



College and Career Readiness Program Procedures for the Admission of Minors Minor Application Packet

The State Board of Education and the Community College System shall encourage persons to complete high school rather than to seek testing for the High School Equivalency. 1D SBCCC 200.3(2)(d)

Dear Parents,

Welcome to College of the Albemarle, College and Career Readiness Program. North Carolina has legislation (G.S. 20-11 and G.S. 20-13.2) that reflects a coordinated statewide effort to motivate and encourage students to complete their high school education. Parents and students requesting admission are required to review the information included in this packet and secure the necessary signatures prior to admission. This application is separated into three parts: Part I - Minor Application Form, Part II - Driver's License/Dropout Prevention law, Lose Control: Lose Your License Law, and drivers eligibility certificate, and Part III - Disciplinary Disclosure.

The Driver's License/Dropout Prevention law (effective August 1, 1998) and the Lose Control: Lose Your License Law (effective July 1, 2000) govern the eligibility of students under the age of 18 to acquire and retain a driver's license requires the revocation of the student's driving permit or license if the student does not maintain adequate academic progress or drops out of school. These laws apply to all North Carolina students under the age of 18 who are eligible for a driving permit or license.

College of the Albemarle, College and Career Readiness Program is required to give all minor students and their parents information regarding this law upon entry into the program. College of the Albemarle, College and Career Readiness Program will also provide prior notification before being decertified (CC99-039). For your review, pertinent information included in this packet will give you a better understanding of the Driver's License/Dropout Prevention Law and the Lose Control; Lose Your License Law.

The College and Career Readiness Program offers the Adult High School Diploma (AHS) and the High School Equivalency (HSE). The AHS program allows students to complete credits to earn a high school diploma. The HSE program provides education in science, social studies, language and mathematics to prepare students to be successful in earning their high school equivalency diploma.

To enroll in College and Career Readiness, qualifying minors, students aged 16 or 17, must have their parent or legal guardian complete the Minor Application Packet. *Although the packet is available on the College and Career Readiness website, Pasquotank County residents whose last school attended was within the Elizabeth City-Pasquotank County Public School system must obtain this packet from the Drop-Out Prevention Coordinator.

If you have questions about this application, please contact the Compliance Coordinator at 252-335-0821, extension 2322.

Sincerely,

College of the Albemarle
College and Career Readiness Program

Mission Statement

The mission of the College and Career Readiness Program at College of the Albemarle is to transform lives in an accessible, supportive environment that promotes academic excellence, student success, workforce development, community partnerships and responsible stewardship. The College and Career Readiness Program aims to equip adult learners with the skills necessary to be successful in college classrooms, workplace environments, and the community. These skills are fostered through quality instruction, collaborative programming, and support services.

Information About Admission

Prior to being admitted to the College and Career Readiness Program, minors must be officially withdrawn from their public school for at least 6-months. A minor is defined as individuals aged 16-17 years old. Minors withdrawn within a six-month period must obtain a signed official withdrawal form from the local education agency and a notarized petition of the minor's parent, guardian, or other person or agency having legal custody and control. Minors withdrawn for at least six months do not need a release form, but are required to have a notarized petition of the minor's parent or legal guardian. While State and Federal requirements do not require a waiting period before a minor enrolls in the Adult High School (AHS) or High School Equivalency (HSE) program, your local education agency may implement additional retention measures.

Attendance

Success in the College and Career Readiness requires time, hard work, commitment, and regular attendance. Education is delivered through hourly instruction; therefore, regular attendance is defined as arriving to class on time, remaining through the class meeting period, and actively participating in 75% of the class meeting hours. Students that are unable to meet this requirement may be dropped from their class. Regular attendance is important and will help you in the pursuit of your educational and career goals.

