



## Getting Started in Adult Education

### Step 1

For minors under the age of 18 (16 or 17 years old), your REQUIRED first step is to have parent/legal guardian complete the attached Petition for Admission of Enrollment form. The form must be notarized. A notary is available at the front desk at each campus for your convenience, if needed.

- Lee Building: 1042 W. Hamlet Ave., Hamlet
- Honeycutt Building: 600 McLean St., Laurinburg

### Step 2

A parent/legal guardian and minor student must schedule and attend a Minor Interview with one of the individuals listed below.

Tara McDuffie  
Richmond County (for Hamlet campus)  
(910) 410-1781  
tdmcduffie@richmondcc.edu

Yushawnda Royster  
Scotland County (for Laurinburg campus)  
(910) 410-1769  
yrroyster@richmondcc.edu

Bring the following with you to your Minor Interview:

- Required:
  - Completed and notarized Petition for Admission of a Minor
  - School withdrawal documentation (*if last attended within 6 months*)
- May be requested (if needed):
  - Parent/Guardian photo ID
  - Proof of legal guardianship (*if last names differ or custody is unclear*)
  - Student ID (*if available*)





**SECTION B: School Release (Required if student has been out of school less than six months.)**

Required for all students under 18. Choose ONE:

- Official withdrawal documentation is attached
- Completed below by school official:

\_\_\_\_\_ 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 certify that I am the parent or legal guardian of \_\_\_\_\_. I give permission for this student to enroll in the Adult Education program and confirm that the student is no longer enrolled in a K-12 school. I verify that all information provided on page 1 and 2 of this form is correct.

Parent/Guardian Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

NOTARY SECTION

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

Notary Public Signature: \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_

**(OFFICIAL SEAL)**