



NASH COMMUNITY COLLEGE

**College and Career Readiness
Enrollment Packet for Minors**

ADMISSION PROCESS FOR STUDENTS WHO ARE 16-17 YEARS OLD

In accordance with an agreement with the Nash/Rocky Mount Public School System, minors may be required to wait 90 days from their last official date of attendance before being able to enroll in College & Career Readiness courses at Nash Community College. This 90 day "cooling off" period is intended to increase student retention/graduation rates and may be waived at the Superintendent's discretion.

All minor students and a parent or legal guardian must schedule an admissions appointment with the Director of College & Career Readiness, or his or her designee, prior to completing assessment testing or enrolling in classes.

Students whose discipline record indicates serious offenses such as the possession of weapons, assault/fighting, possession of controlled substances, or engaging in threatening behavior/bullying, may be admitted on a 90-day probationary period. At the end of the probationary period, the student will be reassessed by the Director or his or her designee, and the probationary status will be lifted if the student is making adequate progress towards his or her goals, attending classes regularly, and has not had any disciplinary issues during the probationary period. The lifting of the probationary status of a minor student is left to the discretion of the Director of College & Career Readiness.

Checklist:

- Please make sure you have the following items completed before scheduling an admission appointment.
- Notarized Petition for the Admission of a Minor
- Student Discipline Report signed by an authorized school or school system official
- "Lose Control, Lose Your License"
- Emergency Contact Form
- FERPA Release completed by minor student
- Student Education Records Acknowledgement Form

After all items are complete, please contact the College & Career Readiness office to schedule a Minor Intake Interview.

Roslyn Pemberton
Director, College & Career Readiness
Nash Community College
Continuing Education Building-Room 8111
rapemberton859@nashcc.edu
(252) 451-8215



Nash Community College
College & Career Readiness

Notarized Petition for the Admission of a Minor for High School Equivalency

Section I- To be completed by the applicant prior to submitting to school officials for Section II

Student's Full Name: _____ SSN: _____
Address: _____ Birthday: _____
_____ Telephone: _____

NC Driver's Permit? ☐ Yes ☐ No NC Driver's License? Yes ☐ No ☐

Permit or License Number: _____ Issue Date: _____

I understand that misrepresentations or falsifications of the above information may be grounds for the rejection of my admission application, termination from the program, and/or revocation of my driving privileges by the North Carolina Department of Motor Vehicles.

Applicant Signature: _____ Date: _____

Section II To be completed by high school official and Superintendent

Last School Attended: _____ Last Grade Completed: _____
Class Graduation Date: _____ Official Withdrawal Date: _____

Reason for withdrawal (Check One)

_____ Expulsion _____ Long-term Suspension _____ Excessive Absences
_____ Other: _____

In accordance with the NC Driver's License Law #769, the above mentioned student (check One)

☐ HAS or ☐ HAS NOT been reported to the North Carolina Department of Motor Vehicles.

School Official: _____ Date: _____

School Superintendent: _____ Date: _____

Section III-To be completed by a parent or legal guardian in the presence of a Notary Public

I, _____, being the parent of court appointed legal guardian of the above referenced minor, request that this minor be admitted into the College & Career Readiness Program at Nash Community College. I also have reviewed and understand the attached NC Driver's License Law #769.

Parent or Legal Guardian: _____ Date: _____

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

Signature of Notary Public _____

My Commission Expires: _____ Notary Seal →



**Nash Community College
College & Career Readiness
Student Discipline Report**

A discipline form must be delivered to the College & Career Readiness Program at Nash Community College before a minor can be considered for admission.

You may choose to hand deliver or to mail discipline report to:

Director of College & Career Readiness
Nash Community College
522 N. Old Carriage Road
Rocky Mount, NC 27804

Section I- To be completed before submitting to high school officials for Section II

I am applying for admission to the College & Career Readiness Program at Nash Community College. Please release all information relating to my behavior and attendance while enrolled at your school, as well as any other documentation you might have relating to my behavior and attendance from other public and/or private school in which I have previously attended.

Are you court appointed to attend school? ☐ No ☐ Yes

PO's Contact Information: _____

Student's Full Name: _____ SSN: _____

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Section II- To be completed by school official from the last school attended (check all that apply)

____ Records indicate no disciplinary action or behavior problems.

____ Records indicate the following disciplinary action or behavior problems. Make attachments, if needed.

Offenses include: ____ Assault/Fighting ____ Drugs/Alcohol ____ Weapons ____ Vandalism ____ Other

Please describe other offenses:

Suspensions or expulsions: _____

NC Driver's Permit? ☐ Yes ☐ No

NC Driver's License? Yes ☐ No ☐

Signature of school official: _____

Name of School: _____



“Lose Control, Lose Your License”

I do hereby consent to this school or any other educational agency in North Carolina which student may be enrolled to notify the Division of Motor Vehicles if the student exhibits conduct that subjects him/her to disciplinary action as defined by G.S.20-11 (nl).

