MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Barbara Boyce, Associate Vice President – Workforce Continuing Education
      Elizabeth Self, Executive Director – Audit Services

RE: Clarification of Documentation for Services to Minors

The purpose of this memo is to provide clarification of the appropriate documentation of the following State Board code: Education Service for Minors 1D SBCCC 300.99 (c).

(c) Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:

(1) Upon recommendation of the chief administrative school officer and approval of the president of the college;

(2) Upon approval of the student’s program by the chief administrative school officer and the president of the college; and

(3) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

In 2011 the General Assembly initiated new language around “Career and College Promise” that created some ambiguity around the community college’s ability to offer continuing education classes to minors. This issue was addressed in CC11-035 “Enrollment of High School Students in Noncredit Courses” which stated that colleges could offer continuing education classes to high school students by authority of HB 796 (Session Law 2011-419). What’s not addressed are the requirements around appropriate documentation of high school students within Continuing Education course sections, also known as the “minor release” form.

In accordance to current code, documentation should be “based upon policies approved by the local public or private board of education and board of trustees”. Colleges should continue following their local polices in regards to minor release forms and maintain those records for purposes of accountability.

Pending the development and adoption of new State Board codes to specifically define the parameters for documenting minors, Audit Services will not request “minor release” documentation as part of the Education Program Audit process for Continuing Education course sections. All Basic Skills regulations around services for minors remain intact.

If you have questions about appropriate documentation for education services to minors, please contact any of the following Workforce Continuing Education staff: Barbara Boyce (919-807-7158). Margaret Roberton (919-87-7159) or Tracy McPherson (919-807-7117).

Cc: Dr. Sharon Morrissey
    Ms. Jennifer Haygood
    Continuing Education Registrars