

CCAHS Completer Workaround 5-15-25

CCAHS Completer Temporary Workaround Steps in IC

Temporary Workaround Steps for SY 2024-2025 in Infinite Campus:

1. Select the student with a **W2T** (inactive) enrollment record.
2. Navigate to Student Information > State Programs > **Dropout** and complete the required information if the dropout record doesn't exist.

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
11	P	24-25 East Bladen High	08/26/2024	01/29/2025	
Start Status: E1 Init enroll - this year Promote Same School					
End Status: W2T Comm Coll Adult High School (CCAHS) Enrolled in CCAHS					
10	P	23-24 East Bladen High	08/29/2023	05/31/2024	
Start Status: E1 Init enroll - this year Retained - Summer School Promotion to 10th Grade					
End Status: PR Promoted Promote Same School					

- a. Refer to [Dropout \(North Carolina\)](#) to start **New** record and complete all **required** fields.

- i. For CCAHS completers enter

1. **Start Date:** Date student dropped out.
2. **End Date:** date the student completed the CCAHS program.
3. **Verified Dropout** box is checked.
4. Enter **Dropout Reason:** CCAHS: Community College Adult High School
5. **Exemption Code:**
Grad: Graduated/Received High School Diploma

State Programs

- ALPS
- Crisis Event
- Digital Learning Dashboard
- Dropout**
- Pregnant And Parenting
- Read to Achieve

Dropout ☆
Student Information > State Programs > Dropout

Student #: Grade: 11 DOB:

Medical School Pickup

Program Information

Start Date: (Required) 01/29/2025
End Date: 05/14/2025
Verified Dropout: ☒

School: (Required) 090330: East Bladen High
Grade: (Required) 11: Eleventh
Dropout Year: (Required) 24-25

Dropout Reason: CCAHS: Community College Adult...
Exemption Code: GRAD: Graduated/Received High ...

Comments: Maximum 255 characters

Save Cancel

3. Go to Student Information > General > **Graduation** and enter the appropriate fields including

- a. **Diploma Date** – CCAHS completion date
- b. **Diploma Type** – select FRC: Future Ready Core
- c. **Diploma Period** – Regular

General Graduation Information

GRAD Score: 131

Diploma Date: 05/14/2025
Diploma Type: FRC: Future Ready Core
Diploma Period: R: Regular

Date First Entered the 9th Grade: 07/01/2022
NGA Cohort End Year: 2026 Converted data
NCLB Cohort End Year: 2026 Enter NCLB Cohort End Year above.

Post Grad Plans:
Student Post Grad Confirmation:

Indicates the most recent student acknowledgement of their Post Graduation Plans.

CCAHS Completer Temporary Workaround Steps in IC

4. Return to the **Enrollment** screen:
 - a. Create a **New** enrollment record.
 - b. Enter the **Start** and **End Date** as the same day—this should be the date the student completed the CCAHS program.
 - c. **Grade Level** = grade level of W2T record (do not promote student)
 - i. **5/16 NOTE:** For a **9th grade W2T CCAHS completer only** – when creating the new enrollment record with a **Local End Status of W6**, you must update the student's **grade level to '10'**. This change is required due to policy: students must be in grade 10 or higher to be considered eligible for graduation. If the student remains listed as a 9th grader, they will not appear on the GDV report.
 - d. Do **not** check the **No Show** box.
 - e. Set the **Local Start Status** =
 - i. **R6** if re-enrollment is in the same school year OR
 - ii. **E1** if re-enrollment is in a new school year
 - f. Set the **Local End Status** = **W6 High School Graduate**.
 - g. Set **Admission Status** to = **VST1**

The screenshot shows the 'Enrollments' form in the IC system. Red boxes and arrows highlight the following fields for the 5/16 workaround:

- Grade:** Set to 11 (indicated by a red arrow).
- *Start Date:** Set to 05/14/2025.
- *End Date:** Set to 05/14/2025.
- *Local Start Status:** Set to 'R6: Re-Enroll - previous W2'.
- *Local End Status:** Set to 'W6: High School Graduate'.
- *Admission Status:** Set to 'VST1: Visitor - Standard Day Program/Foreign Exchange Student'.

Other visible fields include: Enrollment ID, *Calendar (24-25 East Bladen High), *Schedule (Main), *Grade (11), Class Rank Exclude, External LMS Exclude, End Action, *Service Type (P: Primary), State Start Status (R6: Re-Enroll - previous W2), State End Status (W6: High School Graduate), Start Comments (CCAHS Completer), End Comments (CCAHS Completer), CRDC School of Accountability, Future Enrollment (Next Calendar, Next Schedule Structure, Next Grade), and State Reporting Fields (State Exclude, Year-Round Transfer Days Override).

NOTE: There is a current known issue on the **Dropout** screen where the **Verified** checkbox does not hold the checkmark when reviewing the saved record. IC is currently working to correct this issue. Printing the Dropout report will show **Verified Dropout = True**.