

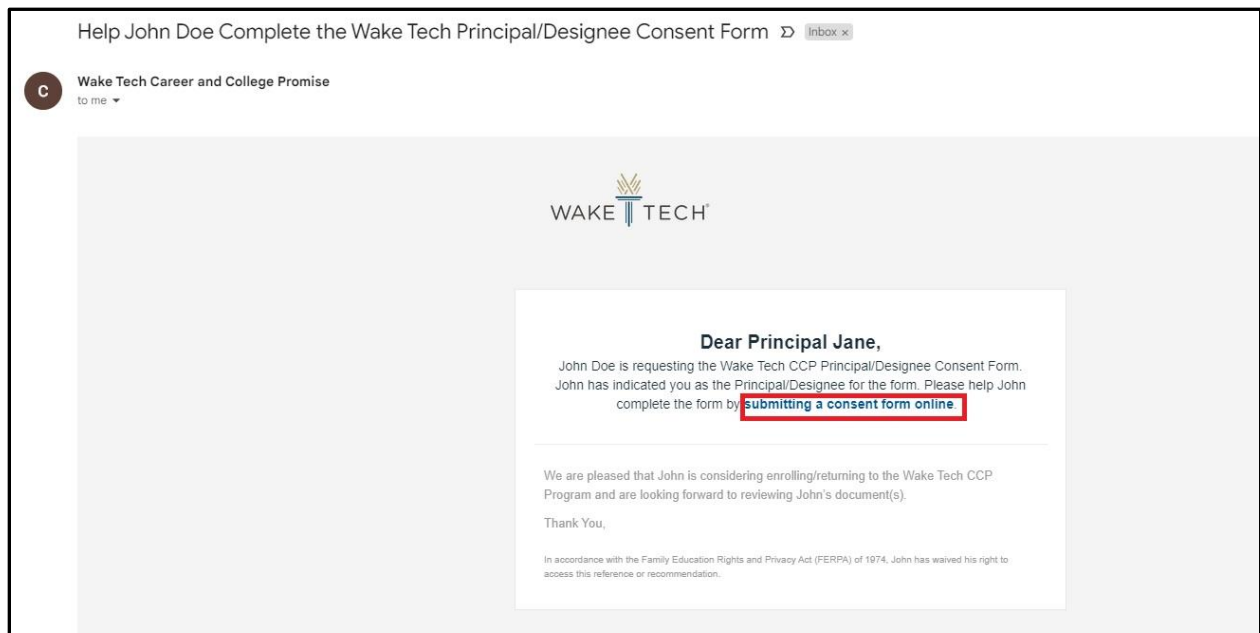


Principal/Designee Consent Form Request

User Guide

Instructions: Complete the request form by following the step-by-step instructions below.

Step 1: Access the Principal/Designee Consent Form Request via email request submitted by the student.



Step 2: Provide all required information needed for your student's approval to participate in the program. Documents needed to make an admissions decision (Ex. Letter of Recommendation) can be attached as displayed (see next page for example).

NOTE: Submission of additional documents including transcripts and/or score reports are optional for Principals/Designees, but could be beneficial in the student's enrollment review process. Students have the ability to submit these documents types during the submission of enrollment forms.

NOTE: If any student completes this form on behalf of the high school's designated "Principal" or "Designee", CCP Staff will notify the student via email with instructions to resubmit the request to the appropriate person for consent/approval.



Principal/Designee Consent Form Example


Hello Principal/Designee,

Please help John Doe provide the required information to the Wake Tech CCP program by completing the form below.

* Your First Name Principal Jane	* Your Last Name Doe
School Name Wake Tech High School	Title Principal

NOTE: Principal Letter of Recommendation required for 9th/10th College Transfer New Student applicants
NOTE: Principal or Designee Letter Recommendation required for 9th/10th CTE New Student applicants
NOTE: Any documents attached must include the Student's First Name and Last Name

Principal/Designee Consent Form Additional Document Upload



Remove

+ Add more files

I acknowledge the following:

- The student is making progress towards high school graduation.
- The student has met the minimum 2.8 unweighted GPA, has demonstrated college readiness via the approved assessment scores, or will test to meet college readiness benchmarks to be reviewed by CCP Staff.
- The student understands they must meet any college course pre-requisite requirements for Career and College Promise program courses at Wake Tech.
- The student has permission to participate in two CCP pathways- 1 CT and 1 CTE or 2 CTE.
- A 9th/10th grade student has permission to participate in CT and/or CTE pathways, up to two pathways.
- If the student has less than the minimum 2.8 unweighted GPA and has not demonstrated college readiness via an approved assessment score, they have my recommendation and approval to participate in the program, and I will provide a written statement giving rationale.

* Principal/Designee Acknowledgments
 I Agree

* Principal/Designee Signature
Principal Jane Doe

SUBMIT



Step 3: Receive confirmation notification of successful submission.

A screenshot of a confirmation page with a dark blue header. The main heading is "Thank You Principal Jane!" in white. Below it, a smaller line of text says "We've added the information to John Doe's records." The central content is a white box with a light gray border, titled "Submitted Document". It contains a "Summary" section with the following details: YOUR FIRST NAME: Principal Jane; YOUR LAST NAME: Doe; SCHOOL NAME: Wake Tech High School; TITLE: Principal; PRINCIPAL/DESIGNEE CONSENT FORM ADDITIONAL DOCUMENT UPLOAD: [object Object]; PRINCIPAL/DESIGNEE ACKNOWLEDGMENTS: I Agree; PRINCIPAL/DESIGNEE SIGNATURE: Principal Jane Doe. To the right of the summary is an "UPLOADED FILES" section showing a document icon, the filename "CCP WCPSS AIG Identification Notice.pdf (385.8 KB)", and the upload date "uploaded on 8/25/2022".

NOTE: Students will receive a confirmation email with notification that the form has been submitted and will be attached to the enrollment form as shown below.

Student's Email Notification of Submission by Principal/Designee

A screenshot of an email notification. The subject line is "We've Received Your Principal/Designee Consent Form" with an "Inbox x" tag. The sender is "Wake Tech Career & College Promise" with a circular logo containing the letter 'C' and the text "to me". The email body contains a white box with the text: "Hi John, Principal Jane Doe submitted the Principal/Designee Consent Form you requested." Below this, a smaller line of text says "We have added it to your CCP New Student Application for you." The footer of the email shows "Wake Tech" and a vertical line.



Glossary

Principal (or equivalent administrator):

- Person responsible for administration of a high school, grades 9-12.
- Examples:
 - Principal
 - Assistant Principal
 - Headmaster
 - Administrator
 - Homeschool Administrator

Designee:

- Person appointed by “Principal” or “Equivalent Administrator” of a high school, grades 9-12, designated to provide consent/approval.
- Examples:
 - Dean of Students
 - Career and Development Coordinator (CDC)
 - Counselor (Guidance, Student Services, etc...)