

Nash Community College

**College and Career Readiness
Enrollment Packet for Minors**

ADMISSION PROCESS FOR STUDENTS WHO ARE 16 & 17 YEARS OLD

In accordance with an agreement with the Nash/Rocky Mount Public School System, minors may be required to wait 90 days from their last official date of attendance before being able to enroll in College & Career Readiness courses at Nash Community College. This 90 day "cooling off" period is intended to increase student retention/graduation rates and may be waived at the Superintendent's discretion.

All minor students and a parent or legal guardian must schedule an admissions appointment with the Director of College & Career Readiness, or his or her designee, prior to completing assessment testing or enrolling in classes.

Students whose discipline record indicates serious offenses such as the possession of weapons, assault/fighting, possession of controlled substances, or engaging in threatening behavior/bullying may be admitted on a 90-day probationary period. At the end of the probationary period, the student will be reassessed by the Director or his or her designee and the probationary status will be lifted if the student is making adequate progress towards his or her goals, attending classes regularly, and has not had any disciplinary issues during the probationary period. The lifting of the probationary status of a minor student is left to the discretion of the Director of College & Career Readiness.

Checklist:

- o Please make sure you have the following items completed before scheduling an admission appointment.**
- o Notarized Petition for the Admission of a Minor**
- o Student Discipline Report signed by an authorized school or school system official**
- o Confirmation of Receipt of NC Dropout Prevention/Driver's License Legislation**
- o Emergency Contact Form**
- O FERPA Release completed by minor student**

After all items are complete, please contact the College & Career Readiness office to schedule a Minor Intake Interview.

Roslyn Pemberton
Director, College & Career Readiness
Nash Community College
Continuing Education Building-Room 8151
(252) 451-8215

Nash Community College
College & Career Readiness
Notarized Petition for the Admission of a Minor

Section I – To be completed by the applicant prior to submitting to school officials for Section II

Student's Full Name _____ SSN: _____

Address: _____ Birthday: _____

_____ Telephone: _____

Applying to: Adult High School (AHS) High School Equivalency (HSE)

NC Driver's Permit? Yes No NC Driver's License? Yes No

Permit or license number: _____ Issue Date: _____

I understand that misrepresentations or falsifications of the above information may be grounds for the rejection of my admission application, termination from the program in which I am enrolled, and/or revocation of my driving privileges by the North Carolina Department of Motor Vehicles.

Applicant Signature: _____ Date: _____

Section II – To be completed by high school official and superintendent

Last school attended: _____ Last grade completed: _____

Class graduation date: _____ Official Withdrawal Date: _____

Reason for withdrawal: Expulsion Long term suspension Excessive absences Other Reason

Please explain other reason for withdrawal: _____

In accordance with the NC Driver's License Law #769, the above mentioned student HAS HAS NOT been reported to the North Carolina Department of Motor Vehicles.

School Official: _____ Date: _____

School Superintendent: _____ Date: _____

Section III – To be completed by a parent or legal guardian in the presence of a Notary Public

I, _____, being the parent or court appointed legal guardian of the above referenced minor, request that this minor be admitted into the College & Career Readiness Program at Nash Community College. I also have reviewed and understand the attached NC Driver's License Law # 769.

Parent or legal guardian: _____ Date: _____

Subscribed and sworn before me on this _____ day of _____, 20_____

Signature of Notary Public _____

My Commission Expires: _____

NOTARY
SEAL

Nash Community College
College & Career Readiness
Student Discipline Report

A discipline form must be delivered to the College & Career Readiness Program at Nash Community College before a minor can be considered for admission.

You may choose to hand deliver or to mail discipline report to:

Director of College & Career Readiness
Nash Community College
522 N. Old Carriage Rd.
Rocky Mount, NC 27804

Section I – To be completed before submitting to high school officials for Section II

I am applying for admission to the College & Career Readiness Program at Nash Community College. Please release all information relating to my behavior and attendance while enrolled at your school, as well as any other documentation you might have relating to my behavior and attendance from other public and/or private schools in which I have previously attended.

Student's full name: _____ SSN: _____

Student's signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Section II – To be completed by school official from the last school attended

Records indicate no disciplinary action or behavior problems

Records indicate the following disciplinary action or behavior problems. Make attachments if needed.