Code of Conduct, Civility & Academic Integrity

The College and Career Readiness Program adheres to the College of the Albemarle Student Code of Conduct, Civility & Academic Integrity Policy. All students are expected to follow the Student Code of Conduct, Civility & Academic Integrity Handbook by respecting and valuing the rights of others and acting as responsible citizens. As a student, the obligation is to abide by a code of civilized behavior as well as follow the conduct and academic integrity requirements of the College and Career Readiness Program.

Court ordered youth are required to sign a commitment contract. All minors must complete the Disciplinary Disclosure Form. In some instances, students subject to disciplinary action may not be issued a driving eligibility certificate.

Drivers Eligibility Certificate

A driving eligibility certificate may be issued if the student enrolled is making progress toward obtaining a high school diploma or its equivalent. Student subject to disciplinary action (expulsion, suspension, assignment to an alternative education setting) may not be issued a driving eligibility certificate.



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PART I Minor Application Form

SECTION 1: TO BE COMPLETED BY STUDENT

Name _____ Date of Birth _____ Age _____

Address _____ Social Security Number _____

Phone Numbers: Student _____ Guardian _____ County of Residence _____

Last School Attended* _____ Date of withdrawal _____

I have a: NC Driver's License: Yes No Driver License/Permit Number _____

NC Driver's Permit: Yes No Issuing State _____ Date Issued _____

SECTION 2: TO BE COMPLETED BY LAST SCHOOL ATTENDED

(ONLY IF STUDENT HAS BEEN WITHDRAWN FROM SCHOOL LESS THAN 6 MONTHS)

Referring School _____ Date of Withdrawal _____

Was the student's withdrawal a result of being expelled/suspended? **YES NO**

Was their driver's license/permit suspended under the NC Dropout Prevention Driver's License Law? **YES NO**

Is the student's withdrawal a result of infractions pertaining to the Lose Control, Lose Your License Law? **YES NO**

The above-named student is released to attend the Basic and Transitional Studies Program at COA. **YES NO**

Principal Signature _____ Date _____

Superintendent Signature _____ Date _____

*Drop-Out Prevention Coordinator _____ Date _____

(*Drop-Out Prevention Coordinator Signature REQUIRED for Pasquotank County residents)

SECTION 3: TO BE COMPLETED BY PARENT/GUARDIAN AND NOTARIZED

I, _____, certify that I am the parent or legal guardian of the above named minor and request that this minor be admitted into to the College and Career Readiness Program at College of the Albemarle. I also understand the attached information about the Dropout Prevention/Driver's License Law. I further certify the information supplied is correct.

I, _____, certify that I am the parent or legal guardian of the above named minor and give consent to the College and Career Readiness Program at College of the Albemarle to notify the Division of Motor Vehicles if the student does not meet the attendance/progress requirements for the Dropout Prevention/Driver's License Law or exhibits conduct that subjects the student to disciplinary actions as defined by the Lose Control, Lose Your License Law.

Parent/Guardian Signature _____ Date _____
(Must be signed in the presence of the Notary)

Notary Public Signature _____ Date _____

My commission expires _____ (Notary SEAL)



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PART II

Driver's License/Dropout Prevention law, Lose Control; Lose Your License Law, and Drivers Eligibility Certificate

Driver's License/Dropout Prevention Law

The Driver's License/Dropout Prevention law of 1998 requires that all 16 and 17-year old students who drop out of public schools, even though they subsequently enroll in a community college Basic Skills program, must lose their driver's license or permit until one of the following conditions are met: completion of GED or Adult High School diploma or attending a Basic Skills class (not HRD, Continuing Education, or curriculum class) for six months for sixty hours per month and making progress (progress based on individual program). Students who lose their license under this law may apply for a hardship to the local community colleges, but it is extremely rare that hardships are granted, and only under extenuating circumstances which are documented in writing.

