



North Carolina
Community College System

Revised 2024 Adult High School Implementation Guide

August 8, 2024



Overview

By the end of this webinar, participants will be able to

- Recognize main components of the 2024 Adult High School Manual and know [where to find AHS resources](#)
- Describe the requirements for program implementation at your community college
- Compare your current program to the updated guidelines set forth in the implementation guide
- Propose changes to your AHS program that align with the 2024 AHS Implementation Guide
- Arrange for an updated copy of your college's Agreement of Affiliation to be submitted to the System Office by October 1, 2024





Benefits of Adult High School Program

- Supports the core purpose of WIOA-Title II - create a partnership to assist adults in attaining a secondary school diploma
- Offers adults and minors ages 16-17 an opportunity to earn an Adult High School diploma, issued in cooperation between the local boards of education and the community college trustees
- Guides participants' mastery of required course standards
- Teaches curriculum that includes the development of career pathways, which provide access to employment and training services for students





Agreement of Affiliation

- Sets forth procedures for establishing a relationship between the local education agency and local community college
- At a minimum, this document must include
 - Signature of LEA's Superintendent, Community College President, and Director or Coordinator of AHS Program
 - Total number and specifications of credits needed to graduate
 - Attestation that both parties have a copy of the current AHS Implementation Guide
 - Attribution of both parties assuring that the AHS diploma and transcript will represent the same appearance and quality as issued by the LEA



Agreement of Affiliation

The Agreement of Affiliation (AoA) must be reviewed, signed, and submitted to the System Office every even year (2024, 2026, etc.) on October 1st

Submit a **PDF version** of the Agreement of Affiliation to the CCR Moodle course.

- If you have questions about this process or issues with Moodle login, please email Brandy Brown, brownb@nccommunitycolleges.edu

Copies of the signed AoA should be given to the cooperating Board of Education, Community College, and Board of Trustees





Serving Minors

- State regulations require that individuals under 18 years of age must provide proof of withdrawal from their last high school attended to enroll in Adult High School. Minors age 16 or 17 must provide two verification documents
 - Minor Release Form
 - Minor Applicant Notarized Petition



Eligible AHS Participants

- Individuals who:
 - Are at least 16 years of age
 - Are not enrolled or required to be enrolled in secondary school under State law
 - Do not have a secondary school diploma or its recognized equivalent and has not an equivalent level of education
 - Are English language learners





Incoming Transcript Evaluation

- An incoming student is required to provide an official high school transcript for consideration of transfer credits.
 - Official transcripts of high school courses may be accepted if the courses meet Future Ready Core graduation requirements.
 - Credits may be awarded for all previously earned high school courses with a grade of D or better.
- If no transcript is available, the student may be admitted as needing all credits required for graduation, unless otherwise noted.
 - Students admitted to the AHS program without a HS transcript will be assigned to classes based on initial placement.
 - Students with no previous HS experience must complete all HS credits as required by your Agreement of Affiliation upon initial admission into the program.





Initial Placement

A student's first enrollment during the reporting period determines initial placement on the federal tables. This will not change for the reporting year regardless of whether the student moves to or from the AHS program during the reporting period.

Seeking HSE

Takes NRS Pre-Test

Entering EFL for POP set

Seeking AHS

Transcript evaluated for # of credits transferring in

Placement of ABE 5 or ABE 6 determined based on % of high school credits needed already earned (ABE 5 < 75%, ABE 6 > 75%)






Initial Placement, Continued

- Providers must set the entering EFL for AHS students on the transcript at the beginning of each program year for continuous students. This is because AHS placement based on credits does not follow the 270-lookback period rules since it is not an NRS assessment.
- Students in the AHS Program are not required to have placement levels based upon NRS assessments; however, AHS students can now be awarded pre/post-test gains if NRS assessments are used with AHS students. It is a local decision whether to NRS test students in the AHS program.



Maintenance of Permanent Records

The North Carolina Records Retention & Disposition Schedule for Colleges

3. CONTINUING EDUCATION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	ADULT HIGH SCHOOL DIPLOMA COURSE FILE Records concerning students enrolled in adult high school programs. File includes attendance, transcripts, and other related records.	Retain in office permanently.	Confidentiality: 20 USC § 1232g

3. Continuing Ed

- ✓ Records are permanent
- ✓ Records must be protected
- ✓ Records are subject to audit – NCCCS, DPI, LEA





AHS Transcripts

- Must be of same quality/appearance as the local LEA
 - Cannot be handwritten
 - Must bear college seal
 - Should provide transferred credits and credits earned in AHS program
 - Should provide grade point average (unweighted)



AHS Diplomas

- Must be of same quality/appearance as the local LEA
- Must display the Local College Name and the local Board of Education as the granting institutions
- Must Include these four signatures
 - Local College President
 - LEA Superintendent
 - Chairs of Board; LEA and local college
- Graduation Date does not have to match the LEA yearly graduation dates



Awarding Credit

- AHS Students must meet the same number of credits required for graduation by the NC Department of Public Instruction along with any additional requirements of the LEA that are documented in the AHS Affiliation Agreement.
- AHS students must follow the Future Ready Core Graduation Requirements
- Elective credit may be awarded from a variety of sources for which competencies can be documented and structured so that students develop a range of skills which qualify them to succeed in the labor market or to enter technical, vocational, or college transfer programs in the community colleges.
- Military Elective credit may be awarded for military experience as documented by Department of Defense Form 214.





