



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

Date: January 21, 2000  
To: Presidents  
From: Larry W. Gracie  
Subject: High School Report

Annually colleges are required to provide data for the High School Graduation Report. This project has been required by the General Assembly since 1991 and is a critical reporting document. This year's report is due February 1, 2000.

Once these data are collected, our office will return a series of reports on how students performed during their first year and how many returned for their second year. These reports are a cohort analysis aggregated by high school, by college, by local education agency (LEA) and a system summary sheet by colleges. The analysis represents a tool for your enrollment management team in tracking how students directly from high school progress at your college and at other colleges.

These reports are best used to identify student groups where trends indicate a need for additional preparation or developmental work in order to be successful at the community colleges. A college may locate a particular high school where the students traditionally need additional support and, by working with the high school, the transition may be improved. In addition, these data give community colleges the opportunity to conduct peer group analysis.

Planning and Research is always concerned with the quality of every report and would encourage you to ask that these data items be closely reviewed. In the past, we have experienced problems with high school codes not being current. To this end, Gloria Johnson from our Information Services Section will be sending updated codes to all campuses.

Thank you for your cooperation on this matter, and if you have any questions, please feel free to contact me.

cc: Data Coordinators  
Institutional Effectiveness Officers  
VP Brenda Rogers  
Keith Brown  
Gloria Johnson

CC00-021