



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

May 31, 2007

RESPONSE DEADLINE: June 4, 2007

MEMORANDUM

TO: Adult High School Coordinators
Select Basic Skills Directors

FROM: Lou Ann Parker, Coordinator of Adult High School Program

SUBJECT: Adult High School Diploma Program Report

Please find enclosed the *new* AHS Diploma Program Report form and a *new* Excel Spreadsheet to key in your graduates. The date for this report has been changed to June each year to prepare for the upcoming budget. We will also use the *new* Excel Spreadsheet for Adult High School Outcome Data Matching. The Basic Skills State Leadership Advisory Board gave their approval to send this report in once a year in June. Please send in by June 4, 2007 your Adult High School completers from May 16, 2006 – May 15, 2007. *Please make sure you do not include completers from the last program year if you use a different schedule.* Instructions were sent to Adult High School Coordinators on May 18, 2007.

Should you have any questions, please contact me at parkerl@nccommunitycolleges.edu, (919) 807-7214.

Attachments

C: Selected Presidents
Selected Senior Continuing Education Administrators

S07- 023
Paper Copy & E-Mail

Annual Report
Adult High School Diploma
Diplomas Awarded

College Name:

College Code:

Reporting Year:

Last Name	First Name	MI	Social Security Number	Completion Date

**ANNUAL REPORT
DIPLOMAS AWARDED
ADULT HIGH SCHOOL DIPLOMA PROGRAM**

Return to: State Coordinator of Adult High School Programs
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

Name of College

Summer, Fall &
Spring Report

Fiscal Year 2006-2007

The principal purpose of the report is to acquire information to be used in computing the allocation of incentive funds on the basis of the number of Diplomas awarded, to publish reports and to respond to inquires. A signed copy of the report with a list of those individuals awarded a diploma by name and social security number should be submitted to the AHS Coordinator before the report due date. Type names in the EXCEL spreadsheet provided.

Number of Adult High School Diplomas awarded: _____

This report is for those students who completed the Adult High School Program and were awarded an adult high school diploma. When totaling the three semester reports, the number should be the total for the program year and be consistent with what is reported in the annual literacy report. A list of those individuals awarded a diploma should be kept on file for audit purposes.

Report by AHS Coordinator/Director

Approved by Basic Skills Program Director/Dean

Date

Date

Attested by President

Date