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Introduction

This document details the coding of students leaving high school to attend a Community College Adult High School Program (CCAHS) pursuant to SBE policy DROP-000. The complete policy can be viewed here: https://stateboard.ncpublicschools.gov/

The policy indicates that students who leave high school to attend an approved North Carolina CCAHS program shall be coded with the W2T leaver code. This code indicates their intent to complete high school in the adult setting.

Documentation that students are enrolled in the CCAHS must be provided to the traditional school (home school). This documentation must be updated on an ongoing basis (quarter or semester, as determined by the LEA and CCAHS) to ensure that the student maintains continual enrollment in the CCAHS.

These students shall not be counted as dropouts until they fail to complete or return to the CCAHS. Students who complete the CCAHS shall be counted as graduates for the traditional school.

Important: The W2T Exit Code cannot be used before School Year 2015-2016.

Important: Students have one calendar year from leaving school to verify enrollment in a CCAHS program.

This user guide details five (5) different scenarios of when and how to identify students attending a CCAHS program

Section A – Students who leave during the current school year

- Currently enrolled students with verified enrollment in a CCAHS program
- Students previously withdrawn in the current school year who later are verified as enrolled in an adult high school program

Section B – Students who left during the previous school year

Section C – Students who fail to complete the CCAHS program by JUNE 30th of their 5-year cohort graduation year

Section D – Students with no documentation of continuous program enrollment

Section E – Students graduating from a CCAHS program

For more information, there is a frequently asked questions word document at:

http://www.ncpublicschools.org/docs/dropout/adult-high-school/w2t-faq.pdf

Important: Only students who are verified in an Adult High School Program receive the W2T exit code. All other students receive the exit code appropriate for their exit reason as defined in the SASA (Student Attendance and Student Accounting Manual).
Section A – Students who leave during the current school year

CURRENTLY ENROLLED STUDENTS WITH VERIFIED ENROLLMENT IN A CCAHS PROGRAM

You will transfer the student out of school and edit the enrollment record to reflect the CCAHS dropout reason and check the verified dropout box.

1. Search for and open student to be withdrawn
2. Withdraw student from school following the Transfer Out of School section of the Transferring Out of School QRD:
3. Set Exit Code = W2T
4. Click Submit
5. Click Confirm Submit

6. Navigate to Transfer Info page
7. Click to open the W2T enrollment record
   a. Select Comm Coll Adult High School (CCAHS) from the Dropout Reason dropdown list
   b. Check box for Verified Dropout
8. Click Submit  Changes have been recorded message appears.
STUDENTS PREVIOUSLY WITHDRAWN IN THE CURRENT SCHOOL YEAR WHO LATER ARE VERIFIED AS ENROLLED IN A CCAHS PROGRAM

You will edit the enrollment record to reflect the CCAHS program and check the verified dropout box.

1. Search for and open withdrawn student (using “/” as a prefix in the search box to include inactive students in the search)
2. Navigate to Transfer Info page
3. Click to open the W2 enrollment record
   a. Change the Exit Code from W2 to W2T
   b. Enter Comment if desired
   c. Select Comm Coll Adult High School (CCAHS) from the Dropout Reason dropdown list.
   d. Check the box Verified Dropout
   e. Click Submit

![Edit Current Enrollment](image)
Section B – Students who left during the previous school year

These students need to be re-enrolled, and transferred out with the W2T exit code, including the dropout reason of CCAHS and Verified Dropout box. Re-enroll date and transfer out date must be the same (essentially becoming a no-show record).

1. Search for and open the withdrawn student (using “/” as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

**Navigation:** Functions > Re-enroll in School

a. Remember the date of re-enrollment!

b. **Entry code = E1** (E1 Init enroll-this year)

c. Enter a comment if desired

d. Select **Full-time Equivalency**

e. **Restore class enrollments? = NO**  **** very important ****

f. Click **Submit**

An alert message is displayed
3. Transfer Student out of School

**Navigation:** Functions > Transfer out of School

**a.** Set **Date of Transfer** = **SAME DATE AS RE-ENROLLDATE**!
**b.** Set **ExitCode** = **W2T**
**c.** Click **Submit**

4. Navigate to **Transfer Info** page
5. Open the re-enrollment record created in step 2 above
   **a.** Scroll down to Dropout Data panel
      i. Select **Comm Coll Adult High School (CCAHS)** from dropdown list
      ii. Check box for **Verified Dropout**
   **b.** Click **Submit**
Section C – Students who fail to complete CCAHS program by June 30 of their 5-year cohort graduation year

These students will need to go back to a W2 status. You will need to re-enroll the student with either an E1 or an R6. Transfer the student out using W2 exit code, including a valid dropout reason and verified dropout box as needed. Re-enroll date and transfer out date must be the same (essentially becoming a no-show record).

