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## Enrolling in Wake Tech Basic Skills/High School Equivalency as a 16 or 17 Year Old

Steps for underage students who wish to enroll in Adult Basic Education (ABE), High School Equivalency Preparation (HSEP), Adult High School (AHS) or English as a Second Language (ESL):

1. Drop/Release forms can be picked up at the Beltline Center at 3200 Bush Street Raleigh, NC or emailed by the staff. When picking up the Drop/Release form, student must provide a copy of high school withdrawal form or obtain written documentation of the last date of school attendance which **demonstrates a one month separation** from school (public, private or home school) at a minimum age of 16. Wake Tech honors a school suspension. Therefore, if the student is under a school suspension, the one-month separation begins after the school suspension is exhausted.
2. **Once the Drop/Release form is completed, the student along with a parent/guardian must make an appointment with the College and Career Readiness Counselor (CCR), Wendy Elston Davis 919-334-1506, to submit the appropriate forms (pages 1-3 of the Drop/Release packet).** During this meeting the Counselor will review with the student and parent/guardian the Drop/Release packet and if applicable, will complete a Driving Eligibility Certificate Consent Form and review the North Carolina High School Dropout Prevention Law. **Prior to submitting the Drop/Release Form, the student will also need to create an account at [www.ged.com](http://www.ged.com) or [www.HiSET.ets.org](http://www.HiSET.ets.org).**
  - a. Students who were last enrolled in school in another state need to complete sections 1, 2 and 4 of the Drop/Release Form only. Superintendent signature is not required for students coming from out of state.
  - b. Underage students who have *not attended school in the United States* and who have a parent/parents in the United States will complete sections 1 and 4 in addition to the driver's eligibility forms of the Drop/Release packet.
  - c. Underage students who have *not attended school in the United States* and who do not have a parent/parents in the United States will complete sections 1, 4 and 5 only of the Drop/Release Form.

**Please note: If paperwork is inaccurate or not complete, the student will not be allowed to take the placement test or attend class.**

3. Non-enrolling, official testers. You must be at least 16 years old and complete this withdrawal form. **You do not have to satisfy the one-month separation requirement.** The College and Career Readiness Program may contact you.

By checking this box, you provide Wake Technical Community College authorization to contact you to follow up on the results of your tests and offer the opportunity to enroll in preparation classes, following the one-month requirement.

Two exceptions to the Drop/Release Form:

1. Married students who present a copy of the marriage license are excused from completing the Drop/Release Form. However, the forms relating to the Dropout Prevention Law and the Driving Eligibility Certificate are required and must be completed along with the CCR Counselor.
2. Emancipated minors who provide court documentation are excused from completing the Drop/Release Form. However, the forms relating to the Dropout Prevention Law and the Driving Eligibility Certificate are required and must be completed along with the CCR Counselor.

If you are a student with a documented disability and need accommodations for the official HSE test or for HSE/CCR preparation, you will need to provide disability documentation to Disability Support Services (DSS) or a HSEP/CCR instructor. If disability documentation is not available, obtain a *Request for Testing Accommodations* form from DSS or a HSEP site coordinator for completion by a medical doctor or psychologist. This process is sometimes lengthy, so begin the process early. Contact DSS at 919-866-5670 or talk with your HSEP/CCR instructor if you have any questions.

**Drop Release Form**

**Suspension Verification**

This form must be completed by the High School Principal or Designee. The school seal should be embossed on the bottom of this form.

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_

- 1. Student voluntarily withdrew from school.  
 Yes       No
- 2. Student was suspended from school.  
 Yes       No
- 3. If student received a Long Term Suspension, attach a copy of Wake County Public Schools Form 1717 (Long Term Suspension Form) or appropriate documentation.
- 4. Name of High School Official Completing Form

\_\_\_\_\_

Work telephone number (\_\_\_\_) \_\_\_\_\_

5. School Seal or Stamp below:

*School Seal Here*

# Drop Release Form

For the Wake County Superintendent's Signature:  
Wake County Public Schools  
5625 Dillard Drive, Cary, NC 27518  
(919) 431-7400

In order for Wake Technical Community College to admit a student between the ages of 16 and 18 who is not a high school graduate, the College requires that the applicant not have been enrolled in the public schools for a minimum of one month prior to initial registration. Additionally, a notarized petition by the minor's parents, legal guardian or other person or agency having legal custody and control of such minor is required. Admission of a person 16 - 18 years of age may not preempt any student who is 18 years of age or older. No student will be admitted to the program until he/she is 16 years old. **For additional information, please call 919.334.1500**

## Section 1 To be completed by Applicant

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_ License/Permit # \_\_\_\_\_  
Address \_\_\_\_\_ License: State of Issue \_\_\_\_\_  
Street or RFD \_\_\_\_\_ Telephone Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Section 2 To be completed by Principal of last school attended

