



## Directions for completing Minor Paperwork for Gaston College

---

Gaston College does serve 16 and 17-year-old students, but the following requirements must be met:

- Student must have fully withdrawn from public school.
- Student must have the required documentation:
  - ➔ Valid State Issued Photo ID Card or Driver's License or passport.
  - ➔ Social Security Card or Tax Identification Card
  - ➔ Minor Packet Forms (Special Petition, School Release, Dropout Prevention/Driver's License Guidelines and Student Education Records Acknowledgement Forms)

### Print and Complete the Following Minor Paperwork Forms:

**Special Petition Form:** Fill out the top two blocks of the form with student information. A parent or legal guardian signature is required on this form and **must be notarized. Do not sign until you are in front of a notary.** This form gives a minor permission to register in CCR Classes at Gaston College and must be completed by the student and parent or guardian.

**School Release Form:** Take this form to the last high school the student attended. The principal needs to complete the School Release Form, giving us an **official withdrawal date**. The official withdrawal date **cannot** be left blank. If the student has been out **less than 6 months**, the school superintendent of that county will need to sign at the bottom.

**North Carolina Dropout Prevention Law/Driver's License Guidelines Form:** Read the first page and **sign the second page**. The student and parent or guardian must sign two places on the second page of the form.

**Student Education Records Acknowledgement Form:** Provide all information requested.

**Return all forms at one time**, we will not accept them if all **four** pages are not filled out correctly and turned in at the same time.

Forms can be dropped off at the Craig Arts & Science (CAS) Building on the Dallas Campus.

OR

Mail your Minor Paperwork to:  
Gaston College, Craig Arts & Science Building  
Attention: Belinda Butler, Box I  
201 Highway U.S. 321 S.  
Dallas, NC 28034

An applicant 16 or 17 years of age may be considered to be a person with special needs and admitted to appropriate courses or programs provided that this petition be properly completed and approved, and that the applicant meets any other requirement(s) considered necessary by the College.

(See NC State Board of Education Policy 2/04/11)

Petition of a special needs student to be admitted to the ABE/HSE/AHS Programs of Gaston College must be approved by the Director of College & Career Readiness or her/his designee.

**Print Legibly in INK**

Student Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First Middle Last MM / DD / YYYY*

Student's Address: \_\_\_\_\_  
*Street City State Zip*

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Student's Social Security #: \_\_\_\_\_

**School Information**

Highest Grade Completed: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_  
*MM / DD / YYYY*

Last School Attended: \_\_\_\_\_

School Address: \_\_\_\_\_  
*City State*

**Parent/Legal Guardian** *(Must be signed in the presence of a Notary Public)*

\_\_\_\_\_  
Parent/Legal Guardian Name PRINTED

\_\_\_\_\_  
Parent/Legal Guardian Name SIGNED

\_\_\_\_\_  
Date of Signature

**Notary Public**

State of \_\_\_\_\_

(Official Seal)

County of \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public Name PRINTED

\_\_\_\_\_  
Notary Public Signature

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature – CCR Staff/ Instructor

\_\_\_\_\_  
Date of Approval



## School Release Form

### To Be Completed by High School Principal and Superintendent

#### **Print Firmly and Legibly in INK**

Legal Name of Student: \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
*First Middle Last MM/DD/YYYY*

Address: \_\_\_\_\_  
*Street City State ZIP*

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Last school attended: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State ZIP*

Date last attended: \_\_\_\_/\_\_\_\_/\_\_\_\_ Official Withdrawal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*MM/DD/YYYY MM/DD/YYYY*

**Long-term Suspension** Yes: \_\_\_\_ No: \_\_\_\_

(Students who have received long-term suspension must wait six months or until the end of the school year, whichever is longer)

**Expulsion** Yes: \_\_\_\_ No: \_\_\_\_

(Students who have received expulsion must wait until they reach 18 years of age)

Projected date of high school graduation: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*MM/DD/YYYY* Student School ID Number/Social Security Number \_\_\_\_\_

Recommend approval to complete Adult High School Education Program prior to projected date of high school graduation.

Yes: \_\_\_\_ No: \_\_\_\_

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**

I hereby recommend the waiving of the six-month waiting period normally required between withdrawal from public school and admission to Gaston College Adult Education Programs.

\_\_\_\_\_  
**Signature of Superintendent/Director of High Schools**

\_\_\_\_\_  
**Date**

**\*\*Superintendent/Director of High Schools signature is REQUIRED if student withdrawal date is less than six months.**

Review by: \_\_\_\_\_

Revised 03/08/22

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## Dropout Prevention/Driver's License Guidelines

**Dear Parents & Student:**

**You may not know, North Carolina has legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. The law is in effect as of August 1, 1998.**

What State Agencies Are Involved in 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, the Division of Non-Public Schools, and Community College System are partners in this effort.
Who Is Affected By This legislation?	The new legislation is directed to <u>all</u> 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, and private school and community college students.
Who Is Not Affected By This Legislation?	Students who have attained a high school diploma, a High School Equivalency (HSE), or an Adult High School (AHS) Diploma as issued by a community college are not affected by this legislation. In addition, students who received a driving permit or license prior to the implementation of the Graduated Driver's License Program (before December 1, 1997) are not affected.
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 Certificate 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. A student enrolled in HSE must pass two GED tests. A student enrolled in AHS must pass two AHS units. A student enrolled in Adult Basic Education or English as a Second Language must demonstrate progress at the end of each six month period by increasing scores on each subsequent standardized test or making progress as documented by teacher assessment.
If someone under the age of 18 does not have a high school diploma from a regionally accredited high school, what must he/she do in order to qualify for a driving eligibility certificate?	Enroll in a North Carolina public, private, approved home school, or community college (Basic Skills Program leading toward a HSE) and demonstrate adequate academic progress toward obtaining a high school diploma or its equivalent.

## North Carolina Identification/Driver's License Guidelines Agreement

This form is **required** even if student does not have a driver's license. It must be signed and given to College & Career Readiness Staff when student attends the Basic Skills Student Success (BSSS) or Student Success Class (SSC).

I acknowledge receipt of the *Driver's License Guidelines for Minors* given to me in the minor packet at Gaston College.

---

(Student Name)

(Date of Birth)

(Date)

---

(Signature of Parent or Legal Guardian)

(Date)

I understand that the number of credits required for **AHS Diploma** or number of hours required for **ABE/HSE** classes **may not** meet the attendance/academic requirements to obtain or retain my driver's license.

I acknowledge that it is my responsibility to ensure I have scheduled and attended the required hours to obtain or retain my driver's license.

---

(Student Name)

(Date)

---

(Signature of Parent or Legal Guardian)

(Date)



## Student Education Records Acknowledgement Form

\_\_\_\_\_  
Student's Full Name (first, middle initial, last)

\_\_\_\_\_  
Gaston College Student ID Number

\_\_\_\_\_  
Student's Full Address (Street, City, State, Zip)

Under the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g and Leon's Law SL 2025-46, Gaston 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, to the extent allowed under the Family  
Student Name  
Educational Rights and Privacy Act (FERPA) and Leon's Law,

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

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 \_\_\_\_\_

☐ I do not wish to disclose my parent's information.

*\*Should the listed information for parent(s)/legal guardian(s) change, it is the student's responsibility to update the College.*