

## Procedure for Minor Students

**If you are 16 or 17 years old**, you need to complete the following steps before enrolling with us in the Adult High School (AHS), High School Equivalency (HSE), or English as Second Language (ESL) program.

1. Download a Minor Petition Form here or pick one up at CVCC East Campus.
2. Complete the Applicant Information and Parent/Guardian Petition portions of the form including a notarized signature from your parent or guardian.
3. Get the Referral and Verification Date of Withdrawal portion of the form completed and signed by the principal and superintendent. (This step is only required if you have been enrolled in an NC public school in the past 6 months.)
4. If you are interested in AHS, get an official transcript from your last high school. Official transcripts must be unopened. (A transcript is not required for HSE.)
5. Call (828-327-7000 x4353) to set up an appointment for an assessment to evaluate your skill levels in reading and math. This appointment takes approximately 2 to 2 ½ hours.
6. Following your assessment, you and your parent/guardian will meet with one of our coordinators. Allow approximately 30 minutes for this appointment.

**In addition to the above, if you are 16 or 17 years of age, this North Carolina State policy applies for HSE & AHS Students regarding driving privileges:**

### **In order to receive a Driver's License Eligibility Certificate:**

An individual must attend a minimum of 60 hours per month with documented progress for 6 consecutive months and/or until the individual passes the entire battery of Official HSE Tests or earns an AHS Diploma.

### **In order to retain a valid license or permit:**

An individual must attend a minimum of 60 hours per month with documented progress until the Individual passes the entire battery of Official HSE tests or earns an AHS Diploma.

**For additional information or to make an appointment**

**Contact us at 828-327-7000 extension: 4353**

[college-career-readiness@cvcc.edu](mailto:college-career-readiness@cvcc.edu)