Last school attended \_\_\_\_\_  
Address \_\_\_\_\_  
Street or RFD \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Date:  Withdrawal  Suspension \_\_\_\_\_ Student School ID number \_\_\_\_\_  
Month Day Year  
\_\_\_\_\_  
Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

## Section 3 To be completed by Superintendent, if applicable

Approval is granted to complete GED/AHS program prior to projected date of high school graduation.  Yes  No  
Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Administrative Unit \_\_\_\_\_

Section 4

**Notarized Petition**  
(To be completed before a Notary Public)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I \_\_\_\_\_ do hereby acknowledge that I am the parent, legal  
Printed name of Parent or Legal Guardian

guardian or other person or agency having legal custody of the applicant \_\_\_\_\_  
Printed Name of Applicant-Student

and freely and willingly acknowledge the place of residence of the applicant to be \_\_\_\_\_  
City only

\_\_\_\_\_, the date of birth of the applicant to be \_\_\_\_\_  
State Month Day Year

and the date of the applicant's withdrawal or last attendance in school to be \_\_\_\_\_  
Month Day Year

IN TESTIMONY WHEREOF, this statement is signed in the capacity indicated,

This day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_  
(date) (month) Signature of Parent or Legal Guardian

I, \_\_\_\_\_, Notary Public for said County and State, do hereby certify that

\_\_\_\_\_ personally appeared before me this day and  
Name of Parent or Legal Guardian

acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
\_\_\_\_\_

Notary Public

Official Seal

My commission expires \_\_\_\_\_, 20\_\_\_\_\_

Section 5

**Verification for Legal Aliens Who are Minors**

Legal aliens who are *minors and who have been enrolled* in elementary or secondary school in North Carolina must complete all parts of the School Dropout Release. Those who have a parent or guardian in the state but have not been enrolled in school must complete parts 1 and 4 of the School Dropout Release.

The State board of Community Colleges waives these requirements for legal aliens who are minors and:

1. Have never attended elementary or secondary school in this state
2. Do not have a parent or legal guardian in this state.

Applicants who meet both criteria described in items 1 and 2 above must verify their status prior to enrollment by signing below:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**North Carolina High School Dropout Prevention Law, House Bill 769**

(Implication for students enrolled in Wake Tech's College and Career Readiness Program. *All students complete*)

North Carolina High School Dropout Prevention Law, House Bill 769, effective August 1, 1998, requires the Department of Public Instruction, Division of Non-Public Schools and the Community College System to notify the North Carolina Division of Motor Vehicles when a 16-17 year old student drops out of school, fails to show "adequate progress," or exhibits conduct that subjects him/her to disciplinary action as defined by G.S. 20-11(n) and the Lose Control, Lose your License legislation. (See Wake Tech Community College's **Driving Eligibility Certification Consent Form**). Please be advised, there is a 60 day grace period to allow an individual to apply for a substantial hardship exception. Please see directions below and the **Hardship Rules Request Form**.

Students seeking a Driving Eligibility Certificate must attend either the Individualized Learning Center on the Wake Technical Community College campus (919-866-5276) or the Adult Education Center at 1920 Capital Boulevard (919-334-1500). According to the North Carolina Dropout Prevention Law, House Bill 769, a **Driving Eligibility Certificate** may be issued if it is determined that:

1. The student seeking the certificate is currently enrolled in a College and Career Readiness 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's College and Career Readiness Program is defined as:

**Attending a College and Career Readiness class a minimum of 60 hours per month for six consecutive months and:**

- A. Demonstrating progress in the GED program at the end of each six month period by passing a minimum of **two GED tests** (or)
- B. Demonstrating progress in Adult High School at the end of each six month period by passing a minimum of **two Adult High School units** (or)
- C. 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:
  - a. increased scores on each subsequent standardized test (TABE or CASA).

OR

2. 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. (Please see the **Hardship Rules Request Form**). Examples of a substantial hardship include:
  - A. 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.
  - B. The student requires transportation to and from a job that is *necessary for the welfare of his/her family* and is unable to obtain transportation by any other means.

OR

3. The person seeking the certificate cannot make progress toward obtaining a high school diploma or its equivalent. An administrative committee shall determine along with input from other College and Career Readiness staff if a student is unable to make progress toward obtaining a high school diploma or its equivalent.

\*\*\*Any person denied a driving eligibility certificate may appeal that decision through the college's student grievance procedure.

\*\*\*The college will notify the Division of Motor Vehicles if a student is no longer making progress as determined above.

I have read and understand the above explanation of the North Carolina High School Dropout Prevention Law, House Bill 769. If I choose to seek the Driving Eligibility Certificate, I will comply with the above requirements.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Driving Eligibility Certificate Consent Form**  
*(all students complete)*

I do hereby consent to this school or any other education agency in North Carolina which this student may be enrolled in 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 resulted in disciplinary action or that could have resulted in disciplinary action if the conduct had occurred in the public school.
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.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent, Acting Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent, Acting Parent, Guardian or  
Emancipated Minor

\_\_\_\_\_  
Home phone number

August 2012