**Note:** The five year cohort graduation year is the “9th Grade Entry Date” plus 5 years

1. Search for and open the withdrawn student (using “/” as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

**Navigation:** Functions > Re-enroll in School

a. Remember the date of re-enrollment!

b. Entry code =
   i. **R6** if re-enrollment is in the same school year
   ii. **E1** (E1 Init enroll this year) if re-enrollment is in a new school year

c. Enter a comment if desired

d. Select **Full-time Equivalency**

e. Restore class enrollments? = NO **** very important ****

f. Click **Submit**
An alert message is displayed

3. Transfer Student out of School

**Navigation:** Functions > Transfer out of School

a. Set **Date of Transfer = SAME DATE AS RE-ENROLLDATE!**
b. Set **ExitCode = W2**
c. Click **Submit**
d. Click **Confirm Submit**

An Alert Message is displayed
4. Navigate to **Transfer Info** page

5. Open the re-enrollment record created in step 2 above
   - a. Scroll down to Dropout Data panel
      - i. Select appropriate **Dropout Reason** from dropdown list (the reason the student did not finish the program)
      - ii. Check box for **Verified Dropout**
   - b. Click **Submit**
Section D– Students with no documentation of continuous program enrollment

These students will need to go back to a W2 status. You will need to re-enroll the student with either an E1 or an R6. Transfer the student out using W2 exit code, including a valid dropout reason and verified dropout box as needed. Re-enroll date and transfer out date must be the same (essentially becoming a no-show record).

**Important:** Written documentation MUST be provided to the high school verifying the student is still enrolled and attending the CCAHS program each quarter or semester.

1. Search for and open the withdrawn student (using “/” as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

**Navigation:** Functions > Re-enroll in School

- **a. Set Date of re-enrollment** = the date the student failed to have the continuous enrollment (date they failed to return to the CCAHS program)
- **b. Entry code =**
  - i. **R6** if re-enrollment is in the same school year OR
  - ii. **E1** (E1 Init enroll-this year) if re-enrollment is in a new school year
- **c. Enter a comment if desired**
- **d. Select Full-time Equivalency**
- **e. Restore class enrollments? = NO **** very important ****
- **f. Click Submit**

![Re-Enroll Student Interface](image)
An alert message is displayed

3. Transfer Student out of School

**Navigation:** Functions > Transfer out of School

a. Set **Date of Transfer** = SAME DATE AS RE-ENROLLDATE!

b. Set **ExitCode** = W2

c. Click **Submit**

d. Click **Confirm Submit**

An Alert Message is displayed
4. Navigate to **Transfer Info** page
5. Open the re-enrollment record created in step 2 above
   a. Scroll down to Dropout Data panel
      i. Select appropriate **Dropout Reason** from dropdown list (the reason the student did not have continuous enrollment in the program)
      ii. Check box for **Verified Dropout**
   b. Click **Submit**
Section E– Students graduating from a CCAHS program

These students will get their W2T status changed to a W6! The enrollment record will have the date the student completed the CCAHS program and the exit date will be one day later. Thus, the Admission Status must be VST1. The W6 and the exit date will determine if the student is reported as a mid-year graduate or an end-of-year graduate on the GDV collection.

1. Search for and open the withdrawn W2T student (using “/” as a prefix in the search box to include inactive students in the search)
2. Re-enroll the student into the school

**Navigation:** Functions > Re-enroll in School

a. Set **Date of re-enrollment** = date the student completed the CCAHS program
b. **Entry code** =
   i. **R6** if re-enrollment is in the same school year **OR**
   ii. **E1** (E1 Init enroll-this year) if re-enrollment is in a new school year
c. Enter a comment if desired
d. Select **Full-time Equivalency**
e. **Restore class enrollments?** = NO **** very important ****
f. Click **Submit**

![Re-Enroll Student](image-url)
An alert message is displayed

3. Open the re-enrollment record created in step 2 above
   a. Set Admission Status = VST1

   ![Edit Current Enrollment](image)

4. Transfer Student out of School

   **Navigation:** Functions > Transfer out of School

   a. Set Date of Transfer = DAY AFTER THE RE-ENROLLDATE!
   b. Set ExitCode = W6
   c. Click Submit
   d. Click Confirm Submit
5. Edit students’ academics page (as you would for any other graduating student)

**Navigation:** NC Information > Academics

Ensure the following fields are complete as required for graduated students:

A. **Grade 9 Entry Date**
B. **Bound for** (used for GDV reporting)
C. **Diploma Granted Date** – set as the date for E-Transcripts to go out
D. **Diploma Issued Date** – set as graduation date (for GDV)
E. **Diploma Type** – Select **Future Ready Core** (all spelled out) from the dropdown list.
F. Any other field required for this particular graduated student.

6. Click **Submit**
7. Edit students’ **Scheduling Setup** page to set the student up to be moved to Graduated School during EOY

**Navigation:**  Scheduling > Scheduling Setup

- **Next Year Grade** – Enter 99
- **Priority** – Enter 0
- **Schedule This Student** – uncheck
d. **Year of Graduation** – set to appropriate year of graduation for this student

e. **Next School Indicator** – Select ‘Graduated Students’ from the dropdown list

f. Click **Submit**