

## Application for Minor Participation

### Part A. (Completed by parent or guardian)

Applying for CCR Program: \_\_\_\_\_ Adult High School \_\_\_\_\_ GED/HiSET/Adult Basic Education \_\_\_\_\_ ESL

Name \_\_\_\_\_  
 Last First Middle

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_  
 Street/Box/Apt. City State Zip

NC Driving Permit/Liscense Number/Date (if applicable) \_\_\_\_\_

Student Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Parent/Guardian Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Name of Last School Attended \_\_\_\_\_ Withdrawal Date \_\_\_\_\_

### Part B. (To be completed by applicant and parent or guardian with signature witnessed by a notary public)

#### *Minor's Release*

I, \_\_\_\_\_, being the above-named minor, do hereby petition Craven Community College (the "College") to accept me in the College and Career Readiness Program at the College. ***I understand that enrollment and progress information may be released to my parent or legal guardian by the College, and I hereby consent to such release.*** I understand that in accordance with the North Carolina Uniform Driver's License Act (the "Act"), I may not be eligible for a North Carolina driving permit or license and if applicable, that revocation of my driving permit or license may result if I am unable to maintain adequate academic progress or meet the College's attendance requirements. I further understand that the College is required under the Act to certify to the North Carolina Division of Motor Vehicles ("DMV") whether I have maintained adequate academic progress and have met the College's attendance requirements. As a condition of my participation in the College and Career Readiness Program, I hereby consent to the release of this information to DMV to the full extent required or permitted by law. I certify that the information provided above and the date on which I officially left the last school attended is correct as stated on this form. As the above-named minor, I hereby authorize the school system last attended to release my education records to the College.

\_\_\_\_\_  
Signature of Minor Date

#### *Parent/Guardian's Release*

I, \_\_\_\_\_, being the parent or legal guardian of the above-named minor, do hereby petition Craven Community College (the "College") to accept the minor in the College and Career Readiness Program at the College. I understand that in accordance with the North Carolina Uniform Driver's License Act (the "Act"), the above-named minor may not be eligible for a North Carolina driving permit or license and, if applicable, that revocation of his or her driving permit or license may result if the minor is unable to maintain adequate academic progress or meet the College's attendance requirement. As a condition of enrolling the minor in the College and Career Readiness Program, I hereby consent to the release of this information to DMV to the full extent required or permitted by law. I certify that the information stated above and the date on which the minor officially left the last school system are correct as stated on this form. As the parent or legal guardian of the above-named minor, I hereby authorize the school system last attended by the minor to release the minor's education records to the College.

\_\_\_\_\_  
Signature of Parent / Legal Guardian Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public Date Commission Expires (Seal)

## **Minor Student Admission Instructions:**

**Craven County Students:** Go to your last high school. Have them fill out the College & Career Readiness Disciplinary Disclosure form and get an Alternative Education Referral Form from the high school. Take the Alternative Education Referral Form along with the College & Career Readiness Minor Application to get notarized at the Board of Education.

**Students from Outside of Craven County or Out of State:** You will need to obtain a signed official withdrawal/release from your last school attended and have the previous school fill out the College & Career Readiness Disciplinary Disclosure form. You will also need to complete College & Career Readiness Minor Application and get it notarized.

**Home School Students:** Need to obtain home school state approval form with school identification number. You will need to obtain a withdrawal letter from the administrator of the homeschool on letterhead with the school identification number stating that the student has been withdrawn from the home school and the last date attended. This form needs to be notarized. You will also need to complete College & Career Readiness Minor Application and get it notarized.

**Once required forms are complete and ready to be turned in to the College & Career Readiness office,  
call to schedule a meeting with a CCR Coordinator**

Call College & Career Readiness office at (252)638-7265 to schedule an appointment.

At least one parent/guardian and the minor applicant must be present at the meeting.

### **Required Items for the Meeting**

- completed and notarized forms
- minor's government issued picture ID
- emancipated minors and guardian must provide documentation to prove legal guardianship (if applicable)

Have additional questions, Contact: Tara Brocklesby (252) 635-3764 [brocklesbyt@cravencc.edu](mailto:brocklesbyt@cravencc.edu)

## Disciplinary Disclosure Form

**Part A: (To be completed by applicant and parent or guardian)**

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

I am applying for admission into the Adult Education Program at Craven Community College. Please release to Craven Community College all information about disciplinary or behavioral problems applicable to me while I was in attendance at public or private school.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian Date

**Part B: (To be completed by official of former high school)**

\_\_\_ Student Records indicate no disciplinary action or behavior problems

\_\_\_ Student Records indicate the following disciplinary action:

<u>Action</u>	<u>Date</u>	<u>Reason(s) (Include attachments if necessary)</u>
Suspension:	_____	_____
Expulsion:	_____	_____

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Check any of the following applicable to the above named student:

\_\_\_\_\_ Fighting

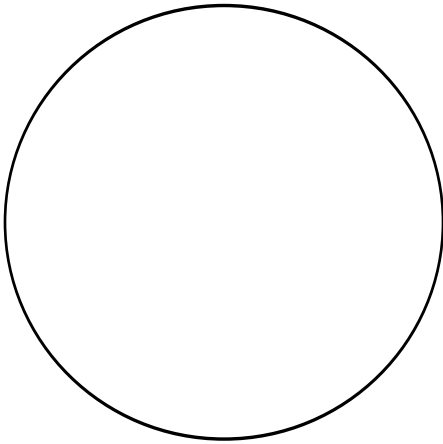
\_\_\_\_\_ Alcohol

\_\_\_\_\_ Drugs

\_\_\_\_\_ Weapons

\_\_\_\_\_ Vandalism

\_\_\_\_\_ Other Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Affix School Seal in Circle

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Telephone