1. The possession or sale of alcoholic beverage or an illegal substance on school property.
2. The possession or use on school property of a weapon or firearm that result in disciplinary action or that could have resulted in disciplinary action if the conduct had occurred in the public school system.
3. The physical assault on a teacher or other school personnel.

This is subject to all terms and conditions contained in the Driving Eligibility Certificate.

Typed or Printed Name of Student / Student SSN

Date of Birth

Typed or Printed Name of Parent, Acting Guardian, or Emancipated Minor

Signature of Parent, Acting Parent or Guardian

Date

Home Phone

Driver's License / Permit Number

State Issued

I understand that if I do not maintain at least 60 credit hours per month, my license may be revoked by the DMV. I further understand that in order to obtain a Drivers Eligibility Certificate I must attend at least 60 credit hours for 6 consecutive months.

Student Signature

Signature of Parent or Guardian



CCR EMERGENCY CONTACT FORM

Name: _____

Personal Contact Info:

Address: _____

Home Telephone #: _____ Cell #: _____

Emergency Contact Info: In the event of an emergency, I give NCC permission to contact the people listed below:

Name: _____ Relationship: _____

Address: _____

Home Telephone #: _____ Cell #: _____

(2) Name _____ Relationship _____

Address: _____

Home Telephone #: _____ Cell #: _____



AUTHORIZATION TO RELEASE STUDENT INFORMATION
FERPA CONSENT FORM

Identity of the student completing this form must be verified by Notary or a Student and Enrollment Services (SES) staff person at Nash Community College. Students will be required to provide a copy of a valid governmental issued photo ID. Examples include, but are not limited to, driver's license, passport, etc.

Privacy Release: Nash Community College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). Educational records are confidential and will only be shared to officials having a legitimate educational interest or to those agencies that are excluded from FERPA requirements. With a student's permission, NCC will share records (academic records, account/billing information, and/or financial aid records) with the parent(s), spouse, and/or other individuals designated. This FERPA Consent Form will remain in effect, unless revoked by the student, for the duration of enrollment at NCC. If the student wishes to change or remove the names of individuals to whom records may be released, the student will need to complete a new Authorization to Release Student Information (FERPA Consent) Form.

Student's Name: _____ Student ID #: _____

In the table below, identify those persons you authorize permission to have access to your educational records.

#	Name	Relationship	Academic Records	Accounts (billing)	Financial Aid Records
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

I understand the information may be released verbally or in the form of copies of written records, as preferred by the requester. I have a right to inspect written records released pursuant to this Consent (except for parents' financial records). I understand I may revoke this consent at any time.

Student's Signature: _____ Date: _____

SES Staff Signature: _____ Date: _____

Notary Public: _____

Seal →

My Commission Expires: _____

Student Education Records Acknowledgement Form

Student's First Name Middle Initial Last Name NCC Student ID

Street Address City State Zip Code

Under the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g and Leon's Law, SL 2025-46, Nash Community College is permitted to disclose information from your education records to your parent(s)/legal guardian(s), without consent, if they claim you as a dependent for federal tax purposes.

I, _____, acknowledge with my signature below, to the extent allowed under the Family Educational Rights and Privacy Act (FERPA) and Leon's Law,

- (1) My education records will be provided to my parent(s)/legal guardian(s) upon request as long as the parent/legal guardian has not opted out of receiving the education records.
- (2) My education records will be provided to the school administrators and school counselors at the school in which I am dually enrolled.

Please check one of the following boxes and sign below:

- I voluntarily waive my rights under FERPA and grant access to my educational records to the following parent(s)/guardian(s). I acknowledge that I may remove access in writing at any time. The following password will be given to these individuals to use when requesting my records: _____.
- I refuse to voluntarily waive my rights under FERPA; however, I acknowledge that my parent(s)/guardian(s) can gain access to my educational records without my consent by providing NCC with a copy of their federal tax return if they have claimed me as a dependent.

Parent/Guardian Name _____
Phone Number _____
Email Address _____

Parent/Guardian Name _____
Phone Number _____
Email Address _____

Parent/Guardian Name _____
Phone Number _____
Email Address _____

Parent/Guardian Name _____
Phone Number _____
Email Address _____

Student Signature: _____ Date: _____