



PARENT/LEGAL GUARDIAN REQUEST FOR UNDERAGE ADMISSION

To be completed by parent or legal guardian of underage applicant

Community Colleges of Spokane (CCS) strives to provide quality instruction and support for all students attending post-secondary classes on campus. Applicants who are conditionally admitted based on the underage admissions policy are granted the same rights and have the same responsibilities as any other college student. Therefore, it is required that each underage applicant and his/her parent/guardian review the information listed below and sign the acknowledgement indicating that they understand and accept responsibility for the decision to enroll.

If applicant is under the age of 16, applications for admission are considered on a case by case basis after completion of each of the following steps:

1. Complete this request form.
2. Complete the "[High School Release to Attend CCS](http://www.ccs.spokane.edu/Forms.aspx)" form which is available online at www.ccs.spokane.edu/Forms.aspx, hard copy at the SCC or SFCC Admissions Office, or from your local high school. **This form must be newly completed and submitted each quarter your student enrolls in classes.**
 - a. If you home-school your student, do not complete this step. Please provide a copy of the documentation you submitted to the state or the district indicating your intent to home-school your child.
3. Have the applicant write a brief letter stating goals regarding enrollment at CCS.
4. Obtain and submit a letter of recommendation from an educator or tutor (other than a family member or guardian) addressing applicant's academic readiness and behavioral preparedness for an adult learning environment.
5. Schedule an appointment for applicant to meet with the Running Start coordinator/advisor at the appropriate college. The Running Start Coordinator/Advisor for Spokane Falls Community College can be contacted at 509-533-3524 and the Running Start Coordinator/Advisor for Spokane Community College can be contacted at 509-533-8062 to schedule the appointment.
6. The applicant is required to participate in the meeting and required to bring and provide his/her complete application packet including: a completed request form, a completed School District Enrollment Release form/documentation regarding home schooling, goal letter, and letter of recommendation to the appointment.

In order to have access to the widest range of courses available, it is recommended to complete these steps as soon as possible or a minimum of six weeks before the start of the quarter.

Student Name (Please Print)

Date of Birth

I acknowledge and understand that Community Colleges of Spokane is a higher education institution that provides college level coursework. CCS

- does not require instructors to monitor student attendance,
- complies with federal law in granting access to student records, which means parents/guardians are not automatically given access to their child's academic records (e.g. course grades),
- will post all grades to the student's permanent transcript,
- does not provide any special monitoring or guardianship for any of its students, including during emergency drills and other situations,
- has a large student population from a variety of backgrounds, cultures, and life experiences, including criminal activities (for example, registered sex offenders),

- curriculum and coursework may expose students to a variety of ideas, philosophies, and material that some may find offensive and some may not deem suitable for younger students (such as reading material, videos, still life models, etc.),
- makes no special allowances or accommodations to students because of their age,
- requires parents or guardians to provide travel arrangements to and from the campus, including during emergency situations

I further acknowledge and certify that I am the parent or guardian for the applicant identified above, am over the age of 18, and legally competent and have read and understand the entire content of this document. I understand the risks and hazards associated with my minor child participating in college level coursework at CCS and knowing these risks and hazards agree to such participation.

Name of Parent or Guardian (please print)

Relationship to Applicant

Signature of Parent or Guardian

Date