

6.4.7 Admission of Minors – Continuing Education

Last Revised: April 2021

Policy: Piedmont Community College (PCC) subscribes to the open door policy established by the North Carolina State Board of Community Colleges and provides for admission of minors.

Purpose/Definitions: The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor, 16 years old or older, may seek admission to a community college subject to the conditions in this policy.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Enrollment of Minors

1.1. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a Basic Skills or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a Basic Skills or Continuing Education program is the best educational option for the student and the admission of the student to a Basic Skills or Continuing Education program is approved by the college under one of the following conditions:

1.1.1. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a Basic Skills or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.

1.1.1.1. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor. (See **Exhibits 6.4.7A** and **6.4.7B**)

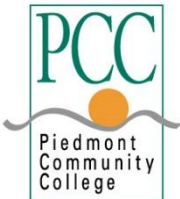
- 1.1.2. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a Basic Skills or Continuing Education program without the release form from the public or private educational agency.
 - 1.1.2.1. However, the minor must obtain a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.
 - 1.1.2.2. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor. (See **Exhibit 6.4.7A**)
- 1.1.3. If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived.
 - 1.1.3.1. The minor must provide legal documentation of emancipation.
 - 1.1.3.2. Admission requirements for an emancipated minor will be the same as for an applicant 18 years old or older.

Section 2: Career and College Promise (CCP)

- 2.1. North Carolina community colleges may offer the following CCP pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:
 - 2.1.1. Cooperative Innovative High School (CIHS)
 - 2.1.2. College Transfer Pathway
 - 2.1.3. Career and Technical Education Pathway
 - 2.1.4. Workforce Continuing Education Pathway
 - 2.2. Specific requirements for CCP programs are outlined in the [NCCCS Curriculum and Procedures Reference Manual, Section 14: Career and College Promise](#).
 - 2.3. Admission to CCP programs is arranged and monitored by the Coordinator, College High School Programs and the Career Coach, Caswell County.
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Legal Citation: [N.C.G.S. 115D-5](#), [1D SBCCC 200.95](#), [NCCCS Curriculum and Procedures Reference Manual](#), [Section 14: Career and College Promise](#)

History: Effective October 2014; Revised April 2021



HIGH SCHOOL EQUIVALENCY GUARDIAN RELEASE FORM

In accordance with the North Carolina State Board of Community College Code, a notarized petition is required of all minor applicants who request admission into the PCC Basic Skills programs. A referral form from the minor's previous school is also required to be considered for admission.

IMPORTANT NOTICE TO THE STUDENT: Under current law, dropping out of school prior to your 18th birthday could result in the loss of your driver's permit or driver's license for a year or more. You need to give this serious consideration before you apply to PCC.

Name of Minor _____
 First Middle Last

Birth Date _____ Last Four Digits of Social Security No. _____
 Month Day Year

Address of Minor _____
 Street City State Zip

Withdrawal From _____ Date of Withdrawal _____

I, the undersigned, give my permission for the above named minor to attend Piedmont Community College and do hereby petition the College, as an Official GED[®] Testing Center, to administer GED[®] tests to the above minor according to the GED[®] testing service policies and procedures. I hereby certify that the place of residence, date of birth of the minor, and date on which the minor applicant officially dropped out of school are correct as stated above.

Signature of Parent/Guardian _____ Legal Relationship to Minor _____
(The parent/guardian's signature must be notarized)

Printed Name of Parent/Guardian _____ Date _____

North Carolina
_____ County

I, _____, a Notary Public for the said County and State, do hereby certify that
_____ personally appeared before me this day and acknowledged the due
execution of the foregoing instrument.

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

Notary Public

Printed Name

My commission expires _____, 20____.

**Public or Private School
ALTERNATIVE EDUCATION REFERRAL FORM
TO PIEDMONT COMMUNITY COLLEGE**

P.O. Drawer 1150
Yanceyville, NC 27379
336-694-5707; 336-694-7086 (FAX)

P.O. Box 1197
Roxboro, NC 27573
336-599-1181; 336-598-9283 (FAX)

Referral Date: _____ Counselor: _____

Last School Attended (public, private, home school) _____
Name of School _____ Phone # _____

School Address: _____

_____ Student was not enrolled in public school

_____ **High School Equivalency Preparation Program**
(To be completed by Alternate Education Counselor)

Name of Student: _____
Last First Middle

Last Four Digits of Social Security Number: - _____ Date of Birth: _____

Student's Address: _____

Student's Telephone #: _____ Official Withdrawal Date: _____

Circle Grade Level at Time of Withdrawal: 12 11 10 9 8 7 Other _____

Reason student is choosing enrollment in an alternative education program. Circle all withdrawal codes that apply:

- | | | |
|-----------------------------------|----------------------------------|-------------------------|
| 1. Health problems | 7. Employment necessary | 13. Discipline problems |
| 2. Pregnancy | 8. Unstable home environment | 14. Expulsion |
| 3. Marriage | 9. Need to care for children | 15. Attendance |
| 4. Choice of work over school | 10. Runaway | |
| 5. Suspected substance abuse | 11. Moved, school status unknown | |
| 6. Incarcerated in adult facility | 12. Academic problems | |

Does a confidential file exist? _____ yes _____ no

Does the student possess a valid NC Driver's License? _____ yes _____ no
If yes, the anticipated date of decertifying is _____

I release this student for admission to Piedmont Community College's alternative education program as indicated above.

Signature of Principal Date Signature of Superintendent Date