CENTRAL CAROLINA COMMUNITY COLLEGE

# College and Career Readiness
# MINOR RELEASE FORM - INSTRUCTIONS

**Instructions for Completing Minor Release Paperwork**

The minor release paperwork must be completed for a student who is 16-17 years old prior to enrollment in the College and Career Readiness Program at Central Carolina Community College.

**Minor Release Form – School**: Minor withdrawn from school within a six-month period must obtain a signed official withdrawal form from the local public or private educational agency.

**Minor Release Form – Parent/Guardian**: Minors under the age of 18 must obtain a signed, notarized petition of a parent, legal guardian, or other person or agency having legal custody and control.

| | |
|---|---|
| Step 1 | Student complete the Student Information sections on both the School and Parent/Guardian Release Forms. |
| Step 2 | School personnel and principal complete the School Release section of the School Release Form and affix the official school seal or place in a sealed envelope. The School Release Form can be hand delivered or mailed to the College and Career Readiness program staff listed at the bottom of the form.<br>For enrollment in the Adult High School Diploma program, an official high school transcript should also be requested and submitted in a sealed envelope. |
| Step 3 | A parent or legal guardian completes the Parent/Guardian Authorization section on the Parent Release Form. The signature must be completed in front of a notary public. |
| Step 4 | A notary public must complete the Notary section of the Parent Release Form validating the signature of the parent/guardian. |
| Step 5 | Submit the School and Parental Release Forms to the College and Career Readiness program staff listed at the bottom of this form. Forms may be dropped off or mailed. |
| Step 6 | After submitting all required minor release paperwork, a student may enroll in and begin classes in the College and Career Readiness Program at Central Carolina Community College. |

**North Carolina Dropout Prevention Law**

A minor student under the age of 18 can lose their driver's license or permit for the following reasons:

a) Dropping out of high school
b) Failure to make adequate progress
c) Certain disciplinary offenses resulting in expulsion

A minor student who withdraws from high school is classified as a dropout and may be decertified by the public school from which they withdrew. Students may request recertification after 6 months of satisfactory attendance and progress or upon receiving a high school equivalency diploma or graduating from the Adult High School Diploma program. A certified, non-graduate student who does not maintain adequate attendance or progress while enrolled or is expelled for disciplinary reasons may be decertified and reported to the DMV by the College and Career Readiness Program.

For answers to frequently asked questions about the North Carolina Dropout Prevention Law:
https://www.dpi.nc.gov/districts-schools/district-operations/driver-education/driver-eligibility-faq

**Lose Control, Lose Your License**

North Carolina's "Lose Control; Lose Your License" law denies or takes away permits or licenses or minors age 16-17 when thy are suspended or expelled for three or more days due to one of the following offenses: possession of drugs or weapons on a school campus or school activity; or assault on school personnel. Students who lose licenses or permits under this law lose them for an entire year.

CENTRAL CAROLINA COMMUNITY COLLEGE

# College and Career Readiness
# MINOR RELEASE FORM - SCHOOL

## Student Information

Name _____

Address _____

City, State, Zip _____

Phone Number _____

Date of Birth _____ You must be at least 16 years old to enroll in the College and Career Readiness Program.

Driver's License/Permit Number _____ Date Issued _____

I am aware of the North Carolina Department of Motor Vehicle Dropout Prevention Law and the consequences of having my permit or license revoked if I do not remain in school while under the age of 18. _____ (initials)

I am aware of the North Carolina "Lose Control; Lose Your License" law and the consequences of having my permit or license revoked if I am expelled for offenses relating to drugs, violence or weapons. _____ (initials)

## Student Release

High School _____

Official Withdrawal Date _____

☐ Suspension ☐ Expulsion ☐ Other (explain below)