Awarding Credit

- The AHS program does not offer advanced placement (AP) or honors courses
- The Occupational Course of Study Pathway is not available in the AHS program
- Local community colleges may permit a student to prove mastery of a core course through challenge testing.
 - Applies to Core courses only
 - Must measure demonstrated mastery of course competencies
 - Minimum passing grade of 80/B is required for demonstrating mastery
 - Grade earned on the challenge test may be used as the assigned grade for the core course
 - A maximum of two courses may be challenged for core credits



Awarding Credit for Curriculum & ConEd Classes

- AHS programs may award elective credit to students for curriculum or continuing education courses, if it is allowable in the Agreement of Affiliation with the LEA.
- AHS programs will need to assign a letter grade for each completed continuing education course. Local programs should work with the continuing education department to create a 10-point grading scale for each course.
- AHS programs may earn a postsecondary enrollment measurable skill gain (MSG 1c) for students who enroll in curriculum programs or continuing education courses that are identified as eligible for Title II postsecondary transition during the program year, as long as their postsecondary enrollment occurs after enrollment in adult education. (Students should have never previously enrolled in a curriculum course anywhere in the USA prior to enrolling in a CCR program in NC for data matching to catch MSG 1c.)



Awarding Credit

- Biology, Chemistry and Other Laboratory Course labs are optional
 - Local community colleges and local educational agencies may enter into cooperative agreements to use public school laboratory science facilities
 - Virtual labs or lab simulations are available for most courses
- Credit is based on mastery of established competencies rather than on a certain number of instructional hours
- North Carolina mathematics graduation requirements are in Attachment B. AHS students should meet, at a minimum, the requirements to enter directly into a career after high school.





Occupational Course of Study Transfer Credits

- The OCS pathway is not available in the AHS program, but OCS students may participate in the AHS program.
- Transferable credits include all future-ready North Carolina Standard Course of Study credits. See pages 26-31 in the implementation guide.
- Other OCS non future-ready credits are transferable in the AHS program as elective credits





Common Grading System

- As of January 1, 2016, all adult high school programs implemented the 10-point grading scale.
- Traditional letter grades shall be assigned by the local community college where the student has taken or is given credit for course work in the Adult High School diploma program.



Future-Ready Core Graduation Requirements

- All public high school students must meet minimum state graduation requirements to earn a diploma. These graduation requirements are considered the Future-Ready Course of Study (FRC) and can be found at <https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements> .
- All students must earn at least 22 credits in the Future-Ready Course of Study to graduate from high school.
- Although the state requires a designated number of courses and credits for students to graduate high school, local school districts and other public school units may require additional courses and credits to graduate. This should be noted in your Agreement of Affiliation.





Future Ready Core Course of Study Requirements

For students entering 9th grade 2021-2025

4 English credits: English I, II, III, and IV

4 math credits: NC Math 1, 2, and 3, plus a 4th math aligned to the student's postsecondary plans

3 science credits: biology, physical, and earth/environmental

4 social studies credits: Founding Principals of the United States of America and North Carolina: Civic Literacy, Economics & Personal Finance, American History, and World History

1 Health/PE credit, including successful completion of CPR to meet Healthful Living Essential Standards as a requirement for high school graduation

6 elective credits (reference DPI guidance)

Note: A student may complete the graduating requirements of their graduating class if enrolled in an NC high school within the past five years.





LEIS Documentation for AHS

Adult High School Only (update #15 - #17 each program year)

13. HS credits required to graduate

Minimum 22; more for some districts

14. # AHS credits transferred in

Of the # above, how many have been met? (Do not count "extras.")

15. # AHS credits earned this program year (July 1 – June 30)

Updated annually



16. Date first AHS course was attempted this program year

On/before assessment date

17. Date first AHS course was completed this program year

18. Date AHS Diploma was earned

Note: The difference between #13 and #14 should be the remaining number of credits needed to graduate upon initial intake.



Earning a Measurable Skill Gain (MSG)

AHS Students at ABE Level 5 or 6 may earn Measurable Skill Gains by the following methods:

- AHS Credit - Once the student reaches the 75% threshold through AHS credit(s) attainment, the student is awarded an MSG and advances to the ASE Level 6 (ASEH)
- Pre/Post test and level gain on approved NRS Assessment
- AHS Diploma
- HSE Credential
- Exit Adult Education program, then enter Post-Secondary
- MSGs 3-5 if enrolled in an approved IET or Workplace Literacy program

Please note: For a student to achieve an automatic level gain based on AHS credits, the information must be entered correctly and updated each program year.





Curriculum Standards

- AHS curriculum shall be competency-based, consisting of the core and elective credits required for high school graduation
- While the Standard Course of Study is set by the State, local community colleges will utilize the [North Carolina Adult Education Content Standards](#) for developing curriculum materials used for instruction



ADVANSYS AHS Live Demo



Questions?

tildsleym@nccommunitycolleges.edu





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Thank You!

tildsleym@nccommunitycolleges.edu