

Students who fail to maintain continuous program enrollment

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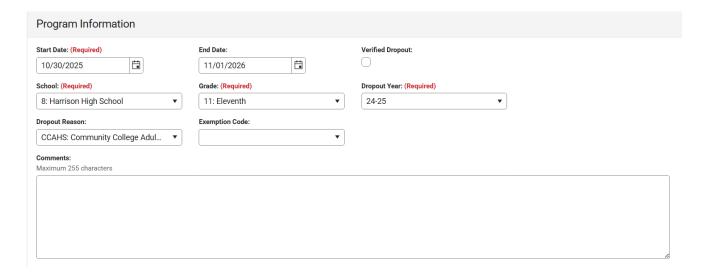
Use the steps below to end a CCAHS dropout program and add a new program for students that fail to maintain continuous enrollment in the Adult High School program.

Modify Current Dropout Program

If a dropout program was added to the student from the previous year with the dropout reason to CCAHS: Community College Adult High School Program, this program will need to be ended as the student no longer qualifies.

Navigation: Student Information > State Programs > Dropout

- Select the Dropout Program containing the dropout reason CCAHS: Community College Adult High School Program.
- Enter the day before the notification of non-enrollment in the Adult High School program as the program End Date.
- Leave all other fields as is.
- Click **Save** to save the program.

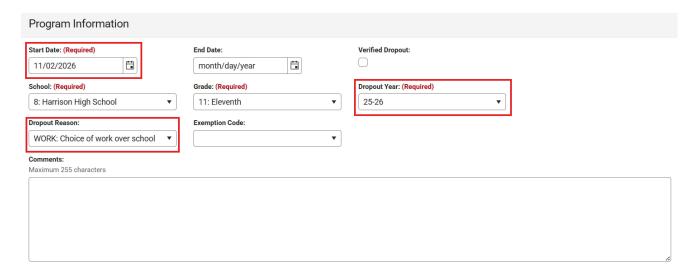


Add New Dropout Program

A new program with an updated dropout reason must be added to record the student as a dropout for the year the student failed to maintain continuous enrollment in the Adult High School program.

Navigation: Student Information > State Programs > Dropout

- Enter the date notified of the non-enrollment in the Adult High School program 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 student should be counted as a dropout (typically the current year).
- Select the appropriate **Dropout Reason** from the dropdown list.
- 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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