

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

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

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.

Program Information

Start Date: **(Required)**

10/30/2025

End Date:

06/30/2027

Verified Dropout:

☐

School: **(Required)**

8: Harrison High School

Grade: **(Required)**

11: Eleventh

Dropout Year: **(Required)**

25-26

Dropout Reason:

CCAHS: Community College Adul...

Exemption Code:

Comments:

Maximum 255 characters

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.

Program Information

Start Date: **(Required)**

07/01/2027 

End Date:

month/day/year 

Verified Dropout:

☐

School: **(Required)**

8: Harrison High School ▼

Grade: **(Required)**

11: Eleventh ▼

Dropout Year: **(Required)**

26-27 ▼

Dropout Reason:

ENGA: Lack of student engagem... ▼

Exemption Code:

▼

Comments:

Maximum 255 characters

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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