Lose Control; Lose Your License Law

The Lose Control; Lose Your License law of 2000 denies or takes away permits or licenses for minors if they are suspended or expelled for three or more days due to one of the following offenses: possession of drugs or weapons on a school campus or at a school-related activity or assault on school personnel. Students who lose licenses or permits under this law must lose their license for an entire year. This means that if a minor is 17 ½ and loses his/her license/permit under this law, he/she cannot get the license back until age 18 ½. If a student who has lost his/her license/permit due to a drug offense enters a drug rehabilitation program approved by the local community college, the community college may decide to restore driving privileges after a six-month period.

Drivers' License Eligibility Certificates

When students who lost their license/permit due to dropping out of school complete the GED or Adult High School diploma or have attended a Basic Skills class for six months for sixty hours per month and are making progress, local programs need to issue the students a Drivers Eligibility Certificate (DEC). (If students lose their license/permit due to—Lose Control; Lose Your License Law, they are not eligible for a DEC upon completion of the GED or Adult High School diploma or after attending a class for six months, sixty hours per month, and making progress. Those students cannot get their license/permit back for an entire year unless their decertification was due to a drug offense and they complete a drug rehabilitation course. Students who complete the Driver's License Laws drug rehabilitation course may be allowed to get their license/permit back within six months. Students must also meet DMV's requirements for getting a license/permit. Emancipated minors are not exempt from the driver's license laws; however, they may sign their own Drivers Eligibility Certificate and submit documentation which shows the minor is emancipate.

1D SBCCC 200.99 DRIVERS' ELIGIBILITY CERTIFICATE

(a) Local Boards of Trustees shall be responsible for the issuance of driving eligibility certificates, the timely reporting of dropouts and students unable to make progress toward graduation, and the provision of grievance procedures associated with the issuance of driving eligibility certificates. Local Boards of Trustees shall provide a program which meets the following requirements:

(1) The president or the president's designee shall issue a driving eligibility certificate if it is determined that:

(A) The student seeking the certificate is currently enrolled in a basic skills program and is making progress toward obtaining a high school diploma or its equivalent. Making progress toward obtaining a high school diploma for a person enrolled in a community college basic skills program is defined as:

(i) Attending a basic skill class a minimum of sixty hours per month for a period of six consecutive months; and

(I) Demonstrating progress in GED at the end of each six-month period by passing a minimum of two GED tests with a score of 40 or higher.

(II) Demonstrating progress in Adult High School at the end of each six-month period by passing a minimum of two Adult High School units.

(III) Demonstrating progress in Adult Basic Education or English as a Second Language at the end of each six-month period by one of the following: increase scores on each subsequent standardized test or make progress as documented by teacher assessment.

(ii) If a student does not meet the criteria for making progress and attendance during any month, the president or the president's designee shall notify the Division of Motor Vehicles the following month that the student no longer meets the requirements for the driving eligibility certificate.

(B) A substantial hardship would be placed on the person seeking the certificate or the person's family if the person does not receive the certificate. Examples of a substantial hardship include:

(i) A parent's inability to drive due to sickness or other impairment and the student is the only person of driving age in the household.

(ii) The student requires transportation to and from a job that is necessary to the welfare of his family and is unable by any other means to do so.

(C) The person seeking the certificate cannot make progress toward obtaining a high school diploma or its equivalent. The president or the president's designee shall determine, along with input from other basic skills staff, if a student is unable to make progress toward obtaining a high school diploma or its equivalent.

(2) The President or his designee shall not issue a driving eligibility certificate if it is determined that either after the first day of July before the school year which the student enrolled in the eighth grade or after the student's fourteenth birthday, whichever event occurred first, the student was subjected to disciplinary action as defined in this Subparagraph for any of the enumerated conduct as defined in this Subparagraph. Disciplinary action is defined as:

(A) An expulsion;

(B) Suspension for more than ten consecutive days; or

(C) An assignment to an alternative educational setting for more than ten consecutive days, which resulted from any of the enumerated conduct. Enumerated conduct is defined as:

(i) The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.

(ii) The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391(d1), or that could have resulted in that disciplinary action if the conduct had occurred in a public school.