Disciplinary Action _____

Student's Dropout Prevention Driver's License Status _____

☐ Certified ☐ Decertified ☐ Date Decertified _____

Principal Signature _____

Date Signed _____

**High School Personnel:**
**Attach your official school Seal or place in a sealed envelope.**

Return Forms to the designated county site coordinator:

| | | |
|---|---|---|
| Anita Green<br>Career Pathways Coordinator - Chatham<br>Central Carolina Community College<br>400 Progress Boulevard<br>Siler City, NC 27344 | Rachel Minton<br>Career Pathways Coordinator – Lee<br>Central Carolina Community College<br>1105 Kelly Drive (Guided Studies Bldg.)<br>Sanford, NC 27330 | Nutan Varma<br>Career Pathways Coordinator – Harnett<br>Central Carolina Community College<br>1075 E. Cornelius Harnett Blvd.<br>Lillington, NC 27546 |

***This form must be received and verified prior to enrollment in the College and Career Readiness Program.***

CENTRAL CAROLINA COMMUNITY COLLEGE

# College and Career Readiness
# MINOR RELEASE FORM – PARENT/GUARDIAN

## Student Information

Name _____

Address _____

City, State, Zip _____

Date of Birth _____ You must be at least 16 years old to enroll in the College and Career Readiness Program.

Last School Attended _____ Last Date Attended _____

## Parent/Guardian /Petitioner Authorization

Name of Parent/Guardian/Petitioner _____

Relationship to Student _____

Class/Program Requested

☐ High School Equivalency/Adult Basic Education

☐ Adult High School Diploma (15 HS credits required for acceptance)

As the parent/guardian/petitioner of the above-mentioned student, I give my permission for his/her enrollment in the College and Career Readiness Program at Central Carolina Community College.

Parent/Guardian/Petitioner Signature _____

Date Signed _____

I am aware of the North Carolina Department of Motor Vehicle Dropout Prevention Law and the consequences of having my minor child's permit or license revoked if he/she does not remain in school while under the age of 18. _____ (*initials*)

I am aware of the North Carolina "Lose Control; Lose Your License" law and the consequences of having my child's permit or license revoked if he/she is expelled for offenses relating to drugs, violence or weapons. _____ (*initials*)

## Notary

North Carolina, _____ County

I, _____ a Notary Public for said County and State,

do hereby certify that _____ personally appeared before me this day and acknowledge the due execution of the following instrument.

Witness my hand and official seal the _____ day of _____, 20_____.

My commission expires _____.

Notary Public Signature _____

Return Forms to the designated county site coordinator:

| | | |
|---|---|---|
| Anita Green<br>Career Pathways Coordinator - Chatham<br>Central Carolina Community College<br>400 Progress Boulevard<br>Siler City, NC 27344 | Rachel Minton<br>Career Pathways Coordinator – Lee<br>Central Carolina Community College<br>1105 Kelly Drive (Guided Studies Bldg.)<br>Sanford, NC 27330 | Nutan Varma<br>Career Pathways Coordinator – Harnett<br>Central Carolina Community College<br>1075 E. Cornelius Harnett Blvd.<br>Lillington, NC 27546 |

***This form must be received and verified prior to enrollment in the College and Career Readiness Program.***

## TO BE COMPLETED BY THE STUDENT

Will you be under 18 years old when the class starts?

- ☐ No
  *(You may skip the rest of this form. You keep all your FERPA rights.)*

- ☐ Yes
  *(Please continue and complete this form.)*

**LEON'S LAW ACKNOWLEDGEMENT**

**Why Am I Signing This Acknowledgement?**

Leon's Law (NC) requires community colleges to share education records of students under the age of 18 with their parents or guardians. If a student is dually enrolled in high school and college courses, these records must also be shared with the student's high school.

**What does this mean for me?**

Your parent or guardian and, if applicable, your high school, will have access to your grades, schedule, and other educational records. This access ends when you turn 18 or are no longer claimed as a dependent.

**Acknowledgement**

I acknowledge, in accordance with NCGS § 115D-10.80, 1B SBCCC 500.2 of the State Board Code, and Central Carolina Community College policy that:

1) To the extent allowed under FERPA, my education records shall be provided to my parent as long as they have not opted out of receiving the education records, and

2) To the extent allowed under FERPA, if applicable, my education records shall be provided to the school administrators and school counselors at the school in which I am dually enrolled.

Check "Yes" to acknowledge

☐ YES

_____ _____

**Student's Signature** **Date**