

# Students who fail to complete CCAHS program by June 30 of their 5-year cohort graduation year

12/11/2025 6:35 am EST

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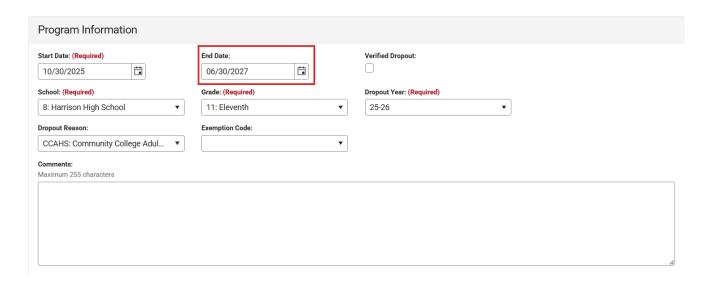
Use the following to modify a current CCAHS dropout reason program and create a new dropout program for students that fail to graduate by the end of the five-year cohort must be counted as a dropout.

### **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 end of the student's Five-Year Cohort Year as the End Date.
- · Leave all other fields as is.
- Click **Save** to save the program.

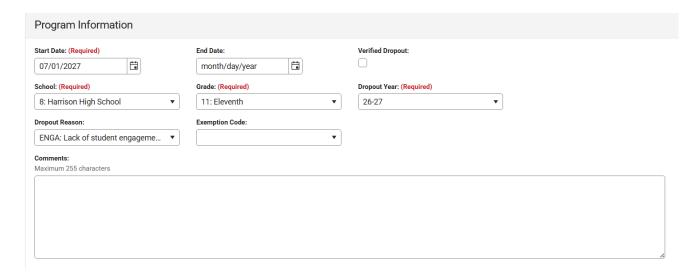


#### **Add New Dropout Program**

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 graduate from the Adult High School program.

#### Navigation: Student Information > State Programs > Dropout

- Enter the student's Five-Year Cohort Year 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.



If documentation is received confirming the student graduated from the Adult High School program after the end of the student's Five-Year Cohort year, the information can be recorded in the Graduation Tool. Please note that the student will not count towards any graduation rate.

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

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