(iii) The physical assault on teacher or other school personnel on school property

(3) A student who was ineligible for a certificate under Subparagraph (a)(2) of this Rule, is eligible for a certificate when the president or president's designee determines that the student has exhausted all administrative appeals connected to the disciplinary action and that one of the following conditions is met:



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PART III Disciplinary Disclosure

It is the applicant's responsibility to present this form to a school official of his/her previous school for completion.

All forms must be completed and returned to the College of the Albemarle, College and Career Readiness Program before the applicant can be considered for admission. The form may be hand delivered or sent by mail. If the form is hand delivered by the student, it must be in a **sealed envelope** with an official signature or stamp across the seal.

Mail to: College of the Albemarle
College and Career Readiness
Post Office Box 2327
1208 North Road Street
Elizabeth City, NC 27909

Hand deliver to: College of the Albemarle
College and Career Readiness
1208 North Road Street
Building C, Room 139
Elizabeth City, NC 27909

SECTION I: TO BE COMPLETED BY THE STUDENT

Name _____ Date of Birth _____ Age _____

Address _____ Social Security Number _____

School Records Office: I, am applying for admission into the College and Career Readiness Program at College of the Albemarle to complete my ABE/AHS/HSE. Please release all information regarding disciplinary or behavioral problems applicable to me while I attended your institution to College of the Albemarle, College and Career Readiness Program.

Student Signature Date

Parent/Guardian Signature Date

SECTION II: TO BE COMPLETED BY THE SCHOOL OFFICIAL OF THE LAST SCHOOL ATTENDED

- Student records indicate no disciplinary action or behavior problems.
- Student records indicate the following disciplinary action or behavior problems (add attachments if necessary):

ACTION	DURATION	DATE	REASON (S)
Suspension			
Expulsion			

Check all of the following that apply to the student named above:

- Fighting Alcohol Drugs Weapons Vandalism Gang Activity
- Other _____

Known Court Action _____

School Seal	Name of the School	
	Telephone Number	
	Signature of School Official	
	Date	



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Driver’s License/Dropout Prevention law, Lose Control: Lose Your License Law, and Drivers Eligibility Certificate

Frequently Asked Questions

Questions	Answer
What state agencies are involved with the law?	The law specifically identifies several state agencies to work collaboratively in the implementation of the law. The Department of Public Instruction, Division of Motor Vehicles, Division of Non-Public School, and the North Carolina Community College System are partners in this effort.
Who is affected by this legislation?	The legislation is directed to all North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school and community college students.
Who is NOT affected by this legislation?	Students who have attained a high school diploma, a GED or an Adult High School (AHS) diploma issued by a community college are not affected by this legislation.
Driving Eligibility Certificate	There are several changes in the procedures regarding how a student obtains and retains his or her driver’s permit and license. A student will need to have a Driving Eligibility Certification in order to receive a North Carolina driver’s permit or license. The Division of Motor Vehicles will not issue a driver’s permit or license without a Driving Eligibility Certificate.
What is adequate progress?	Adequate academic progress will be evaluated at the end of six months. A student enrolled in Basic Skills must attend class for a minimum of sixty hours per month for a period of six consecutive months. Specific regulations apply to individual programs: GED, Adult High School, English Language Learner, and Adult Basic Skills.
What about dropouts?	A student who drops out of school will lose his/her driver’s permit or license.
Are there hardship rules?	Yes. The college will be able to issue Driving Eligibility Certificates to students based on hardship. Cases of hardship must reflect specific circumstances that are beyond the control of the student, his/her parents, or the college. The specific hardship circumstances are divided into four categories: <ul style="list-style-type: none"> ● Medical considerations. ● Work-related considerations. ● Exceptional students considerations. ● Other considerations In all cases of hardship, documented proof must be submitted. A request form for consideration is available in the Director’s office.
For more information	Contact your local department of Motor Vehicles