Offenses Include: Assault/Fighting Drugs/Alcohol Weapons Vandalism Other

Please describe other offenses: _____

Suspensions or expulsions: _____

Signature of school official: _____

Name of School: _____

SCHOOL
SEAL

Nash Community College
College & Career Readiness

Confirmation of Receipt of NC Dropout Prevention/Driver's License Legislation

Student Please Initial

- _____ I have received information regarding the NC Dropout Prevention/ Driver's License Legislation and the North Carolina Lose Control, Lose Your License Legislation.
- _____ I understand that any false information provided in this application regarding my possession of a NC Driver's Permit or NC Driver's License, can result in my application for admission being rejected, being terminated from the program, and/or the revocation of my permit or license by the NC Department of Motor Vehicles.
- _____ I understand that in order for me to obtain a permit or license while enrolled in the College & Career Readiness Program at Nash Community College, I must request a Driver's Eligibility Certificate from Nash Community College.
- _____ I understand that in order to obtain a Driver's Eligibility Certificate from Nash Community College, I must show documented, adequate progress as defined by the governing legislation.
- _____ I understand that the first requirement to show adequate progress is based on me attending a minimum of sixty (60) hours of classroom instruction per month for a consecutive six (6) month period.
- _____ I understand that in addition to the attendance requirement, I must also show adequate progress by one of the following:
- HSE - Demonstrate progress by passing a minimum of two official HSE Exams
 - AHS - Demonstrate progress by completing a minimum of two AHS Credits
 - ABE/ESL - Demonstrate progress by increased scores on standardized testing.
- _____ I understand that under the Lose Control, Lose Your License Legislation that my driving privileges can be revoked for committing certain offenses while enrolled in the College & Career Readiness Program.

Student's Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Losing Your Driver's License

In North Carolina, students under 18 can lose their driver's license if they:

- Drop out of school;
- Fail to make adequate progress;
- Commit certain offenses resulting in suspension.

Dropout Prevention/Driver's License Legislation

North Carolina House Bill 769 became effective December 1, 1997 and reflects a coordinated statewide effort to motivate and encourage students to complete high school. This legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses and is determined by first semester grades and second semester grades for schools on block scheduling. For schools on a traditional six-period day schedule, grades are determined by first semester grades and end-of-year grades.

In rare cases, there may be circumstances beyond the control of the student or his/her parents that qualify as a hardship. If a hardship exists, the student may request a waiver. If the waiver is granted, the student would not be affected by the legislation. Hardship cases are rare and are reserved for extreme situations. Hardship Review forms can be requested through the College & Career Readiness office.

Lose Control, Lose Your License Legislation

North Carolina Senate Bill 57, which became effective July 1, 2000, requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property.

School property is the physical premises of the school, school buses, or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school. Students who are at least 14 years old or who were rising 8th graders on or after July 1, 2000, are subject to this law. Students who were issued a NC driver's permit or license before December 1, 1997, or students who are 18 years old cannot be charged under this law.

Unlike the "Dropout Prevention/Driver's License" law that only affects students under the age of 18, the "Lose Control" law does not stop at age 18. It is possible for a student to have his or her license suspended as a 17-and-a-half-year-old and not be eligible to drive for a full calendar year, reaching 18-and-a-half before again being eligible to drive.

College & Career Readiness Adequate Progress

Attend a minimum of 60 hours of instruction per month for a minimum of 6 consecutive months, and

- **HSE Students** - Demonstrate progress by passing a minimum of two official HSE Exams
- **AHS Students** - Demonstrate progress by completing a minimum of two AHS Credits
- **ABE/ESL Students** - Demonstrate progress by increased scores on standardized testing

Nash Community College
College & Career Readiness
Emergency Contact Form

Student's Name: _____

In Case of Emergency Please Contact:

Primary Contact

Parent/Guardian Name: _____ Relationship _____

Home _____ Cell _____ Work _____

Alternate Contact # 1

Contact Person: _____ Relationship _____

Home _____ Cell _____ Work _____

Alternate Contact # 2

Contact Person: _____ Relationship _____

Home _____ Cell _____ Work _____

Allergies, Medical Conditions, Prescriptions, Etc.



**AUTHORIZATION TO RELEASE STUDENT INFORMATION
FERPA CONSENT FORM**

Identity of the student completing this form must be verified by Notary or a Student and Enrollment Services (SES) staff person at Nash Community College. Students will be required to provide a copy of a valid governmental issued photo ID. Examples include, but are not limited to, driver's license, passport, etc.

Privacy Release: Nash Community College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). Educational records are confidential and will only be shared to officials having a legitimate educational interest or to those agencies that are excluded from FERPA requirements. With a student's permission, NCC will share records (academic records, account/billing information, and/or financial aid records) with the parent(s), spouse, and/or other individuals designated. This FERPA Consent Form will remain in effect, unless revoked by the student, for the duration of enrollment at NCC. If the student wishes to change or remove the names of individuals to whom records may be released, the student will need to complete a new Authorization to Release Student Information (FERPA Consent) Form.

Student's Name: _____ Student ID #: _____

In the table below, identify those persons you authorize permission to have access to your educational records.

#	Name	Relationship	Academic Records	Accounts (billing)	Financial Aid Records
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand the information may be released verbally or in the form of copies of written records, as preferred by the requester. I have a right to inspect written records released pursuant to this Consent (except for parents' financial records). I understand I may revoke this consent at any time.

Student's Signature: _____ Date: _____

SES Staff Signature: _____ Date: _____

Notary Public: _____

Seal →

My Commission Expires: _____