CRAVEN
COMMUNITY COLLEGE
COLLEGE & CAREER READINESS

Minor Student Admission Instructions:

Step 1:

- Pickup Application Packet at College & Career Readiness Office, Craven Community College, New Bern Campus, Bosch Suite 122 or print out from our website at https://cravencc.edu/document/college-career-readiness-application-minor-participation

Step 2: Based on last school attended

Craven County Schools 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 Schools 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administrator of the home school on letterhead with the school identification number stating that the student has been withdrawn from the home school and the last date attended.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.

Step 3:

- Once required forms are complete (based on your last school attended), call (252) 638-7265 to schedule a meeting with our CCR Intake & Retention Coordinator.

Step 4:

- Attend meeting at College & Career Readiness Office with at least one parent/guardian and the minor applicant.

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)

***If any documents are incomplete or missing your minor appointment will need to be rescheduled.**

Contact: Diana Peebles, Intake & Retention Coordinator, (252) 638-7322 peeblesd@cravencc.edu

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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 _____
First Middle Last

Social Security No. _____ -_____ -_____ Birth Date _____ Age _____

Address_____
Street/Box/Apt. City State Zip
Student Telephone ( ) _____-_____

Parent/Guardian Name: _____ Parent/Guardian Telephone ( ) _____-_____

Relationship to Minor: _____

Name of Last School Attended _____ Grade Level at Time of Withdrawal:_____

Withdrawal Date _____ Has it been more than 6 months? (circle) Y or N

Reason for Withdrawal: _____

_____

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 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 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 lega1 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)

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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:

Action	**Date**	**Reason(s) (Include attachments if necessary)**
Suspension: _____	_____	_____
Expulsion: _____	_____	_____

Student Name: _____ Date of Birth _____

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

_____ Fighting

_____ Alcohol

_____ Drugs

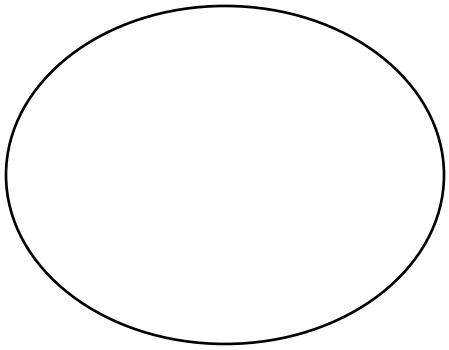
_____ Weapons

_____ Vandalism

_____ Other Explain: _____

_____

_____



Affix School Seal in Circle

_____ _____

School Official Signature Date

_____ _____

School Telephone