

**STUDENTS TRANSITIONING FROM TRADITIONAL HIGH SCHOOL TO COMMUNITY  
COLLEGE ADULT HIGH SCHOOL PROGRAMS (W2T)  
FAQs\***

<b>GENERAL QUESTIONS</b>	
1. In which situations may schools take advantage of the new policy on reporting students in Adult High School (AHS) programs?	<i>The policy is specifically designates students enrolling in an AHS program at a community college with which the school district has an Agreement of Affiliation.</i>
2. This is <u>only</u> for AHS programs, not GED right? <i>Correct.</i>	
3. Would a SACS-accredited on-line AHS program (such as National High School) qualify a student for W2T status?	<i>No. The State Board of Education has approved the use of W2T for NC Community College Adult High School programs.</i>
4. Do AHS students count toward the school's and LEA's graduation rates?	<i>Yes, if the program is completed by the end of the student's cohort year.</i>
5. How do we indicate that a particular dropout is attending AHS?	<i>Use withdrawal code W2T and dropout reason code CCAHS.</i>
6. What happens if a student begins AHS during the fall but does not return in the spring? Or attends both fall and spring and doesn't return the following fall?	<i>In this instance, the student is initially coded W2T. However, for the second fall semester, the student must be transitioned to W2 due to failure to maintain continuous enrollment.</i>
7. What happens if an AHS student receives the W2T coding one year, but in a later year does not maintain continuous enrollment?	<i>The student must then be reported as a regular dropout (W2). If the student later completes the AHS program it would not count as a graduate toward the school and LEA graduation rate.</i>

\*Questions in this document were generated during a webinar coordinated by Department of Public Instruction staff for LEA data managers on 12.8.2015.

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8. If a student fails to maintain continuous enrollment in an AHS program, is counted as a dropout, and later continues in the AHS program, should we recode the student as a W2T?

*No, once a student has been counted as a W2 dropout, there is no advantage for the school to use the W2T coding. However, the student should always be encouraged to persist in educational endeavors.*

9. Must an LEA participate in W2T coding?

*No, an LEA can decide to not participate and continue reporting students leaving the traditional public high school program for community college Adult High School programs with dropout reason code COMM.*

10. Who at the LEA level is responsible for monitoring?

*The local school district has sole responsibility for administration of the W2T coding process, including assigning the appropriate personnel.*

11. When can we begin to provide the special codes for students attending Adult High School programs?

*Districts may begin using the codes for the 2015-2016 academic year.*

12. Do all Community Colleges offer Adult High School programs?

No. The following website has a list of community colleges that do not offer Adult High School programs: <http://www.nccommunitycolleges.edu/college-and-career-readiness/adult-high-school-ahs>

**AFFILIATION AGREEMENTS WITH COMMUNITY COLLEGES**

13. Can an LEA have an agreement with more than one community college?

*No. A district may have an Adult High School Agreement of Affiliation with only one community college.*

14. What happens to those students who attend a community college with which the school lacks an Agreement of Affiliation?

*Report these students as regular dropouts using dropout reason code COMM.*

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15. Does the W2T rule apply to charter schools?

*Yes, but only if there is a signed Agreement of Affiliation between the school and the community college.*

16. We have three different community colleges in which our students typically enroll, but none are in our district. Would we need an agreement with all three colleges?

*The Agreement of Affiliation should be created with the community college that serves your county. Go to <http://www.nccommunitycolleges.edu/service-area-assignments-service-areas> for a list of Community College service areas.*

17. Our local community college doesn't have a program. Can we use the next closest one?

*Community colleges welcome the opportunity to provide programs and services to their communities. If the college serving a district does not have an Adult High School diploma program, a local administrator should contact the college's Basic Skills director and discuss the possibilities of a collaborative effort.*

18. Who will issue the diploma? Transcript?

*The diploma is issued by the community college and signed by the local district superintendent and the community college president. This practice may vary from campus to campus. Students can receive transcripts from the high school for the courses taken there but will need a transcript from the community college as well.*

19. If Adult High School students re-enroll with us (public school), can we count their credits from the community college?

*The decision to count credits earned in Adult High School is one made at the district level.*

20. Does it cost students to attend these programs?

*The local community college determines fee structures.*

21. A student who lives in another county attends our county public schools. What if that student withdraws and goes to their county's CCAHS program, which is not the one we have our affiliation agreement with?

*The district would not be allowed to use the W2T code in this instance. For the purposes of AHS, districts may affiliate with only one community college.*

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**COHORT QUESTIONS**

22. If a student goes to the AHS after the year of his/her 5th year cohort, can we still use the W2T coding?

*No. The policy restricts the use of the W2T to students in the 5<sup>th</sup> cohort year or earlier.*

23. If a student was retained several times prior to 9<sup>th</sup> grade, it's entirely possible that they are 19, 20, or 21 by their senior year in high school. If they leave school to enroll in AHS, can they be counted in the W2T reporting?

*Yes. North Carolina General Statute 115C-366 allows students to remain in school until they are 21 years of age. Therefore, students may be coded W2T provided all other statutory and policy conditions are met.*

**TRACKING STUDENT ENROLLMENT IN AHS PROGRAMS**

24. Will the Community College let us know when the student completes the AHS program?

*Not necessarily. The local school district must make inquiry with the community college regarding the status of W2T Adult High School enrollees. Verification of enrollment and completion status is the responsibility of the school district.*

25. Who at the LEA level is responsible for monitoring?

*The local school district has sole responsibility for administration of the W2T coding process, including assigning the appropriate personnel.*

26. Is it the student's responsibility to provide documentation that they are still in the Adult HS program or does the LEA contact the community college?

*No, the local school district solely is responsible for verifying and documenting AHS enrollment. Therefore, the district should contact the community college each quarter or semester to verify continuous enrollment.*

27. We keep manual admit/withdraw logs for our schools. Do we need to enter them?

*That is a local decision.*

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**REPORTING IN POWERSCHOOL**

28. Is there a QRD on how to change withdrawal codes in PowerSchool when students graduate or fail to maintain continuous enrollment?

*Yes, you can find the Quick Reference Document at: [http://www.nc-sis.org/Documents/student\\_info/PS\\_QRD\\_CC\\_Adult\\_HS\\_Program.pdf](http://www.nc-sis.org/Documents/student_info/PS_QRD_CC_Adult_HS_Program.pdf)*

29. If we have students this school year (2015-2016) that are already enrolled in an Adult High School Program, can we go back and code them as W2T for this school year?

*Yes, with verification of enrollment.*

30. When a student's exit code is changed from W2T to W2, either because enrollment in the AHS discontinues or the 5-year cohort has passed, are they then reported as a dropout during that year?

*Yes. Students are to be reported as dropouts for the year in which the W2T code is changed to W2.*

31. If an LEA does not use the W2T process but keeps track of dropouts who complete AHS (through affiliation with the community college), can the LEA code a W2 dropout as W6 if the LEA has documentation that the student graduated from AHS within the 4- or 5-year cohort?

*No. You must use the W2T reporting process for exempting the AHS dropouts from counting toward school and district dropout rates and counts.*

32. The Quick Reference Document says to code all eligible AHS graduates as W6. What about students who graduate from AHS in December?

*All eligible AHS graduates are to be coded W6 in PowerSchool.*

33. If the student graduates with their cohort group, and the W2T is then changed to W6, what audit trail do we have in PowerSchool showing the student was ever coded W2T?

*The W2T code does not go away. It stays in the tracking system.*

34. How are AHS graduates identified in PowerSchool?

*An AHS graduate is identified as a regular high school graduate at the end of the school year.*

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