

Guilford Technical Community College – Minor Release Form

Instructions

Sixteen- and 17-year-olds who are seeking to enter GTCC's Adult Education program must complete a Minor Release Form before enrolling or attending orientation for either program. Students who are under the age of 16 may not enter Adult Education.

Even minor students who never attended Guilford County Schools must be released from our local school system before attending orientation for Adult Education at GTCC.

This form has multiple parts that require input from the student, the parent or guardian, the school from which the student is transferring and the Guilford County School system. It may take several days to obtain all required signatures. You must complete, in order:

- 1) The student section for information about the student.
- 2) The referring school section – this section asks for information about when the student was withdrawn from the local high school. The school also must complete a Disciplinary Disclosure Form, which requires the school to affix an official seal.
- 3) The parent section – **this must be notarized by a notary public.**
- 4) The county school system section. Guilford County Schools will not complete this portion of the form unless the other three sections are completed first, **with appropriate areas notarized** and affixed with the official school seal. The GCS office that processes the form is located at 2500 Lees Chapel Road, and can be reached by phone at (336) 621-4019.

Guilford Technical Community College – Minor Release Form

Step I. (To be completed by student)

All sections of this must be completed before enrolling

Applying for GTCC Program: _____ Adult High School _____ GED/Adult Basic Education
Name _____ Social Security No. _____ - _____ - _____
Last First Middle
Address _____
Street/Box/Apt. City State Zip
Telephone () _____ Birth Date _____ Age _____
I have a N.C. Driver's License/Permit Number _____ Yes ___ No ___ Date Issued _____

You must attach a readable photocopy of your N.C. Driver's Permit or License to this Minor Release Form.

I understand the regulations from the N.C. Dept. of Motor Vehicles regarding revocation of my driver's license/permit and understand that misrepresentation or falsification of the above information may be grounds for the rejection of my admission or termination from the program in which I am enrolled.

Date Signature of student

Step II. (To be completed by Guilford County School Official)

Referring School _____ Highest Grade Completed _____
Official Withdrawal Date _____ Exit Conference Completed ___ YES ___ NO
Reason for Withdrawal: ___ Expelled ___ Long term Suspension ___ Excessive Absences ___ Other
State Reason for Above: _____

In accordance with the Dropout Prevention/Driver's License Law, the above student has ___ has not ___ been reported to the DMV.

Date Signature of Principal (or Designee)

Step III. (To be completed by parent or guardian with signature witnessed by a notary public)

I, _____, being the parent or court-appointed legal guardian of the above minor, request that this minor be admitted into the Adult Education Program at Guilford Technical Community College. I also understand the attached information about the Driver's License Law and give permission for information on the above minor to be exchanged between GTCC and the releasing school system.

Date Signature of Parent or Legal Guardian

Subscribed and sworn before me this date of _____, 20 _____.

Signature of Notary Public Address Date Commission Expires

Step IV. (To be completed by Superintendent)

Student's expected graduation date _____

Date Signature of Superintendent (or Designee)

It is the policy of the N.C. State Board of Education, the N.C. Community College System State Board, and the Guilford Technical Community College Board of Trustees to encourage young people to complete high school, rather than to seek testing for the High School Equivalency Exam or to seek admission to the Adult High School Program. All other educational alternatives should have been explored before high school-age students are referred to GTCC.



GUILFORD TECHNICAL COMMUNITY COLLEGE ADULT EDUCATION PROGRAM

DISCIPLINARY DISCLOSURE FORM

To be completed by 16 and 17 year old applicant and parent or guardian (please print):

Name	Social Security Number	Birthdate
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I am applying for admission into the Adult Education Program at Guilford Technical Community College. Please release to GTCC all information about disciplinary or behavioral problems applicable to me while I was in attendance at public or private school.

Applicant Signature	Date
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Parent or Guardian Signature	Date
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To be completed by official of former high school:

- Student records indicate no disciplinary action or behavior problems.
- Student records indicate the following disciplinary action:

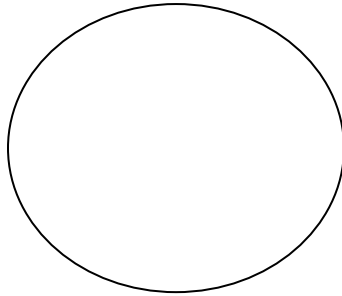
<u>Action</u>	<u>Date</u>	<u>Reason(s)(Include attachments if necessary).</u>
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Suspension: _____	_____	_____
Duration		

Exclusion	_____	_____
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Check all of the following applicable to the above named student:

- Fighting
- Alcohol
- Drugs
- Weapons
- Vandalism
- Other Explain: _____



Affix School Seal in Circle

School Official Signature

Date

School

Telephone