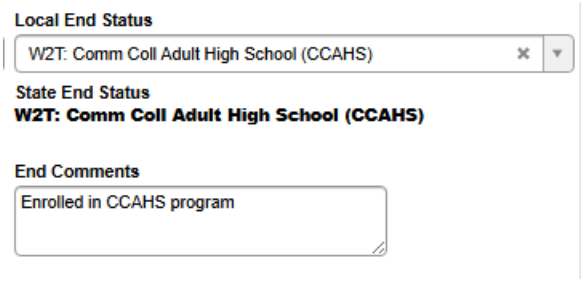
Update Enrollment Record

Navigation: Student Information > General > Enrollments

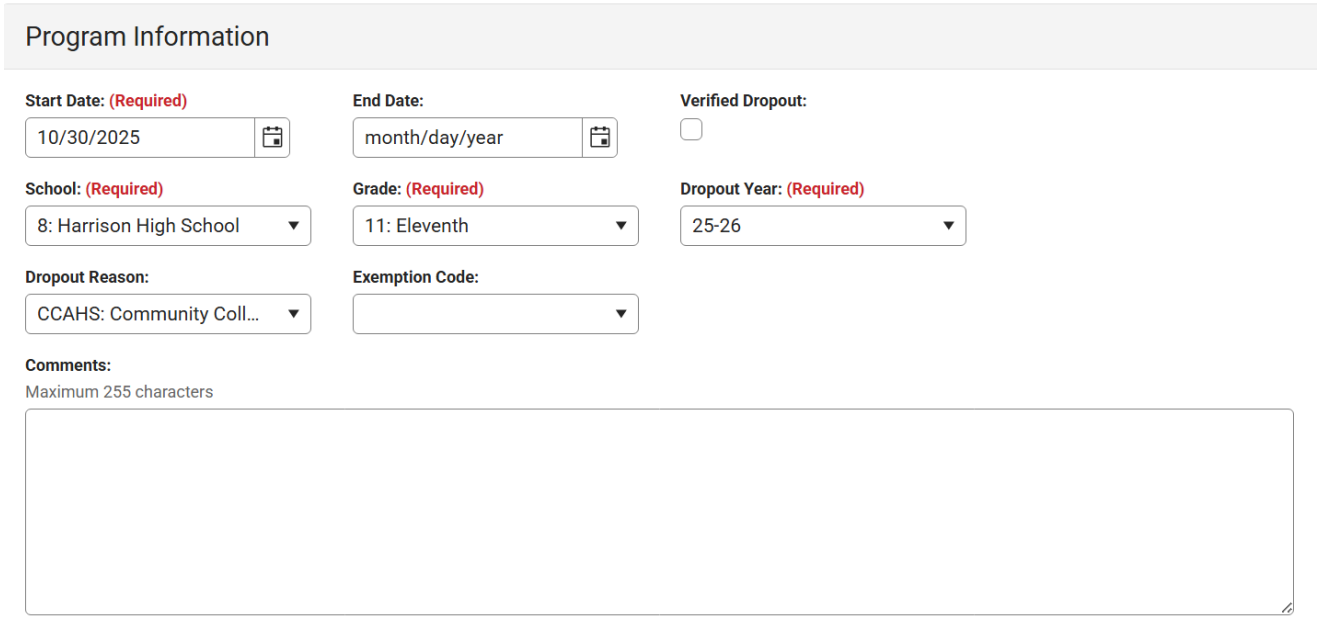
Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Enrollment tool. If a student was already selected, the Enrollment tool will open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



Add Dropout Program

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.