

Wake Tech CCR Underage Cover Sheet

(Keep this sheet for your records)

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. **Underage Packet** including the Check list and Leon's Law Acknowledgement can be picked up at the Beltline Education Center at 3200 Bush Street, Raleigh, NC or it can be emailed by staff. Students must provide a copy of a high school withdrawal form or obtain written documentation of the last date of school attendance which **shows a one-month separation** from School (public, private or home school) at a minimum age of sixteen. 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 Check list, **Underage Packet**, and Leon's Law Acknowledgement is completed, the student must submit the forms that meet the requirements based on their profile listed on the cover sheet, to the Beltline Education Center, ATTN: Andrea Linn-Ronk, who will review the packet for completeness.
3. If the student is planning to take the **GED or HiSet** test, they will need to create an account at ged-dot-com/ or hiset-dot-org/ and **include their testing number** on the cover sheet.

Please note: If paperwork is inaccurate or not complete, the student will not be allowed to attend an enrollment session, take the placement test, or attend class. All students must have a government issued ID to attend an enrollment session and to take a placement test.

If you are a student with a **documented disability** and need accommodation 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, you can 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 dss@waketech.edu or call 919-866-5670 for more information.

If you need this document in an alternative format, please contact
ccr.enrollment@waketech.edu

Wake Tech CCR Underage Paperwork Check List

Thank you for your interest in ABE at Wake Tech. When complete, return to CCR Advising office:
221B. Questions? Please contact CCR.enrollment@waketech.edu or call 919-866-5490.

Student info:

Last Name _____ First Name _____ DOB _____

Email _____ Phone # _____ GED/HiSET testing#* _____

Parent/Gurdian info:

Name _____ Email _____ Phone # _____

Program Applying for:

- HSE -High School Equivalency *
- ESL -English as a Second Language
- AHS- Adult High School

All applications must include:

- This cover letter and Leon's Law (last page)
- *All students seeking to take a High School Equivalency Test must set up either a GED account on GED.COM or a HiSet account on HiSet.org and provide the testing number located in their profile
- Complete applicable student section below

— **GED / ESL Students Who Attended Public School**

- Complete entire packet (Pages 1-5)

— **Home School Students**

- Complete entire packet (Pages 1-5)
- State Verification Letter (if available)

— **ESL Students, Did Not Attend Public School in the U.S. - with a Parent in the U.S.**

- Sections 1 and 4 (Located on pages 1 and 3)

— **ESL Students, Did Not Attend Public School in the U.S. — Without Parents in U.S.**

- Sections 1, 4, and 5 (Located on page 1 and 3)

— **Students Last Enrolled in School in Another State**

- Sections 1, 2, and 4 (Located on pages 1 and 3)

— **Non-Enrolling Students / Official Testers** (Students must be sixteen; one-month separation not required)

- Complete entire packet (Pages 1-5)

— **Married Students / Emancipated Minors**

- Court documentation or marriage certificate
- Section 1 (Located on page 1)

— **Graduated Students**

- Copy of diploma
- Section 1 (Located on page 1)

— **Alternative School Students (Tarheel Challenge, Job Corps) or NCCS GED Program Students**

- Proof of enrollment
- Section 1 (Located on page 1)

Office use: Wake Tech Staff receiving form _____ Date Received _____

Drop Release Form

For the Wake County Superintendent's Signature:

Wake County Public Schools
5625 Dillard Drive, Cary, NC 27518
(919) 431-7400

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 have not 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.

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 HSEP/AHS program prior to projected date of high school graduation. __ Yes __ No

Signature of Superintendent _____ Date _____

Administrative Unit _____

Suspension Verification

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

Student's Name _____ Date of Birth(mm/dd/yyyy): _____

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

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

_____, 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_____

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 acknowledged the due

Name of Parent or Legal Guardian

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)

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 30-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 Beltline Education Center at 3200 Bush Street (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 for 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

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

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

Leon's Law Acknowledgement Form

Student's First Name	Middle Initial	Last Name
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Street Address	City	State	Zip Code
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Student's Wake Tech E-mail Address	Student's Phone Number
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Under the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, Wake Technical Community College (Wake Tech) is permitted to disclose your education records to your parent(s)/legal guardian(s), without your consent, if they claim you as a dependent for federal tax purposes.

Under Leon's Law, North Carolina SL 2025-46, Wake Tech is required to disclose your education records to your parent(s)/legal guardian(s), without your consent, if you are under the age of 18 and they claim you as a dependent for federal tax purposes, as well as to the administrators and counselors at the school in which you are dually enrolled.

I, _____, acknowledge, to the extent allowed under FERPA and as required by Leon's Law, while I am under the age of 18:

- 1) My education records will be provided, on request, to my parent(s)/legal guardian(s) if 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.

Student Signature: _____ Date: _____

Provide Contact Information for parent(s)/legal guardian(s):

Parent/Guardian 1 Name _____

Phone Number _____

Email Address _____

Parent/Guardian 2 Name _____

Phone Number _____

Email Address _____