



Dear Parent or Legal Guardian,

Thank you for supporting your minor student as they take an important step toward continuing their education. We are pleased to welcome them to the College and Career Readiness (CCR) Adult Education Program at Richmond Community College once all minor admission steps are completed.

The CCR program provides opportunities for adult learners to strengthen essential academic skills in reading, writing, and mathematics while working towards a high school credential. Our goal is to provide a supportive learning environment that prepares adult learners for college, career opportunities, and long-term success.

Please note that CCR is an adult education program. All students, including minors admitted by petition, are expected to meet the same standards of conduct, attendance, independence, and responsibility as adult learners. Students are accountable for communicating with instructors, managing their time, participating appropriately in class, and following program policies. Your encouragement for consistent attendance, preparedness, and mature behavior will help your minor student succeed.

Because your student is under 18, state policy requires completion of the Petition for Admission of a Minor form. A checklist is provided to guide you through the required steps. After completing items 1–6, please contact the Assessment & Student Success Coordinator to schedule the mandatory interview. This meeting must occur before the minor can be considered for admission to the CCR Adult Education Program. Providing all information promptly ensures the timely processing of your student's application.

If you have any questions about the program or the admission process, please do not hesitate to contact me.

Sincerely,

Scarlet Gibbs

Scarlet Gibbs

Assessment & Student Success Coordinator

College and Career Readiness – Richmond Community College

Phone: 910-410-1717

Email: skgibbs@richmondcc.edu



College and Career Readiness Program
Serving Richmond and Scotland Counties

Parent/Legal Guardian Checklist for CCR Intake & Student Success Appointment

Please bring the following items to your appointment:

- 1) ☐ **A valid government-issued photo ID** (Parent/Guardian)
- 2) ☐ **Proof of your legal relationship to the minor**
 - Examples: birth certificate, guardianship papers, or notarized affidavit
- 3) ☐ **Withdrawal documentation from the previous school** (Section B)
 - Required only if the last date attended was within the past six months
- 4) ☐ **Proof of your child's Social Security number** (Section A-completed by minor student)
- 5) ☐ **Your child's valid photo ID** (school ID or state-issued) *if applicable*.
- 6) ☐ **The signed and notarized Parent/Guardian Approval Form** (Section C) authorizing enrollment in the Adult Basic Education program and permission for High School Equivalency testing

Schedule Interview

- 7) ☐ **Interview with:**
Scarlet Gibbs, CCR Assessment & Student Success Coordinator
Phone: 910-410-1717
Email: skgibbs@richmondcc.edu

Date of Appointment _____

Time of Appointment _____

Location of Appointment Condor 121



Instructions for Completing PETITION FOR ADMISSION OF A MINOR

The PETITION FOR ADMISSION 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

This section must be completed and signed by the high school Principal or an authorized designee if the minor has been withdrawn from school for less than six months. The signature must include the official drop date. An official **Withdrawal Form** or **Referral for Alternative Education Form** issued by the high school may be submitted **in place of completing Section B.**

Section C: Parent/Legal Guardian Authorization. Must be completed by parent or a 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 uphold the 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 for 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 by the parent, guardian, or other person or agency having legal custody or control of the minor in the presence of a NOTARY PUBLIC.***

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 minor's place of residence, date of birth, and the date on which the minor officially dropped out of school are correct as stated in Section A and/or Section B of this petition.

*Parent/Legal Guardian Signature
(To be signed in the presence of a Notary)*

Date

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

Signature of Notary Public

Date Commission Expires

(OFFICIAL SEAL)