**Instructions for Completing PETITION FOR ADMISSION OF A MINOR**

The PETITION FOR ADMINISSION OF A MINOR form must be completed prior to the enrollment of a minor (16 or 17 years old) in the College and Career Readiness (CCR) program and prior to attending a CCR Orientation.

**Section A: Student Information.** Must be completed by the student.

**Section B: School Release.** To be signed by high school Principal or designee with the drop date for minors withdrawn from school for less than six-months. An official signed Withdrawal Form or Referral for Alternative Education Form from the high school may be submitted in lieu of the completion of Section B.

**Section C: Parent/Guardian Authorization**. Must be completed by parent or legal, court-ordered guardian in front of a Notary Public.

**North Carolina Dropout Prevention Law**

In North Carolina, prior to age 18, everyone must show adequate progress toward a high school diploma, a high school diploma, or its equivalent in order to obtain a driver's license (§ 20-11). A minor student under the age of 18 can lose their driver’s license or permit for a) dropping out of high school; b) failure to make adequate progress; c) certain disciplinary offenses resulting in expulsion. 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>

**SECTION A: Student Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Full Name of Minor Social Security Number Date of Birth

 *(Must be at least 16 years old.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip Code

Last school attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date last attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that by enrolling in Richmond Community College’s College and Career Readiness program, I am accountable to conduct standards and all Rights and Responsibilities of Students of Richmond Community College. I also understand that failure to meet these conditions may result in disciplinary action in accordance with the college’s Due Process.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Student Signature Date*

**SECTION B: School Release**

*Must be completed by school official having legal jurisdiction over minor* **if** the minor has been out of school less than six months*. Official withdrawal form with drop date required in lieu of school official’s signature.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ withdrawal date or last attendance in school was

 *Student’s Name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Name of High School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Month/Day/Year*

If disciplinary action was taken to remove student from school, please indicate:

Suspension Expulsion Other (explain below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*School Official Signature Date*

**SECTION C: Parent/Guardian Authorization**

*This section* ***must be signed in the presence of a NOTARY PUBLIC*** *by the parent, guardian, or other person or agency having legal custody or control of the minor.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being the parent or court appointed legal guardian of the above minor, give my permission for his/her enrollment in Richmond Community College’s College and Career Readiness Adult Education program. I hereby certify that the place of residence, date of birth of the minor, and the date which the minor applicant officially dropped out of school are correct as stated in Section A and/or Section B of this petition.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent/Legal Guardian Signature Date*

 ***(To be signed in the presence of a Notary)***

Subscribed and sworn before me on this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Notary Public*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***(OFFICIAL SEAL)*** *Date Commission Expires*